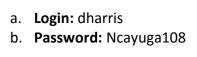
Design for Learning WebEx Event Center Quick Start Guide

Hosting an Event

- 1. This guide is for use with desktop or laptop computer browsers. If you are using a mobile device, you'll need to download the WebEx Meetings app for iOS or Android
- 2. **Begin at least 10 minutes** before meeting start time in case you need to troubleshoot problems

3. Visit https://scrlcevents.webex.com/mw3000/mywebex/default.do?siteurl=scrlcevents and login on the upper right.



- 4. Click Site Events in the left menu under Host an Event.
- 5. Find your event and click the blue link to "Start"
 - a. If all you see is a button to **JOIN**, then you are in the wrong place!
- 6. If you get a pop up asking you to enable the **WebEx add-on**, select "Allow" and then "Allow and Remember."
- 7. Once the event has loaded in a separate

window, connect audio by clicking "Call Using Computer," which is the first option of three in the main window.

8. **Test Audio** by choosing "..." or "more" and click the link to "change settings". First, click the "Test" buttons for speaker, then talk to see if the volume meter moves under microphone.

- 9. To **show visual materials**, either open them on your desktop and choose "Share screen" or under "more options" choose to "share file" to load it directly into WebEx.
- 10. To **record an event**, click the "Record" button in the upper right under your meeting information. These recordings are available under the "My WebEx tab in the "Meeting Center" shortly after you end the meeting.
- 11. There are many other options in WebEx, but to simply hold an event with yourself as the single presenter, this is all you need.

 Your WebEx Event
- 12. When the event is over, choose to "**End Event**" in the upper right under your meeting information.



Start

CISCO

English: New York Time

Log In

Event Center

New User

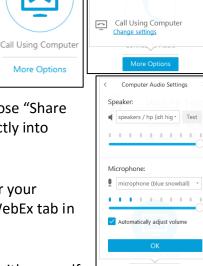
Reference

Attend an Event

Unlisted Events

Audio Connection

Ŭ I Will Call In



Host: danna harris

Record

Event number: 663 423 292

End Event