

## Step 1: Login to shell and click on Cisco Webex...

2020FA - Intro to World History I (001) Jump to Today Edit

Union County College  
Department of Social Sciences, Business, and History  
1033 Springfield Avenue  
Cranford, NJ  
Fall 2020 Semester  
HIS 103 (Introduction to World History I: Prehistory to 1500 C.E.)

Course Status  
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August 2020

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	30	31	1	2	3	4	5

Assignments are weighted by group:

## Step 2: Schedule meeting:

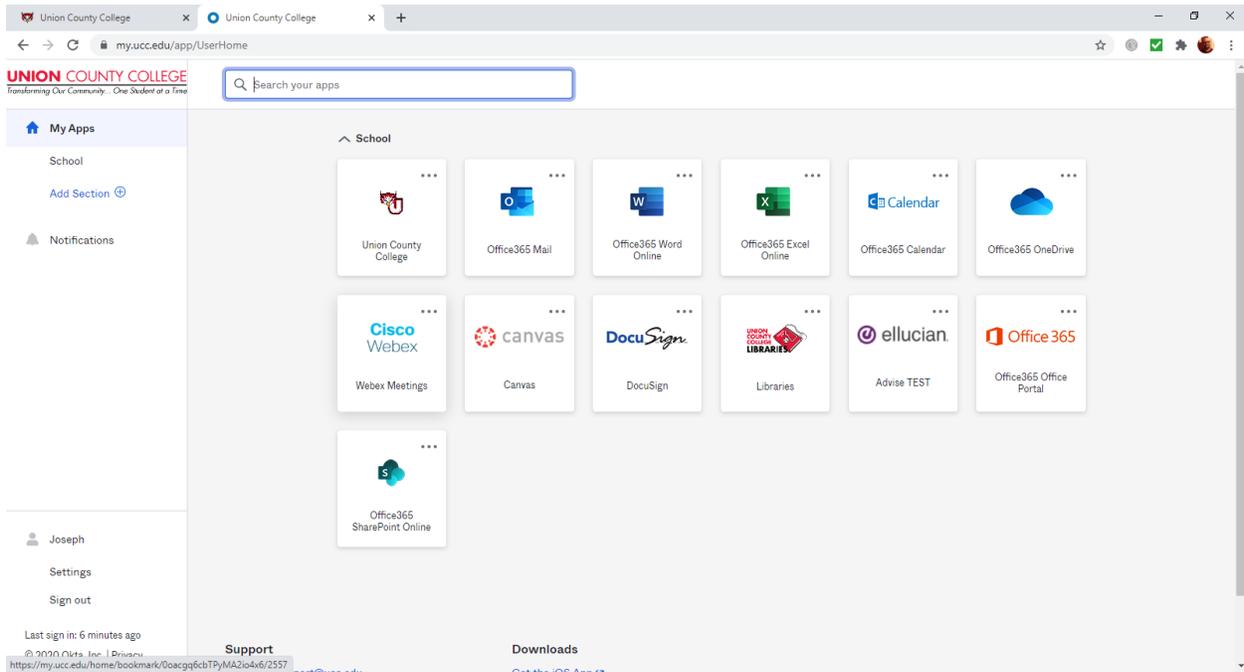
Virtual Meetings Setup Analytics Support CISCO

Meetings New Meeting

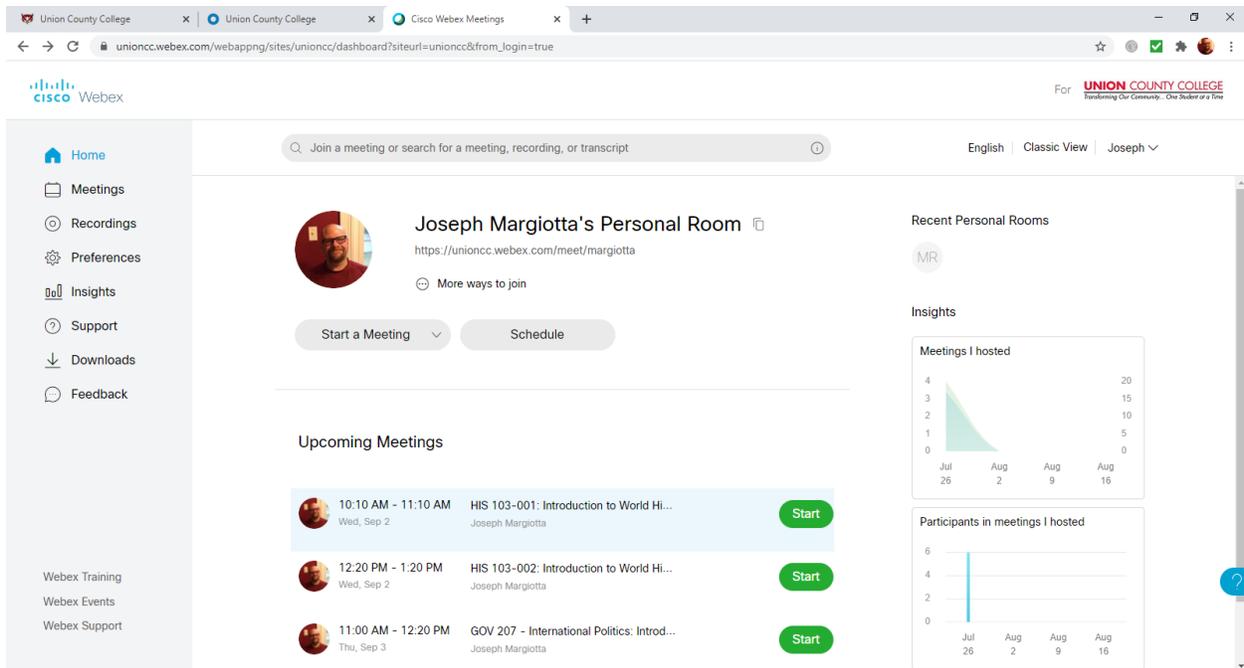
Upcoming Past Meetings Recordings Filters

Name	Host	Host Type	Duration	Date	Action
HIS 103-001: Introduction t...	Joseph Margiotta	Instructor	1 ho 1 hour 0 min	Sep 02, 2020 10:10 am	Host Edit Delete

### Step 3: Login to my.ucc.edu and click on Cisco Webex:



### Step 4: Click on the meeting you scheduled:



## Step 5: Retrieve Information such as Meeting Number and Host Key:

The screenshot shows the Cisco Webex interface for a meeting. The top navigation bar includes the Cisco Webex logo and the Union County College logo. The main content area displays the following information:

- Hosted by:** Joseph Margiotta
- Time:** 10:10 AM - 11:10 AM | Wednesday, Sep 2 2020 | (UTC-04:00) Eastern Time (US & Canada)
- Action:** Start Meeting (dropdown arrow)
- Meeting Information:**
  - Meeting link: <https://unioncc.webex.com/unioncc/j.php?MTID=mb2bbfe3d3d33886cf77ce939b65c3058>
  - Meeting number: 171 371 0224
  - Password: zyVy2loJLPEhJQ
  - Host key: 937102
- More ways to join:**
  - Join by video system: Dial 1713710224@unioncc.webex.com. You can also dial 173.243.2.68 and enter your meeting number.
  - Join by phone: +1-415-655-0001 US Toll. Access code: 171 371 0224

## Step 6: Invite the Room as a participant under “Who is Invited?” on right of screen:

The screenshot shows the Cisco Webex interface for a meeting. The top navigation bar includes the Cisco Webex logo and the Union County College logo. The main content area displays the following information:

- Back to Meeting List** (link)
- Meeting Title:** HIS 103-001: Introduction to World History I - Introduction and Syllabus Review
- Hosted by:** Joseph Margiotta
- Time:** 10:10 AM - 11:10 AM | Wednesday, Sep 2 2020 | (UTC-04:00) Eastern Time (US & Canada)
- Action:** Start Meeting (dropdown arrow)
- Meeting Information:**
  - Meeting link: <https://unioncc.webex.com/unioncc/j.php?MTID=mb2bbfe3d3d33886cf77ce939b65c3058>
  - Meeting number: 171 371 0224
  - Password: zyVy2loJLPEhJQ
  - Host key: 937102
- Who is invited?:** CRH214@ucc.edu

You are now ready to proceed to your Cisco Room...