

WebEx: Login, Check the Meeting Schedule, & Access Recorded (Archived) Meetings

Login: Go to <https://my.webex.com/login>

- Select the **My WebEx Site** account
- Enter User Name: **DLearning**
- Enter Password: **XXXXX** (Obtain the actual password from the Distance Learning team)
- Enter URL: **goucher**
- Click the **Login** button
- All entered text is case and spacing sensitive

WebEx Account Login
Host Login

To login to your WebEx account and immediately start meeting, simply

Account type: My WebEx Site

Username: DLearning

Password: ●●●●●●

URL: goucher .webex.com

Remember:

Login

Check the Meeting Schedule:

- In the left column, click **Attend a Meeting**, then click **Browse Meetings**
- Click the **Monthly** tab or use the Search feature
- Icons identify scheduled meetings (See example meeting scheduled on July 8th below.)
- Click on the **blue** links to see details for scheduled meetings (Examples: **Week 28** or any **blue** date)

GOUCHER college

PROSPECTIVE STUDENTS PARENTS CURRENT STUDENTS GRADUATE STUDENTS FACULTY AND STAFF ALUMNAE/I

Meeting Center My WebEx New! Community

Browse Meetings

New User Reference

Attend a Meeting
Browse Meetings
Unlisted Meeting
Register

Host a Meeting
Schedule a Meeting
My Meetings
One-Click Meeting
My Recorded Meetings

Set Up

Support
MyResources
User Guides
Downloads
Training
Contact Us

Search for meetings by host, topic, or words in the agenda:
Search

Today Daily Weekly **Monthly**

July 2010

	Sunday	Monday	Tuesday	Wednesday	Thursday
Week 27	27	28	29	30	1
Week 28	4	5	6	7	8
Week 29	11	12	13	14	15
Week 30	18	19	20	21	22
Week 31	25	26	27	28	29

1 or more meetings scheduled on that day

Access Recorded (Archived) Meetings:

- In the left column, click **Host a Meeting**, then click **My Recorded Meetings**
- Locate recorded meetings by topic (click on **blue** links to open them)
- Click on buttons at the end of each row to Payback or Email the Archived Meeting link to others
- Click on the dropdown menu to find **Download**, **Modify**, **Disable**, and **Delete** links
- **Download** the meeting to save it outside of the WebEx site
- The **Delete** function is final

The screenshot shows the Goucher College WebEx interface. The top navigation bar includes links for PROSPECTIVE STUDENTS, PARENTS, CURRENT STUDENTS, GRADUATE STUDENTS, FACULTY AND STAFF, and ALUMNAE/I. The main header is 'GOUCHER college'. Below the header, there are tabs for 'Meeting Center', 'My WebEx', and 'Community', along with a 'Log Out' button.

The main content area is titled 'My Recorded Meetings'. It features a search bar with the text 'Find recordings' and a 'Search' button. Below the search bar, there are several navigation options: 'Attend a Meeting', 'Host a Meeting', and 'Support'. The 'Host a Meeting' section is expanded, and 'My Recorded Meetings' is highlighted.

The 'My Recorded Meetings' section displays a table of recordings. The table has columns for 'Topic', 'Size*', 'Create Time', 'Duration', and 'Format'. There are two recordings listed:

Topic	Size*	Create Time	Duration	Format
Meeting with Harold-20100628 1804-1	103.86MB	6/28/10 3:13 pm	1 hour 3 minutes	ARF
Cultural Sustainability Team-20100616 1501-1	23.04MB	6/16/10 12:13 pm	1 hour 8 minutes	ARF

Below the table, there is an 'Add recording' button and a status indicator 'Disabled' with a red circle and slash. A note states: '*Multiple uses of the same recording are counted only once in storage totals.'.

A red box highlights the 'My Recorded Meetings' link in the left sidebar. Another red box highlights the actions menu for the recordings, which includes a play button, an email icon, and a dropdown arrow. A third red box highlights the expanded actions menu, which includes 'Download', 'Modify', 'Disable', and 'Delete' options.