Getting Started with WebEx

Stay connected in your online courses by utilizing this web conferencing tool.

What you will need:
- **Web camera (optional video)**
- **Microphone (USB headset/earbuds or mic on webcam)**
- **Telephone (optional if not using computer)**

How to create a WebEx account:

1. Visit https://cart.webex.com/sign-up-webex and use your MCC email to sign up.
2. Check your email for an Activation Code. Enter the code on the next screen.
3. Enter your name and choose a password.
4. Be patient while your account is created. Because so many participants are signing up for this service right now, it can take a while for your account to be created. Once the process is complete, you will receive a link to your personal WebEx meeting site (i.e. username.my.webex.com)

How to schedule or start a meeting:

1. Log in to your WebEx site (i.e. username.my.webex.com)
2. Click Schedule.
3. Enter a Meeting Topic, then enter and confirm the meeting password.
4. Specify the Date, Time and Duration. (Setting duration is for planning only — the meeting will continue until you end it.)
5. Enter the email addresses of people you want to invite.
6. Click the Start button to begin the meeting now or click Schedule if you changed the time or date.
7. To start a meeting you scheduled, click My Meetings, then locate the meeting and click Start.

Visit the WebEx Help Center (https://help.webex.com/en-us/) for articles and additional support resources.