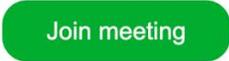


Pacific WebEx Quick Start Guide – Attending A Meeting

1. Open the WebEx invite you received and locate the **Join Meeting** link:

Meeting number (access code): 922 033 024
Meeting password: B32wshu2TsN
Monday, March 2, 2020
9:30 am | (UTC-08:00) Pacific Time (US & Canada) | 1 hr



Join by phone

Tap to call in from a mobile device (attendees only)

+1-415-655-0002 US Toll

Join from a video system or application

Dial [922033024@pacific.webex.com](tel:922033024@pacific.webex.com)

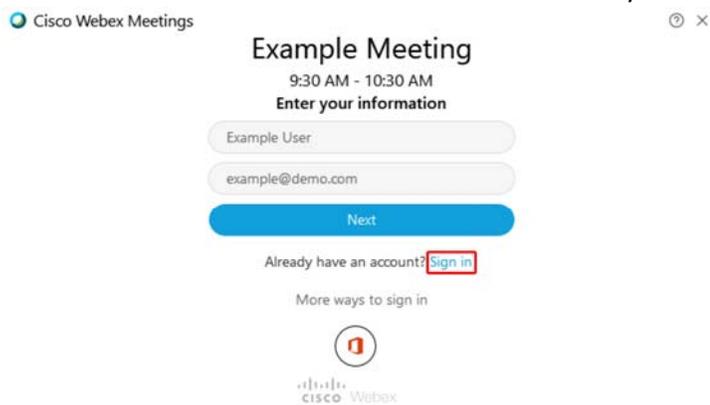
You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

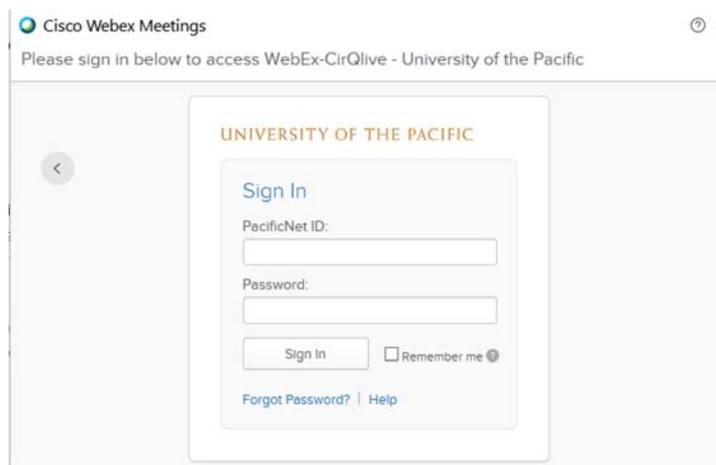
Dial [922033024.pacific@lync.webex.com](tel:922033024.pacific@lync.webex.com)

Need help? Go to <http://help.webex.com>

2. Click on **Join Meeting** to be taken to the WebEx site where you will be able to join meeting. If you do not have a PacificNet login, enter your name and email address and then click **Next** when you see this screen:



3. If you do have a PacificNet ID, click the blue link labeled **Sign In**. Enter your PacificNet credentials at this screen:



4. You can also attend meeting via the WebEx Mobile App on iOS or Android.

Pacific WebEx Quick Start Guide – Joining A Meeting



Joining A Meeting

If someone invites you to a WebEx meeting, you will receive an email invitation with instructions on how to join. You can click the **Join** link to join the meeting. If the meeting requires a password, it will be in your email invitation:

Meeting number (access code): 922 033 024

Meeting password: B32wshu2TsN

Monday, March 2, 2020

9:30 am | (UTC-08:00) Pacific Time (US & Canada) | 1 hr

[Join meeting](#)

Join by phone

Tap to call in from a mobile device (attendees only)

[+1-415-655-0002](tel:+14156550002) US Toll

Join from a video system or application

Dial 922033024@pacific.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial 922033024.pacific@lync.webex.com

Need help? Go to <http://help.webex.com>

The WebEx user interface is simple. Meeting options in the center and participants and other panels on the right.

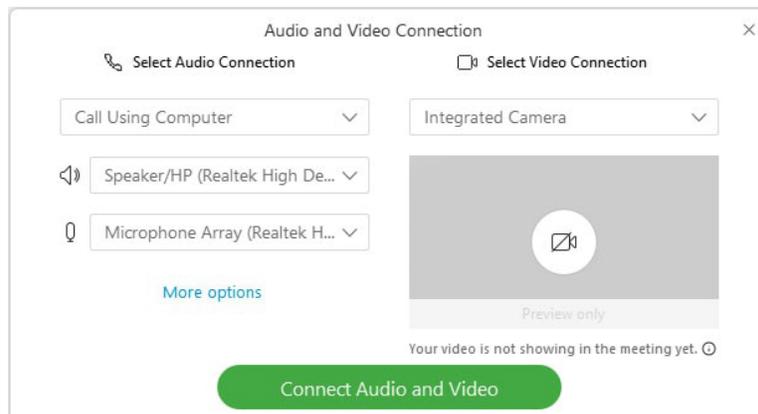
Connect Audio

When you join a meeting, the Audio and Video Connection dialog box appears. If you don't choose an audio connection at the start of your meeting, you can select **Connect audio and video**  to go back to the Audio and Video Connection dialog box. To connect your audio during a WebEx meeting, you can use your phone, computer, or a video device. During a meeting, you can stop or start your audio connection at any time. From the meeting control panel, you can select **Mute**  and **Unmute**  to turn your audio on or off.

Start Your Video

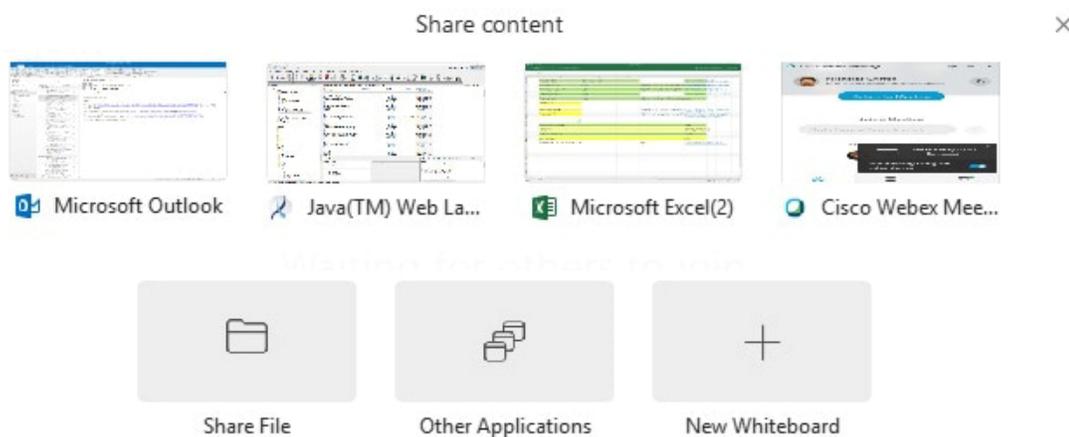
When you join a meeting, the Audio and Video Connection dialog box appears. If you don't choose a video connection at the start of your meeting, you can select **Connect audio and video**  to go back to the Audio and Video Connection

dialog box. During a meeting, you can stop and start your video connection at any time. From the meeting control panel, you can select **Switch camera device or stop my video**  and **Start my video**  to turn your video on or off.



Share Content

You can share content during a WebEx meeting. In the **Participants** panel, grab the ball  and drop it next to your name. You become the presenter. Select **Share content**  and start sharing.



Record a Meeting

Your meetings are important, so WebEx provides a method to record your meeting to share later. The recording includes the audio, video, and presentation. While in your event, select **Recorder**  and **Record** to record right away. You and your participants see a red icon at the top right of your window when recording is in process. When the meeting ends, you can find your recording on the My Recorded Meetings page of your WebEx site in Modern View.

How Do I Get Help With WebEx?

If you need assistance with using WebEx, there are a number of ways to contact the campus helpdesks:

1. Online self-service portal to request help or report an issue through [ServiceNow](#)
2. Call or email the campus helpdesk:
 - a. SAC - 916.739.7325 or sachelpdesk@pacific.edu
 - b. SF - 415.929.6514 or pchelp@pacific.edu
 - c. STK - 209.946.7400 or ext. x67400 or helpdesk@pacific.edu
1. Walkup service is located at the Sacramento and Stockton Libraries and room 107 in San Francisco