

# LAU WebEx Meeting Quick Start Guide

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4. Start and Schedule a meeting using WebEx Desktop App
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N.B: Your user profile must be set up for *WebEx scheduling* in order to schedule meetings through the Cisco WebEx

## 1 Sign in to Cisco WebEx

1. Open a web browser and enter <https://lau.webex.com>



Join a Meeting ⓘ

Enter meeting information

2. Sign in using your LAU email address



Enter your email address

example@lau.edu.lb

Next

3. Enter your username and password, and then select **Log In**.



## Sign in

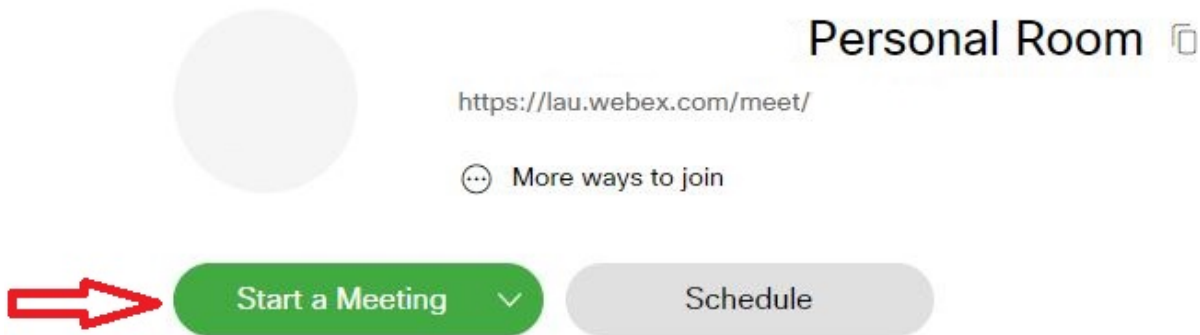
Please use your LAU e-mail username (only the part before @) and password.

Username

Password  [Forgot?](#)

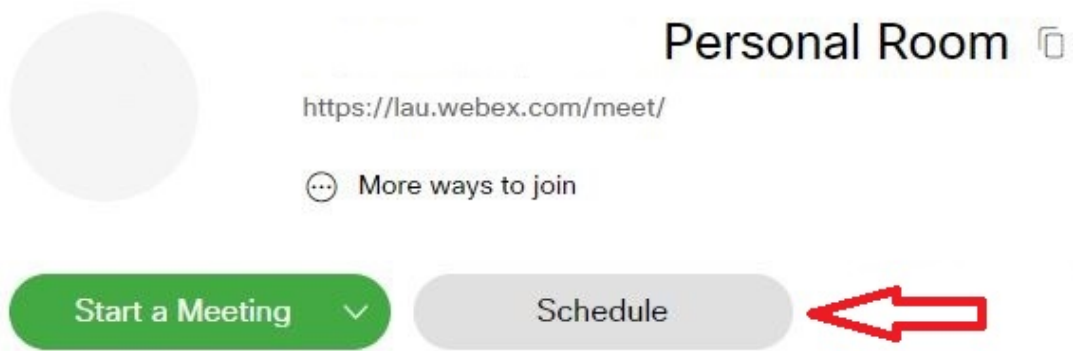
## 2 Start and Schedule a Meeting using Web Browser

1. To immediately start a meeting, Press **Start Meeting** on the Home Page.



2. Invite participants by sending an email with the following link : <https://lau.webex.com/meet/username>

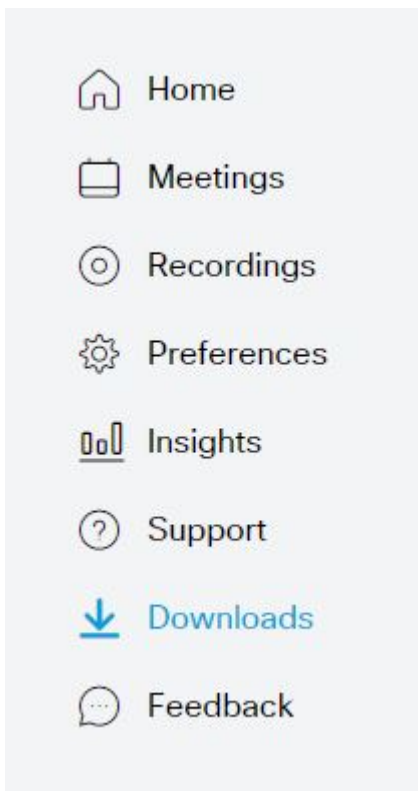
3. To schedule a meeting: press **Schedule**



### 3 Download WebEx Desktop App:

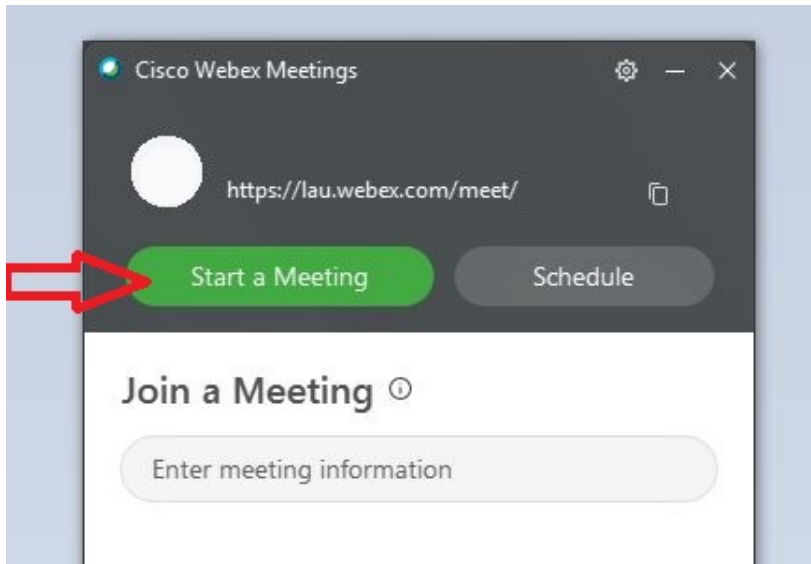
It is highly recommended to use the WebEx Desktop App for a smoother experience. To download the app:

- In the home page go to “Downloads”
- Desktop App Download



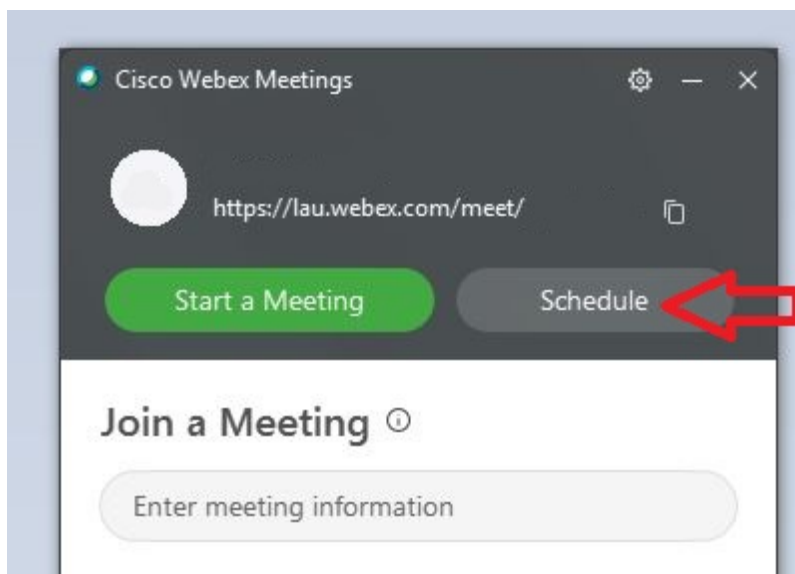
## 4 Start and Schedule a Meeting using WebEx Desktop App:

1. Open the Desktop App and **Start a Meeting**

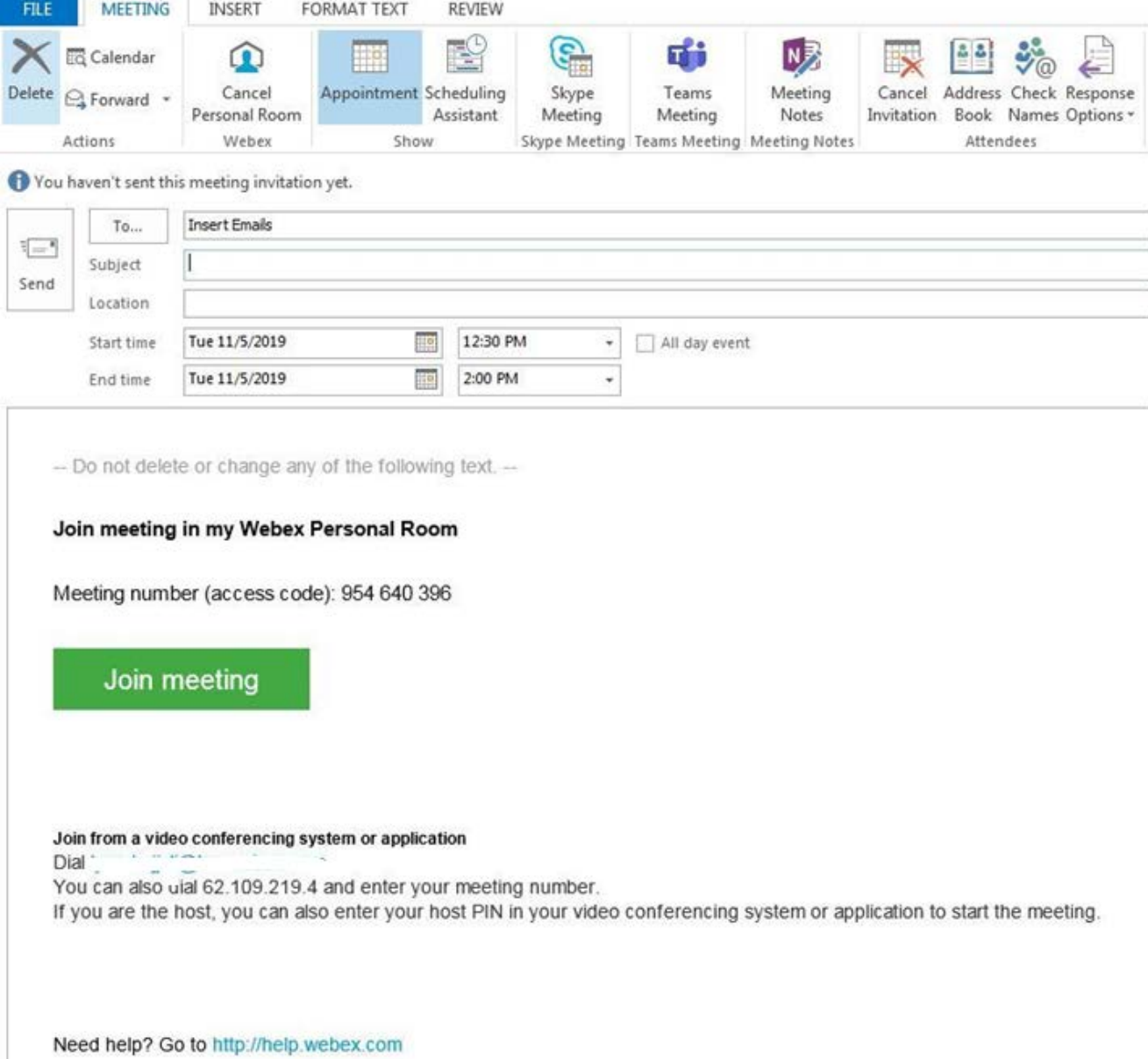


2. Invite participants by sending an email with the following link : <https://lau.webex.com/meet/username>

3. To schedule a meeting: Open the Desktop App and click on **Schedule**



4. After you click on **Schedule**, an automatic Meeting Invitation email will open via Outlook:



The screenshot shows the Outlook 'MEETING' ribbon with various options like 'Appointment', 'Skype Meeting', and 'Teams Meeting'. Below the ribbon, a message box states 'You haven't sent this meeting invitation yet.' The form includes fields for 'To...' (Insert Emails), 'Subject', 'Location', 'Start time' (Tue 11/5/2019, 12:30 PM), and 'End time' (Tue 11/5/2019, 2:00 PM). The main content area contains the following text:

-- Do not delete or change any of the following text. --

**Join meeting in my Webex Personal Room**

Meeting number (access code): 954 640 396

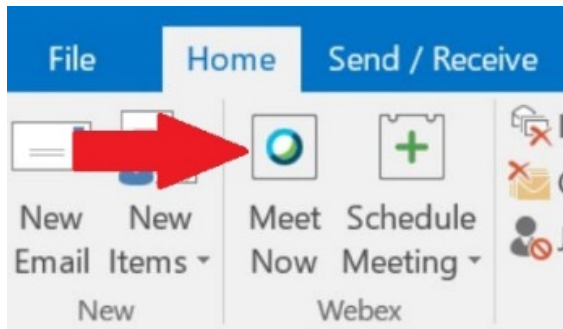
**Join meeting**

**Join from a video conferencing system or application**  
 Dial 62.109.219.4  
 You can also dial 62.109.219.4 and enter your meeting number.  
 If you are the host, you can also enter your host PIN in your video conferencing system or application to start the meeting.

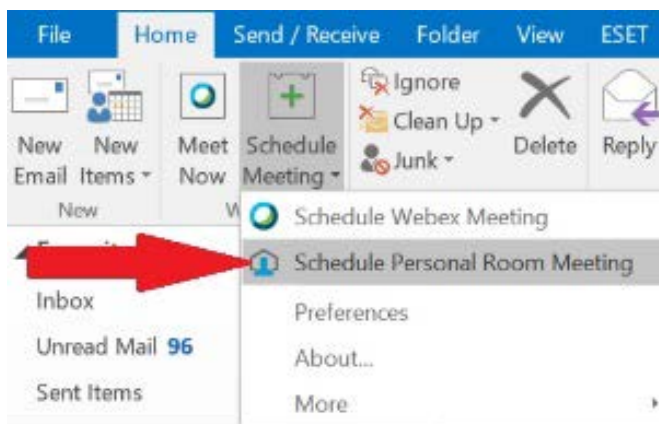
Need help? Go to <http://help.webex.com>

## 5 Start and Schedule a Meeting using Microsoft Outlook Add-In:

1. To start a meeting, open outlook and press **Meet Now**:

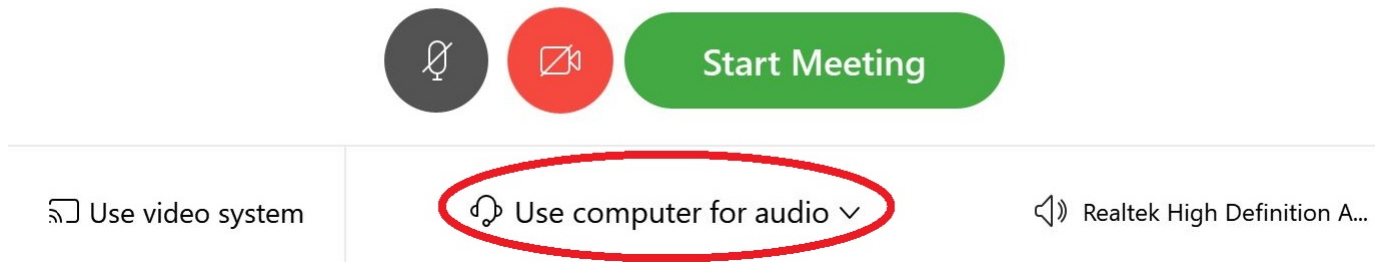


2. To schedule a meeting, press **Schedule Meeting > Schedule Personal Room Meeting**:

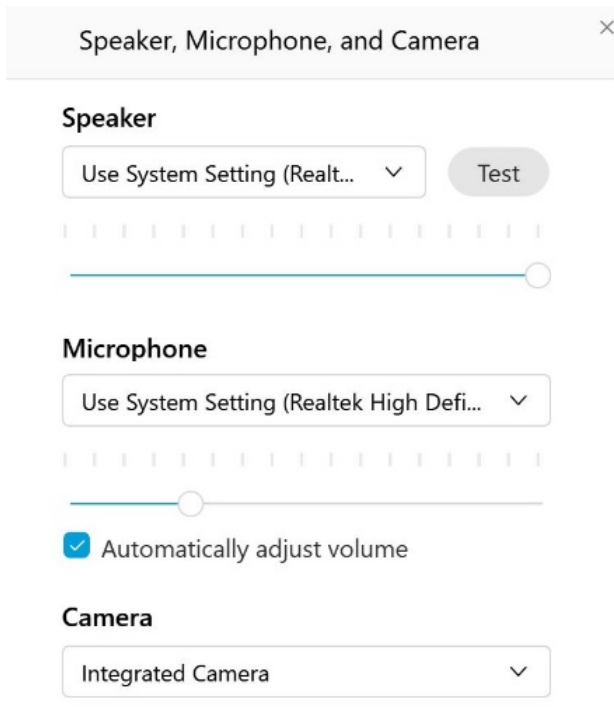


## 6 Set-up WebEx Call preferences

- a. To Connect Using Computer Audio, click on **Use computer for Audio**

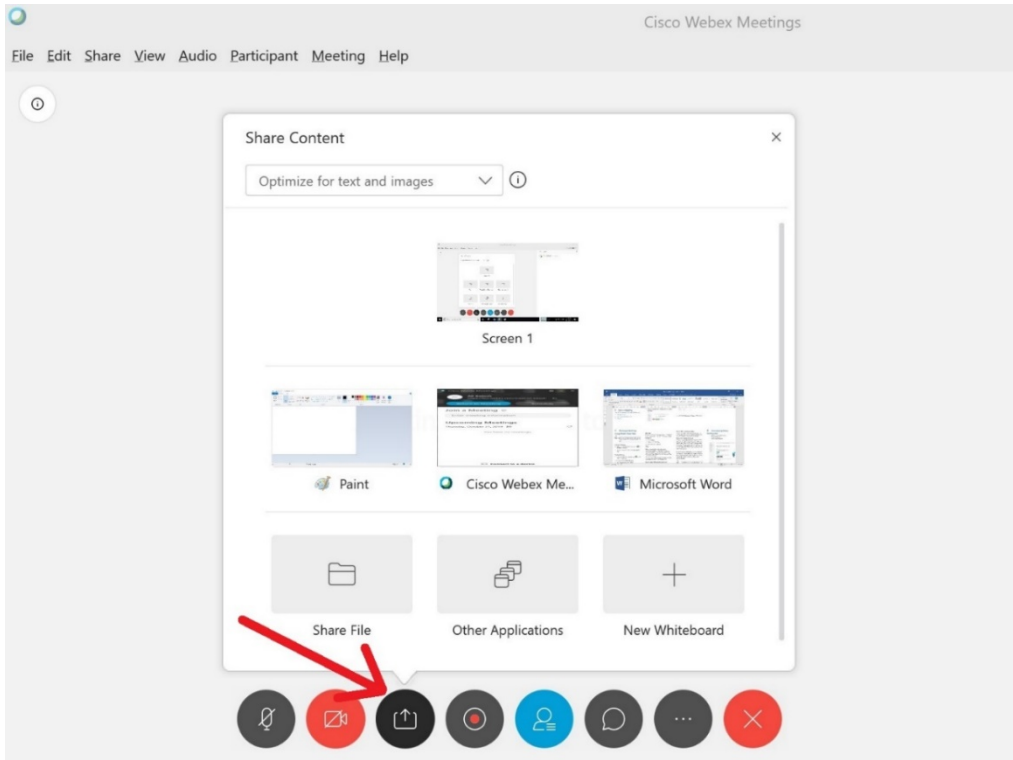


- b. Test your Speaker, Microphone and Camera:



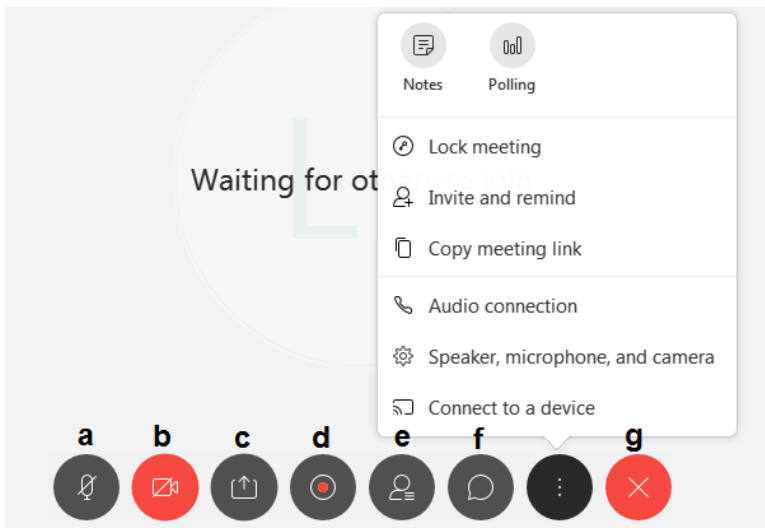
- c. After testing audio and video devices, Press **Start Meeting**.

4. To share content during a call, press **Content Share** and select **the proper Screen/App**



5. The Menu options are explained below:

- a. Mute Microphone
- b. Stop Viewing your Camera
- c. Share Content
- d. Record a meeting
- e. Show the Participant List
- f. Chat with Participants
- g. End or leave Meeting

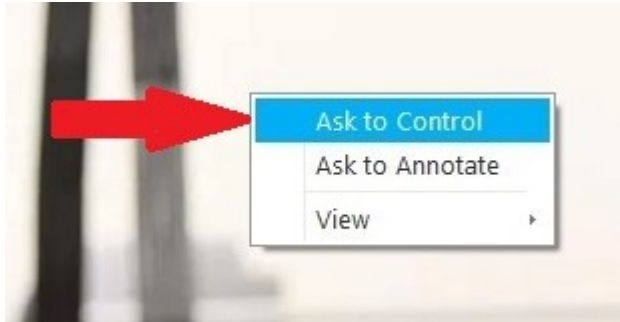




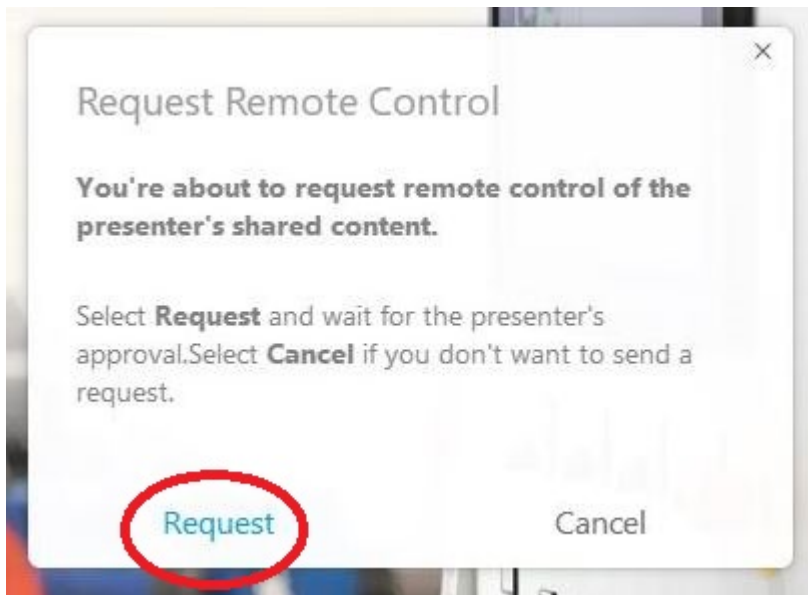
## 7 Control Participant Desktop

To control the participant's desktop, follow the below steps:

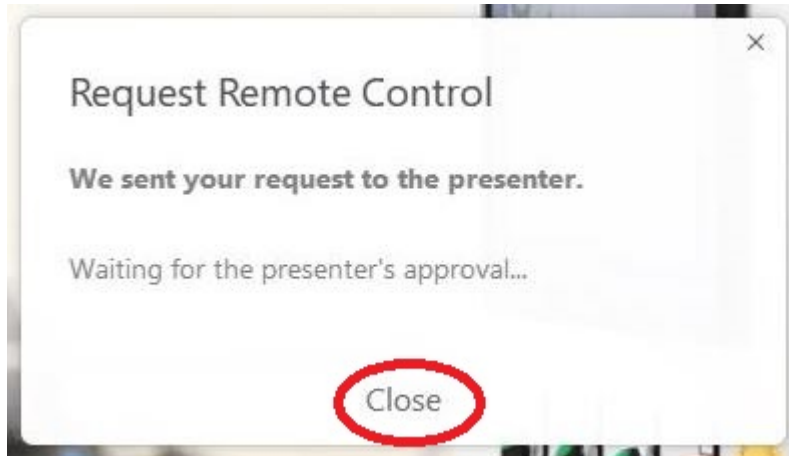
- a. Ask the participant to share content
- b. While sharing content, right click on the participant's desktop and **Ask to Control**



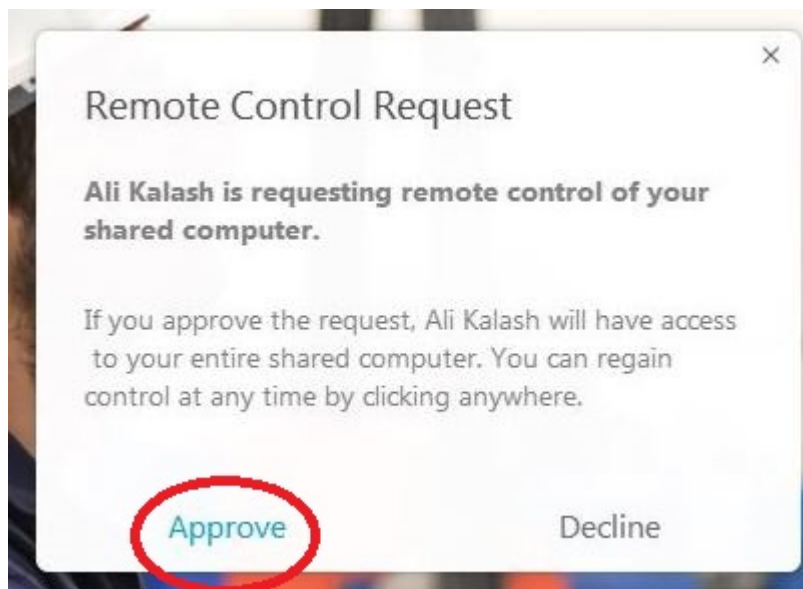
- c. You will get a **Request Remote Control** message, click on **Request**



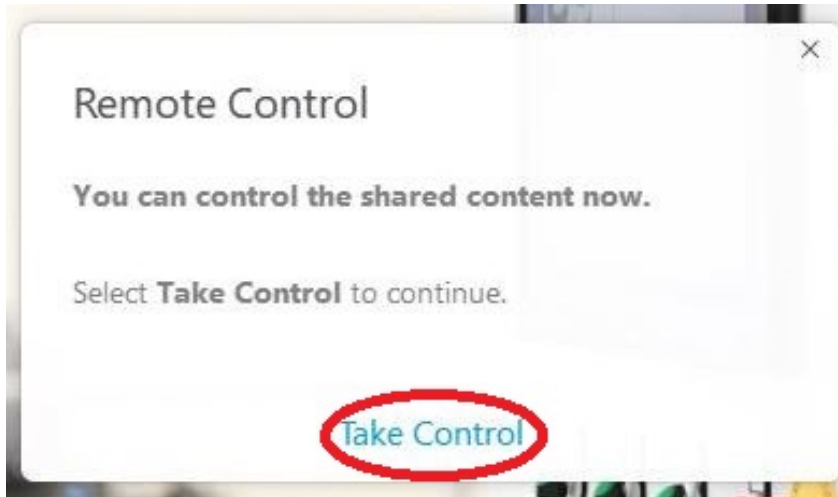
- d. The below message will appear, click Close



- e. The participant will receive a **Remote Control Request** message, he/she has to click on **Approve**



- f. You will receive a **Remote Control** message, click on **Take Control**



- g. The below message will appear on the top of the participant's desktop



- h. To stop the desktop control, the participant has to click on **Stop Sharing**

