How to Start a meeting in WebEx

PLEASE NOTE – WebEx will NOT work over remote desktop. Please use your local computer.

You can start a meeting in your personal room which always has the same address (https://unioncc.webex.com/meet/your.username) or have a scheduled meeting that is a one-time occurrence.

To start a onetime meeting, open WebEx Meetings and click the green button labeled ‘Start Meeting’.

You can also quickly copy your meeting space link by clicking the two rectangles on the top right side of the Meetings app to send to the participants. Once copied, you can email that out to the recipients.
After you click the ‘Start a Meeting’ button, you can then choose your audio and microphone settings or use the option to call in using a phone. Once you have your preferred device selected, you will then click the green ‘Start Meeting’ button at the bottom.
You have now started the meeting, from here you will see some quick options on the bottom of the screen. The option most used if presenting would be the ‘Share content’ button below.

After you click the ‘share content’ button, you have the option to share a whole screen, or just a single app. If you will be shifting through different programs, the ‘Screen 1’ option may be the easiest way to do your presentation. This will share your entire screen, so remember that all participants will see everything you have open.
When sharing content, a ribbon will open up at the top of the screen with some quick options such as record your meeting, annotate the content on the screen, etc.