Topic: Attending a WebEx Meeting

There are multiple ways to find and attend an upcoming WebEx meeting.

1. WebEx meetings that are scheduled will be listed on the upcoming events page at https://mnscu.webex.com.
2. The meeting host will receive an email the day of the session, which will provide a link from which they can launch the session.
3. All people invited to the meeting when it was setup will have received an email when it was scheduled, as well as a reminder the day of the meeting. This email will contain a direct link used to join the session.

Hi, Gloria Sheldon,
My WebEx meeting is in progress.

Testing WebEx
Friday, June 24, 2016
8:02 am  |  Central Daylight Time (Chicago)  |  1 hr
Meeting number (access code): 638 095 598

Join Meeting

Join by phone
1-866-469-3239 Call-in toll-free number (US/Canada)
1-650-429-3300 Call-in toll number (US/Canada)
Toll-free calling restrictions

Can't join the meeting?
4. Faculty and Staff who use Microsoft Outlook as their email client and have installed the WebEx Productivity tools can access sessions that are scheduled for that day.
5. Once you are in the meeting, you have the following options to activate audio. You can choose ‘The Meeting will call you.’ Or ‘I Will Call in’ options which are through your telephone; or the third option, if you have a headset connected to your computer, you can click on ‘Using computer for Audio’.
6. If you choose ‘Using computer for Audio’ you can test the feature to make sure it’s working correctly and you will receive the following image to let you know it’s connected.

For More Information

Please contact Instructional Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.