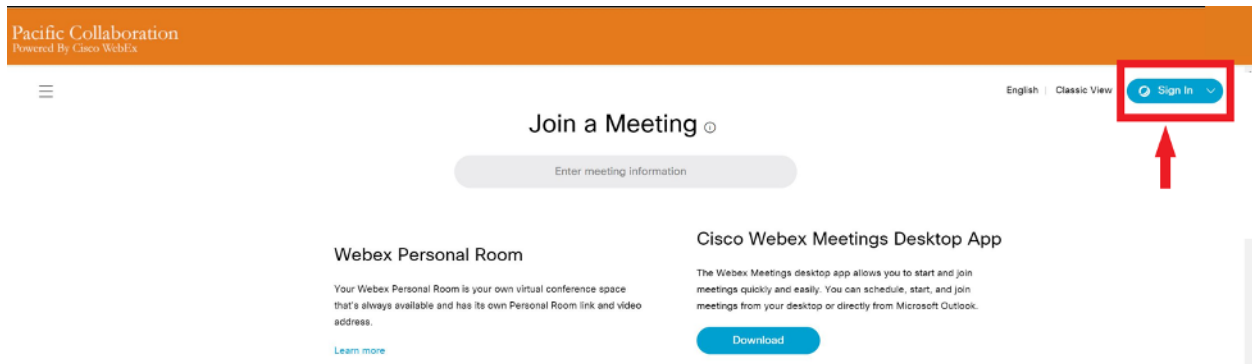
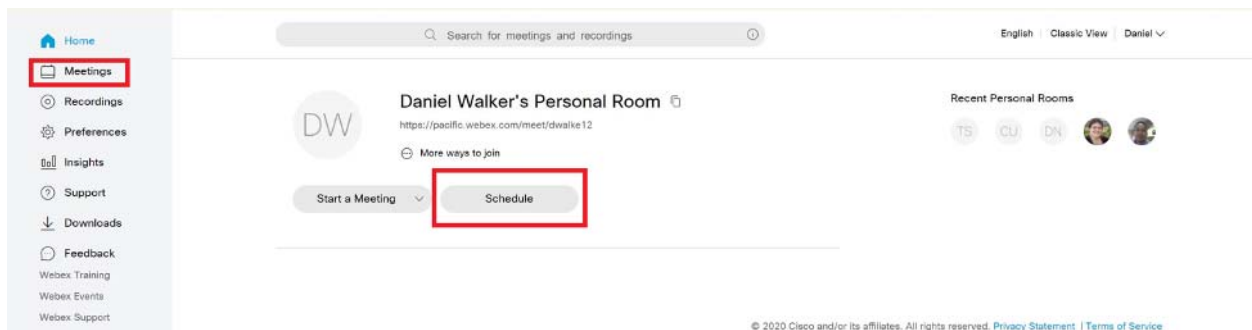


Pacific WebEx Quick Start Guide – Scheduling A Meeting

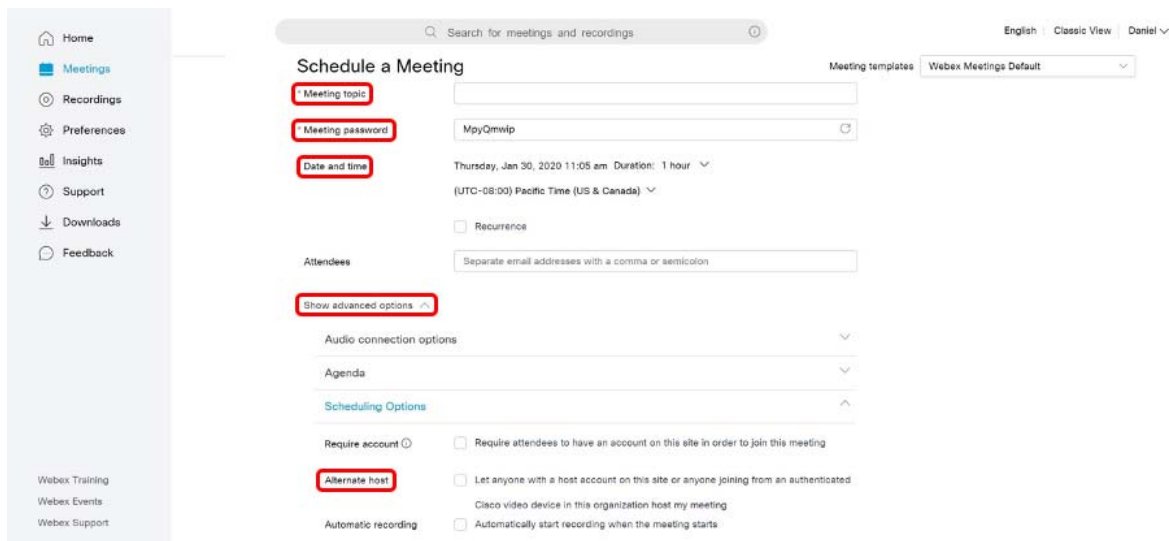
1. Go to <https://pacific.WebEx.com> and sign in using your PacificNet ID:



2. Press Schedule either on the Home page or on the Meetings page



3. Fill in details for your meeting:



Meeting Topic

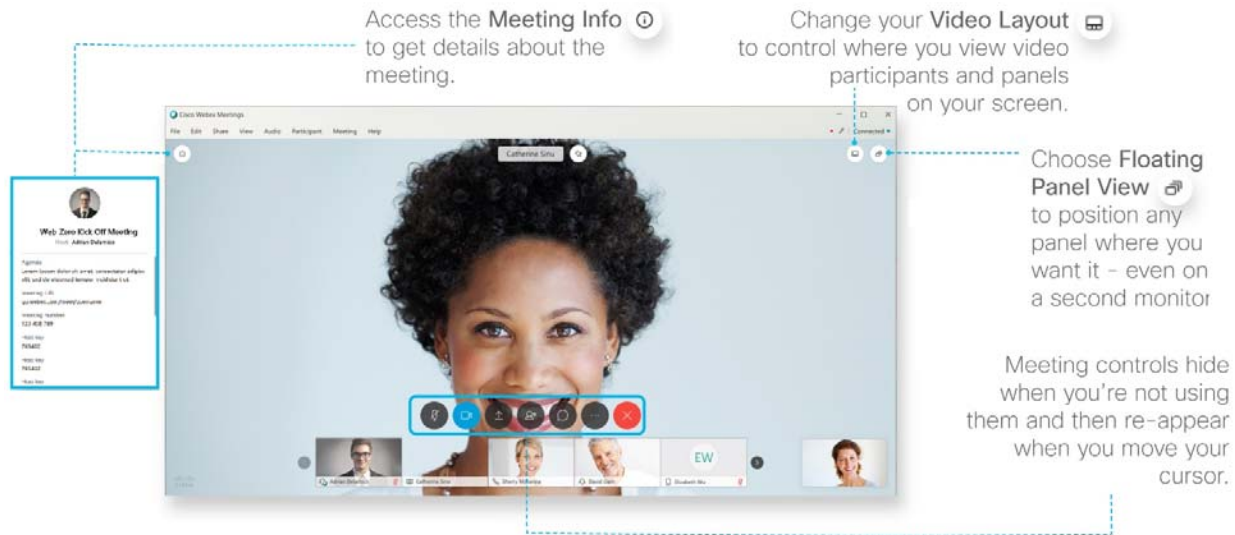
Password (this will be automatically pre-filled, but you can also change it)

Date and Time of the meeting

Click on the dropdown labeled **Show Advanced Options** to show additional settings

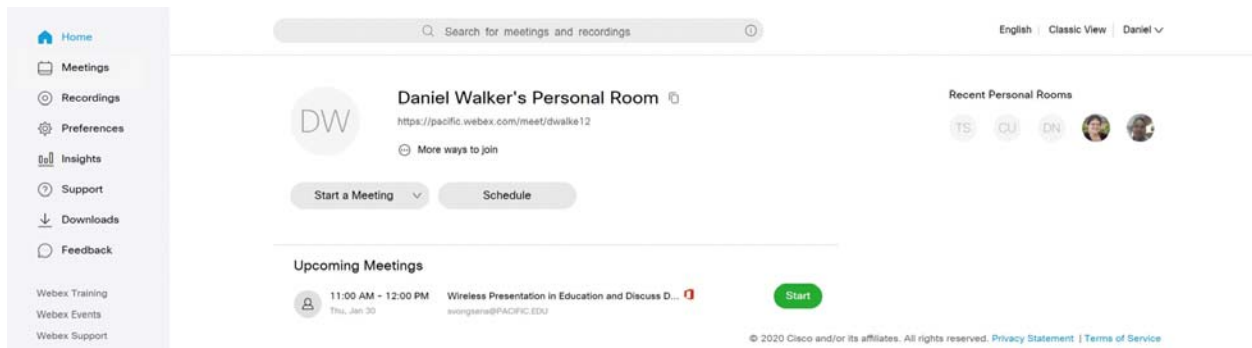
Click on the check box for **Alternate host** to allow others to host a meeting if you will not be in the meeting (it is recommended that you check this box)

Pacific WebEx Quick Start Guide – Hosting A Meeting



Start a Meeting

At the scheduled meeting time, sign in to WebEx. From the home page, in the Upcoming Meetings tile, locate your meeting. Select **Start**.

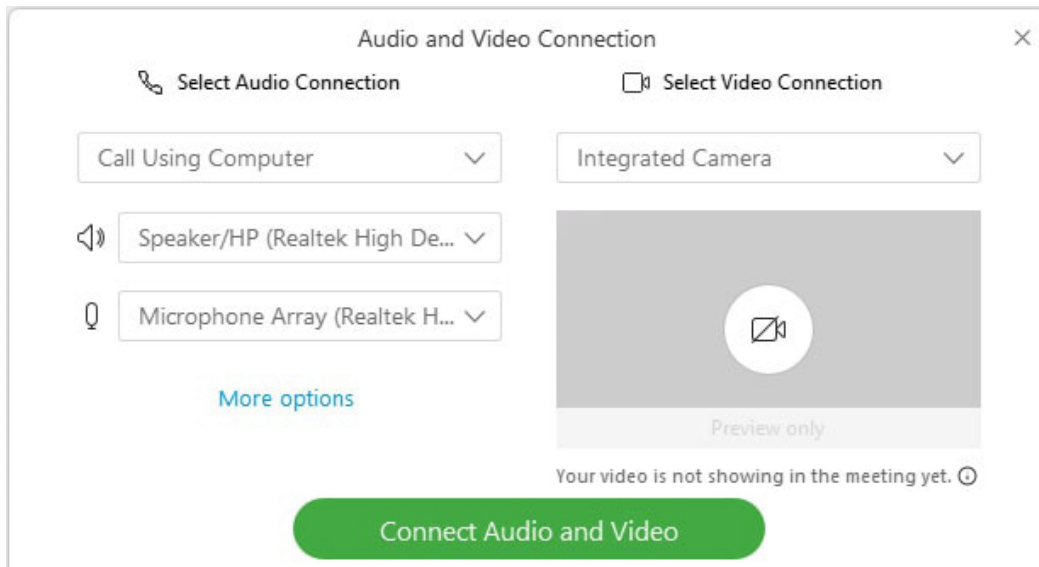


Connect Audio

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.

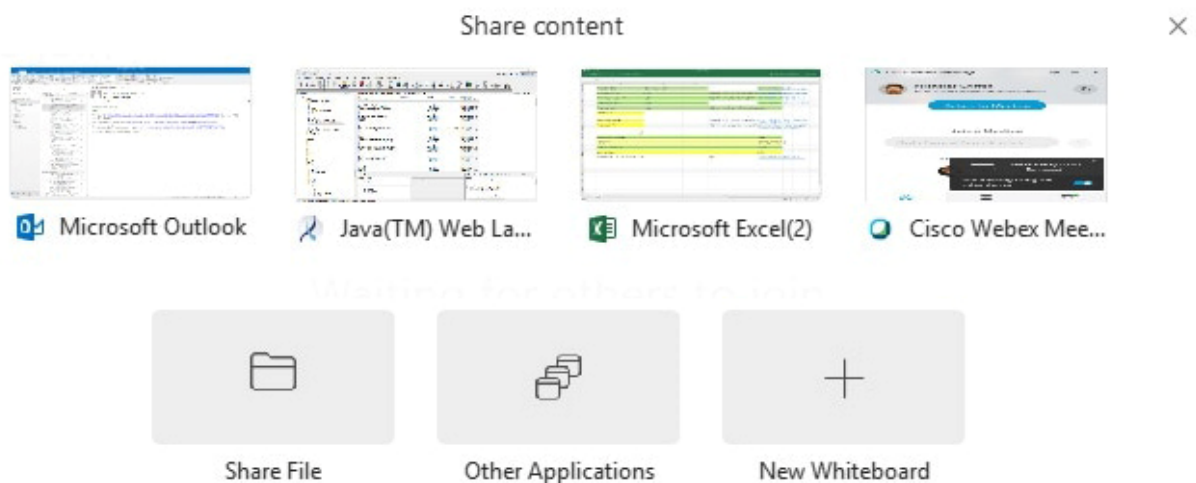
Start Your Video

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

To share content during a meeting, from the meeting control panel, select **Share content** .



Record a Meeting

Your meetings are important. If your whole team can't be there, or if you want to remember what was said, 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
4. Walkup service is located at the Sacramento and Stockton Libraries and room 107 in San Francisco