**WebEx Quick Start Guide**

**Logging In:**

1. Go to [iastate.webex.com](https://iastate.webex.com) – Sign In
2. Login with Okta

**Starting a Meeting:**

1. Click Start Meeting
2. The arrow next to ‘Start a Meeting’ will let you choose to host your meeting with the Web App or download and use the Desktop App
3.  Make a note of your Meeting URL, you can also find this after starting the meeting by clicking the Info button in the top left corner
4. If using the Web App your browser may ask you for permission to use your web cam and/or microphone. Choose Yes or Allow.

**Joining a Meeting:**

1. Other people can join your meeting with your Meeting URL
2. They will not need to register for an account, only provide their name for the meeting.
3. When they go to your Meeting URL, they will be given the option of downloading the client or using their browser.

**During your Meeting:**

1. You can mute your microphone or stop sending video with the first two buttons
2. You can Lock your Meeting using the button with the three dots, this will place anyone that tries to join into a Waiting Room until you admit them
3. You can share your desktop or another application with the third button
4. You can Record your meeting to be posted later, on Canvas, Youtube, etc.