# LAU WebEx Meeting Quick Start Guide

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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

# Sign in to Cisco WebEx

1. Open a web browser and enter <https://lau.webex.com>
2. Sign in using your LAU email address



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



# Start and Schedule a Meeting using Web Browser

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



1. Invite participants by sending an email with the following link : https://lau.webex.com/meet/**username**
2. To schedule a meeting: press **Schedule**



# 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

# Start and Schedule a Meeting using WebEx Desktop App:

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

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1. Invite participants by sending an email with the following link : https://lau.webex.com/meet/**username**
2. To schedule a meeting: Open the Desktop App and click on **Schedule**

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



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

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



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



# Set-up WebEx Call preferences

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



* 1. Test your Speaker, Microphone and Camera:

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* 1. After testing audio and video devices, Press **Start Meeting**.
1. To share content during a call, press **Content Share** and select **the proper Screen/App**



1. The Menu options are explained below:
	1. Mute Microphone
	2. Stop Viewing your Camera
	3. Share Content
	4. Record a meeting
	5. Show the Participant List
	6. Chat with Participants
	7. ****End or leave Meeting