

WebEx

1. Go to <https://samsi.webex.com>
2. Click on the meeting you want to join
3. Enter Your Name, Your Email Address and the meeting password from the email
4. The first time meeting manager will run and it will take about a minute to setup-
5. Now you are in the meeting and can use all the features of WebEx

PS: Make sure you are seeing the screen of the presenters, if not send a message or tell via phone

You can learn more about WebEx and take tutorials at university.webex.com and login a guest WebEx URL is samsi.webex.com

Note: WebEx can run slowly on Unix machines

Teleconference Line : 919-685-9338.

Please dial no earlier than 5 minutes prior to working group meeting.

If you are having trouble with WebEx or the Teleconference line please call (919) 685-9350

Additional Information

How to Schedule a WebEx Meeting

1. <https://samsi.webex.com>
2. Click on **host a meeting**
3. Click on **schedule a meeting**
4. Username: (choose any one of these...caps matter):

Sue

Donna

Margaret

Nicole

5. Password: (Suesamsi, Donnasamsi, Margaretsamsi, Nicolesamsi)
6. Topic: Working Group Meeting
7. Password: You decide...using the first part of the email alias might be a good idea ie. **adv-risk**
8. Confirm password
9. Specify date, time, and duration of meeting
10. Attendees: use working group email alias and/or individual email

addresses separated by a comma or semi-colon

11. Audio options: enter the teleconference number **919-685-9338**, pass code, and/or other instructions for the meeting
12. Click **Start Now**
13. Click **OK**
14. Then **Log Out**

How To Host A WebEx Meeting

1. <https://samsi.webex.com>
2. Click on **host a meeting**
3. Click on **my meeting**
4. Username: (choose any one of these...caps matter):

Sue

Donna

Margaret

Nicole

5. Password: (Suesamsi, Donnasamsi, Margaretsamsi, Nicolesamsi)
6. Click respective **meeting name**
7. Click "**Start Now**"
8. Dial the conference phone number on the touch pad **919-685-9338**
9. Click "**OK**"
10. Click on **share** at top of the computer screen
11. Choose Presentation or Document
12. To END the meeting, click on "**File**"
13. Then **End meeting**
14. Then **Yes**
15. Then **Close**
16. Finally, **Log out**