How to use Cisco WebEx to host an online Meeting.

1. Open a web browser and navigate to https://tamiu.webex.com/.
2. At the top right of your screen, click the blue Sign In button.
3. Enter your TAMIU email, in the following screen and click Next.
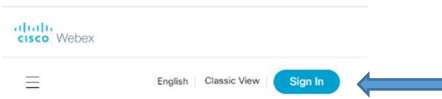
4. Sign in using your TAMIU email credentials.

5. Before creating a meeting, you need to send the instructions to the participants. To do this, go to your home screen.
    Home
6. Under your personal meeting room, copy the instructions you can share with the meeting attendees. Click on the Copy button (this is the small two pages button next to User name's personal room label)

   User name's Personal Room

   Share the instructions via email with participants. Instructions should look similar to this:

   [Username's] Personal Room

   https://tamiu.webex.com/meet/[username] | [PIN#]

   Join by video system

   Dial [username]@tamiu.webex.com and enter your host PIN .

   You can also dial 173.243.2.68 and enter your meeting number.

   Join by phone

   +1-415-655-0001 US Toll

   +1-469-210-7159 United States Toll (Dallas)

   Access code: [999 999 999]

7. In the same Home Screen, you can create a virtual meeting using the green button
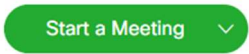

Please note: If this is the first time you are using Cisco Webex in your computer, the system will ask to allow the use of the microphone and camera. Click the Allow button in the pop-up window.
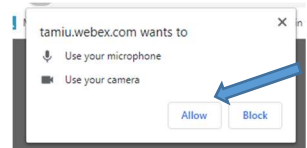
Select the Show me what's new button for a small tutorial on how to adjust your audio and video settings before you join the meeting or click Skip if you are familiar with WebEx.
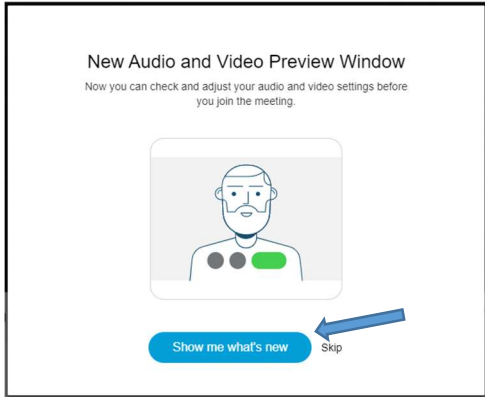
8. You are ready to start your meeting. Click on the green button Start Meeting.
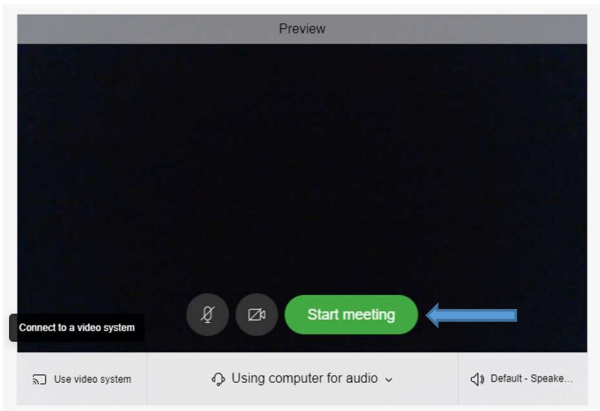
9. You can manage your microphone, camera and other device settings using the buttons at the bottom of your meeting screen.

 Allows you to mute or unmute your microphone.

 Allows you to share your camera.

 Allows you to share your Entire Screen or a specific application. You must select one of the two choices.
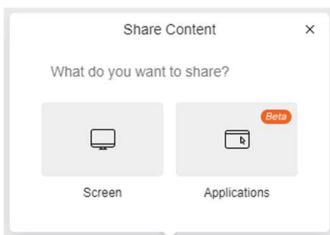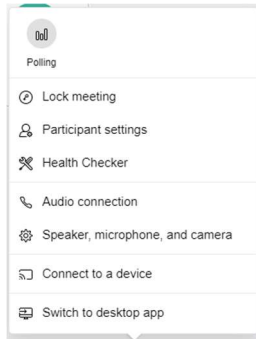

 Allows you to record the meeting.

 Allows you to see the list of participants who has join your meeting.

 Allows you to chat with all the participants or with a selected participant.

 This button allows you to access more options for your meeting.

 Allows you to leave the meeting. If you are the host this will terminate the meeting for all the participants.

10. You can also schedule a future meeting using Cisco WebEx. To do this, go to the Home screen Under your personal room, select the Schedule button. Fill out the meting information (Type, topic, password, Date and time, attendees). Click Start to schedule your meeting. This option will send a calendar invite to all attendees' emails.