

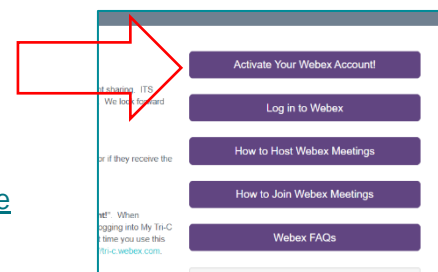
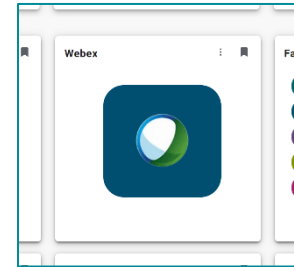
Faculty Quick Start: Webex Meetings: Getting Started

01 To Activate Account

- At <https://my.tri-c.edu> select the Webex card
- Click “Activate Your Account”. If your account is already activated, you will receive a message telling you this.
- It will also remind you that your URL for your Personal Room is:
`http://tri-c.webex.com/your_S#`

Resources:

- [Webex for Tri-C Faculty and Staff](#)
- [Webex for Tri-C Students](#)
- [Webex Help: Get Started with the Cisco Webex Meetings Suite](#)



02 Accessing Your Webex Account Page

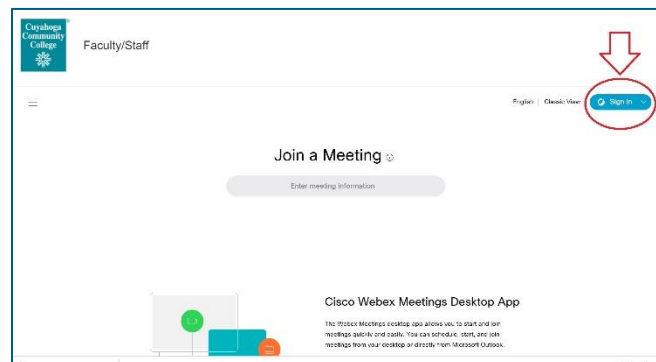
To Access your WebEx Account Page:

Go to Tri-C’s ITS WebEx page as noted in Step 01 and select “Log in to WebEx”

Or

Go to <https://tri-c.webex.com>

Once on your Webex account page, to ensure you are signed in, check to see if your name is listed on the right, Select “Sign In” (see image) if you are not yet in your personal account . Sign in using your Tri-C email address and Tri-C password.



03

Your Webex Account Page (Modern View)

1. **Home:** The image shows the home page
2. **Meetings:** Scheduling meetings and a list of future meetings that you have either created or have been invited to. You can click on the meeting title to get into the meeting.
3. **Recordings:** The recordings for all meetings you recorded as a host will be listed here with the link to the recording. It is suggested to download them as MP4s to upload into Mediasite for placement in Blackboard.
4. **Preferences:** General settings and preferences
5. **Start a Meeting** in your personal room. The personal meeting room is unique to you, you can open it anytime without scheduling a meeting. It is based on your S number.
6. **Schedule** a single meeting or recurring meeting

Other Tabs:

- **Insights:** General data collected regarding number of meetings hosted, number of attendees, etc.
- **Support:** Support from WebEx
- **Downloads:** Download “Cisco Webex Meetings Desktop App”, this is highly recommended for the host of a meeting.
- **Feedback:** Feedback option for WebEx
- **Profile Settings:** To add an avatar image or revise other profile information, select the down arrow at your name at the right, select My profile > Edit My Profile

Resource: [Use Your Cisco Webex Site in Modern View](#)