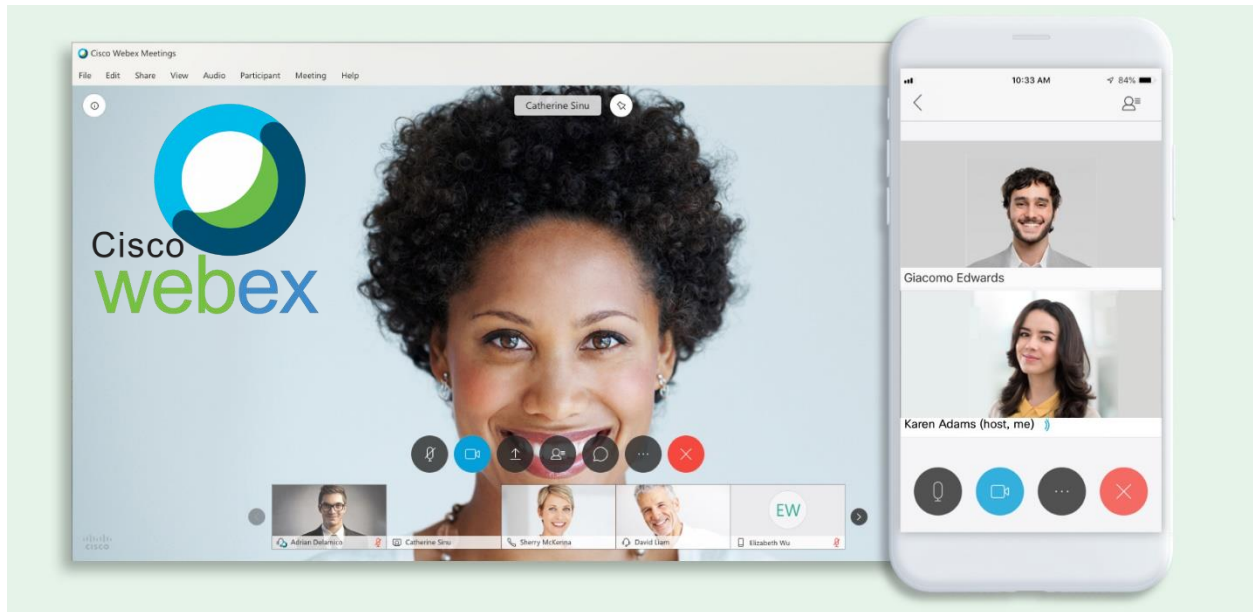


WebEx - One Page Quick Guide



WebEx is a great tool for a one-on-one meeting, sharing your screen with a colleague, a small group project meeting or a large online event or webinar.

First things first, get logged in to host and set up meetings (attendees don't need to log in):

1. Go here: <https://tfs.webex.com>.
2. Click "Sign-in" in the upper, right-hand corner.

Now that you are logged in, you have several options to use WebEx:

The Fastest way to get a meeting started is to use your always running personal meeting link. WebEx made this for you when you signed in:

1. Go here: [https://tfs.webex.com/meet/\[your username here\]](https://tfs.webex.com/meet/[your username here]), sign in and then the meeting will start automatically. Ex. <https://tfs.webex.com/meet/wsmith>
2. Send your personal link to anyone you want to join your meeting. (Within TFS or outside, doesn't matter.)

If you need to schedule a WebEx:

1. While signed into WebEx, go to "Meeting".
2. Click "Schedule".
3. Give your meeting a meaningful name and set the date and time.

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4. Invite attendees via their e-mail address. Put in one address at a time.

Pro Tip: By default, attendees are only offered audio through the WebEx app. If you want to offer that plus the traditional dial in call numbers, click “Show advanced options” -> “Audio connection options” -> Change type to “WebEx Audio”.

If you want to do a webinar or event to lots of people who don’t need to speak:

1. Go to “WebEx Events”.
2. Click “Schedule an Event”.
3. Give your event a meaningful name, set the date and time, set the conference type to “WebEx Audio” and fill out the as much of the description and event details as possible.
4. Create a list of attendees (these people can’t talk but can use Q&A to chat questions in). Optionally, you can simply finish creating your event and then send out the registration link via e-mail to whoever you want. Let your attendees build the list for you.
5. Create a list of panelists (these people will talk, share screens, give presentations and turn on web cams).

Finally, be sure to download WebEx for iOS or Android for attending meetings on the go:



For more, visit: <https://helpdesk.tfs.tamu.edu/webex>

As always, if you have any questions, don’t hesitate to contact the IR Help Desk:

Call: (979) 458-7309, Click: <https://helpdesk.tfs.tamu.edu> or E-mail: helpdesk@tfs.tamu.edu

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