



# WebEx: Basics

Center for Innovation in Teaching and Learning

## Activate your TnTech Webex Account:

1. Go to [TnTech.webex.com](https://TnTech.webex.com)
2. Login using your TnTech account credentials

## To Start a Meeting:

You can schedule a meeting within WebEx, launch an immediate meeting, or schedule within iLearn.

## To Schedule within WebEx

1. Login into WebEx and select **Meeting Center**
2. Add a *meeting topic, time, password, and attendees*

Home **Meeting Center** Event Center Support Center Training Center My WebEx

New User Reference  
Attend a Meeting  
▼ Host a Meeting  
My Personal Room  
Schedule a Meeting  
Meet Now  
My Meetings  
My Recorded Meetings  
► Set Up  
▼ Support  
Help  
MyResources  
Downloads  
Contact Us

### Schedule a Meeting

To set advanced meeting options or to schedule a Personal Conference meeting, go to [Advanced Scheduler](#)

Meeting topic:

Password:  ⓘ ⓘ

Date:

Time:   ☒ am ☐ pm  
[New York Time](#)

Duration:

Attendees:   
[Use address book](#)

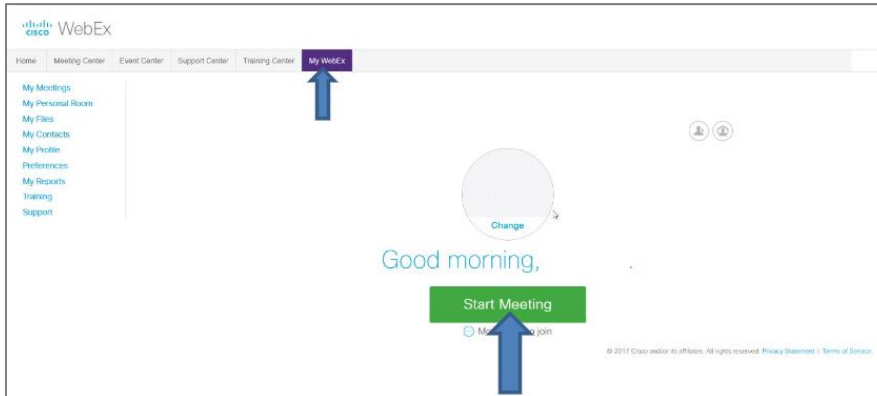
☐ Let anyone with a host account on this site host my meeting  
☐ Send a copy of the invitation email to me

Audio conference: WebEx Audio  
[Change audio conference](#)

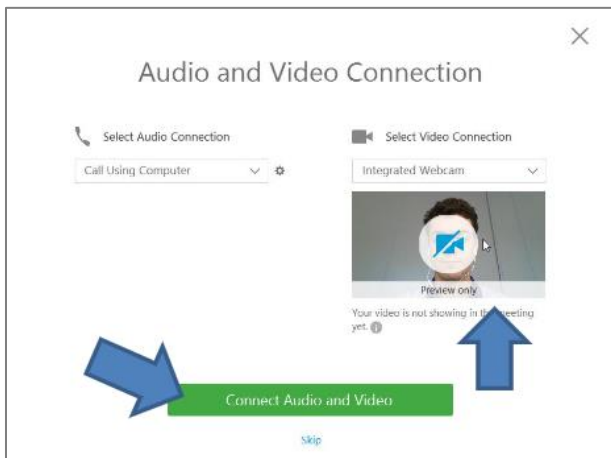
[Save as template](#)

### To Launch an Immediate Meeting

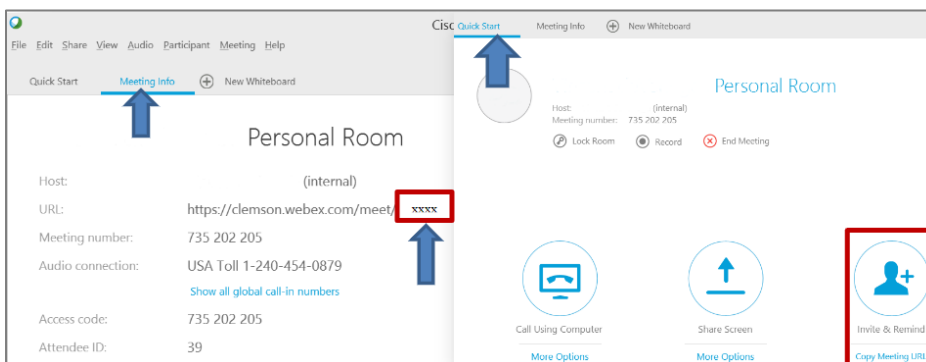
1. Login into WebEx and select **My WebEx**
2. Select **Start Meeting**



3. Set up your webcam and microphone
  - Be sure the preview shows the correct display and audio



4. When in your *Personal Room*, select **Meeting Info** to invite others
  - Note that the xxxx after the URL serves as the meeting ID
  - Under the **Quick Start** tab, select **Invite and Remind** or **Copy Meeting URL** for other methods of inviting attendees



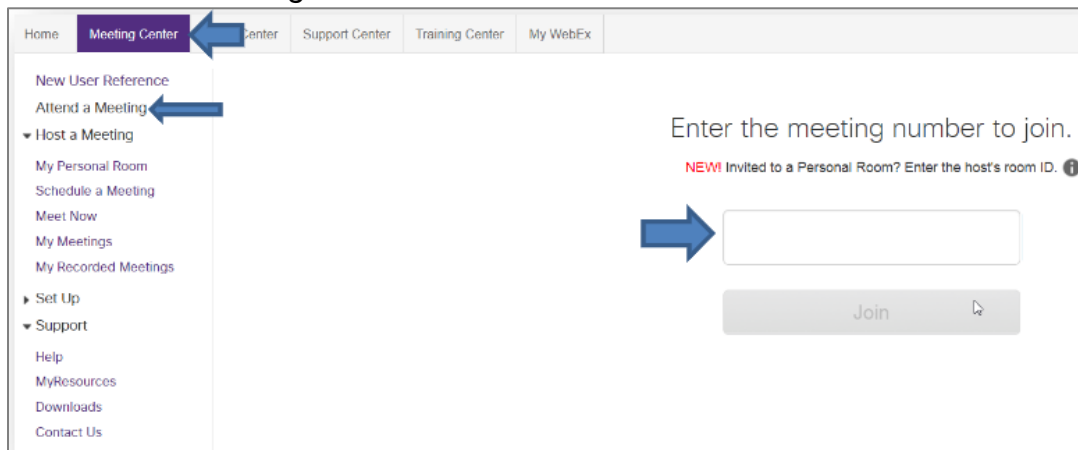
To Schedule within iLearn  
Instructions Coming Soon!

## To Join a Meeting:

You can join a meeting within Tntech.webex.com, an email invitation, or within iLearn

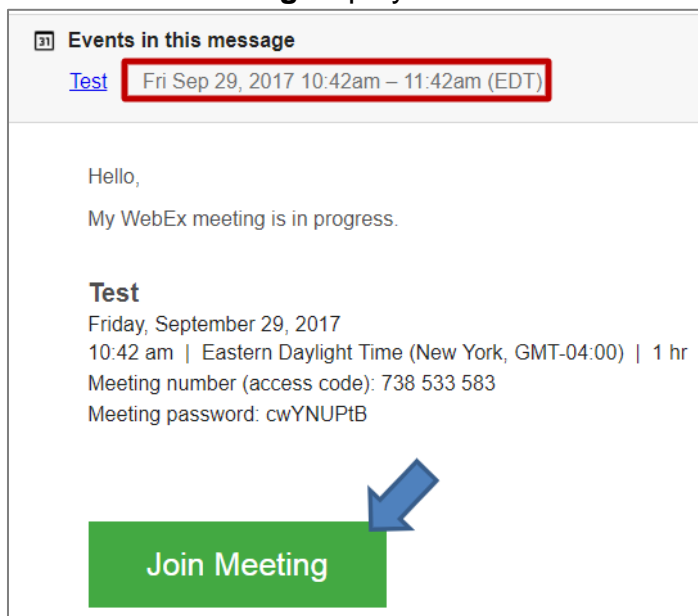
### To Join from WebEx

1. In WebEx, select **Meeting Center** and then select **Attend a Meeting**
2. Type the meeting ID or number in the designated field
  - This can be found by looking at the last line of the Personal Room URL under *Meeting Info*



### To Join Via Email Invitation

1. Select **Join Meeting** displayed in the email invitation



To Join within iLearn  
Instructions Coming Soon!