School of Management and Labor Relations

Webex Meetings/Classes
Quick Start Guide for Students

Table of Contents

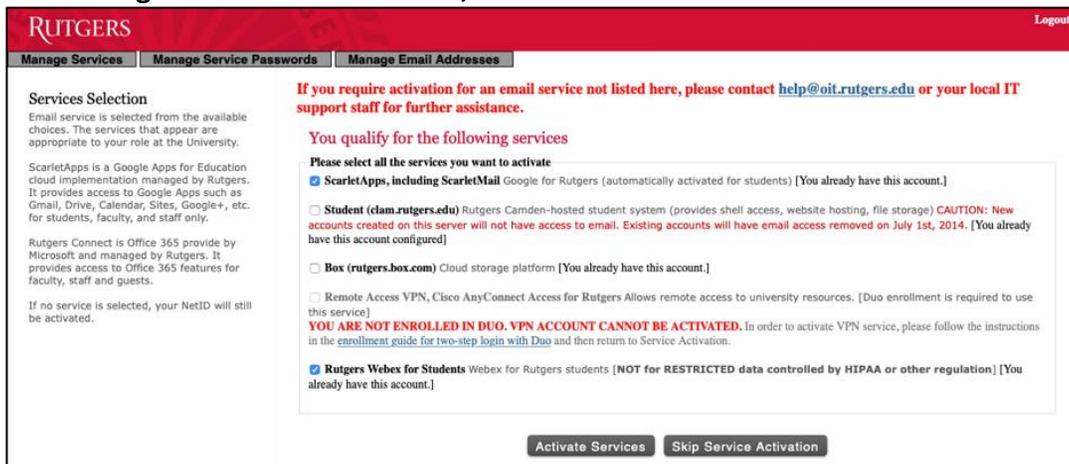## Getting Started with Rutgers Cisco WebEx

WebEx is a virtual conferencing tool your professors may use to conduct a **live (synchronous)** class. This guide shows you how to activate your Rutgers Cisco WebEx account, how to join a conference your instructor schedules, and how to participate in WebEx Meeting Room.

Activating Your Rutgers Cisco WebEx Account

Activating your WebEx Account means that you get your own personal WebEx Meeting Room link. If you want to connect with your classmates for group project work or if you want to host your own WebEx meeting, you can use your personal WebEx Meeting Room link. Only you own that meeting room. You can invite participants to your Personal Meeting Room by sharing your meeting room link. **Note**: You **do not need** to activate your WebEx Account if your instructor is the host of a meeting. You will receive a link from your instructor and you simply click on that link/URL and you will be in your instructor's meeting room.

To activate your Rutgers WebEx Account:

1. Login to the Rutgers Portal using your NetID and Password.
2. Select **My Apps** > **Computing Services** > **WebEx Meetings**.
3. Select **Rutgers WebEx for Students,** and click **Activate Services**.

Once you activate your WebEx account, you will have a personal meeting room link that looks like this: **https://rutgers.webex.com/meet/yourNetID**. The letters after the last slash is your NetId. Whenever you want to host a meeting, you share that link with the participants you want to meet with.

Join a WebEx Meeting (Class)

There are two ways an invitation from your instructor may be received:

1. As a direct link (URL) that has the following URL format:
   https://rutgers.webex.com/meet/your instructor's NetID. At the specified date and time, simply click that link to join the meeting/conference/class. The meeting invitation will come to your Rutgers.edu email and/or to the Learning Management System (Canvas or Sakai) as an Announcement.
   - You can join a WebEx meeting through a computer, a mobile device, or by phone. It is recommended that you download the Cisco WebEx Desktop App for your computer, and the Cisco WebEx Mobile App for your mobile devices. You can download the apps from the Rutgers Cisco WebEx Web Page.
2. An invitation that includes an access code and instruction to join the meeting.

Meeting Room Panel Controls

The toolbar at the bottom of the screen allows quick access to basic meeting functions.
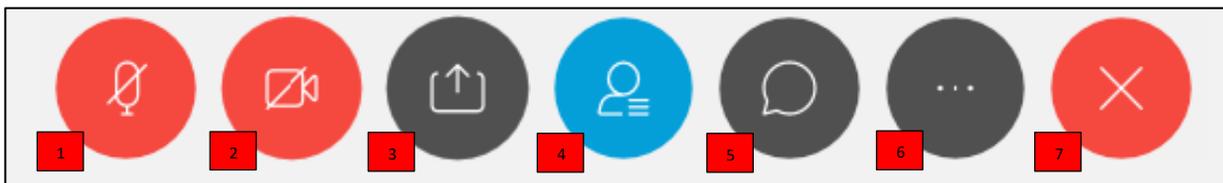
Meeting Controls	Description
Mute/Unmute	Mute or unmute your microphone. Alternatively, you can also mute or unmute your microphone from the toolbar. • Select **Participant** > **Mute Me**. • Select **Participant** > **Unmute Me**.
Start my video	Turn camera on/off.
Share content	Share files.
Participants List	Show/hide Participants panel. Participants panel appears on the right-hand side of the meeting window.
Chat	Show/hide Chat panel. Chat panel appears on the right-hand side of the meeting window.
More Options	Show/hide Notes panel, copy the meeting link, and adjust audio/video connection.
Leave	Leave/end the meeting. Alternatively, you can also leave the meeting from the toolbar. • Select **File** > **End Meeting**.

Panels

You can use panels to interact with professor and other participants. After you join a meeting, the meeting window opens and on the right-hand side you can see some default panels like Participants panel, Chat panel, and Notes panel.

Note: You can hide panels from the toolbar. To hide panels, select **View** > **Panels** > **Hide Panels**.

Participants Panel

Participant panel displays the list of participants who are in the meeting. There are three icons displayed to the right of your name. You can also search for a participant using the Search bar.

Icons	Description
	You can participate in the class discussion using audio or text to get the attention of the instructor or professor. Click the **Raise Hand** icon to raise or lower your hand.
	Click the **Start My Video** icon to enable or disable your video.
	Click the **Mute** icon to mute or unmute your microphone.

Chat Panel

You can chat with the instructor or other participants during the class presentation.
To chat with the instructor or with the class:
1. From the **To** list, select **Everyone** or a specific participant.
2. Type the message in the text box.
3. Click **Enter**.

Notes Panel

You can type notes during the class presentation and save them as *.txt* file.
To save notes:
1. In the Notes panel, type your notes.
2. Click **Save**.
3. Enter the name for the notes file, and click **Save**.

Further Tutorials and Helpful Guides

- [Quick Start Guide at Rutgers WebEx](#)
- [Get Started with WebEx Meetings](#)
- [Use WebEx with any Connection Type](#)
- [Video Tutorial - Getting Started with Webex](#)

Rutgers WebEx Technical Support

If you run into technical issues, contact the Rutgers OIT WebEx help desk:

- **Phone: 1-833-OIT-HELP (1-833-648-4357)**
- **Email: webex-help@oit.rutgers.edu**