








College of Southern Nevada Webex Quick Start Guide

Webex is an all-in-one web conferencing tool that allows you to easily meet and collaborate with your colleagues and students from anywhere in the world, with any device, at any time. All CSN faculty and staff have a WebEx License.

Install Webex Meetings Application



1. Open your Webex meeting site by going to **csnedu.webex.com**
2. In the top right corner, click the Sign In button  and then enter your CSN email address. You will be redirected to GoCSN, enter your CSN username and password, and click Log In. You will be taken back to your personal Webex room.
3. On the left-hand menu click the Downloads link, then click the Download button for Windows  or Mac  depending on your computer operating system.
4. Wait for the installer to download (see the lower left of your browser), then click on webexapp.msi to start the installation process, follow the on-screen instructions to complete the install.
5. Once installed, you will be prompted to log in. Enter your CSN Email and click Sign-in. Log into GoCSN with your CSN username and password.

Host a Webex meeting

1. Open your Webex Meeting Application (if not already open).
2. Click Start Meeting button , and then in the next window, choose how you would like to connect via audio and video by clicking on Use Computer for Audio button .
3. Once satisfied with your choices, click Start Meeting button  to launch your meeting in your Personal Meeting Room (PMR)
4. When your meeting has concluded, at the bottom of your Webex window, click the red X icon  then click "End Meeting." You may also close the Webex window.



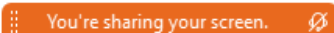

Join a Webex meeting

There are several ways that you can join a Webex meeting:

- Open the email or calendar invite and click the Join Meeting button  provided by your meeting host.
- Browse to someone's Personal Meeting Room **https://csnedu.webex.com/meet/<CSN_USERNAME>**
- Call in from a Webex Integrated Video Conference device by dialing **<CSN_USERNAME>@csnedu.webex.com or <Meeting number>@csnedu.webex.com**
- Click Join Meeting  from the Webex iOS or Android app and enter the meeting number or Personal Meeting Room address
- After joining a meeting, click the audio button to enable audio
- Turn on video by clicking the video button next to your name in the participants' list

****If multiple devices (i.e., a laptop and a video conferencing unit) are joining your Webex session from within the same room, ensure that sound is restricted to one source to avoid audio feedback****

Sharing Content

1. When inside a meeting, click on the Share Screen Icon 
2. Hover over Screen, an individual application, or Whiteboard then click Share 
3. To avoid disruptions from notifications (i.e., new email, calendar reminders), remember to close programs and browser windows which are unrelated to your meeting.
4. At the bottom of your meeting, hover over You're sharing your screen menu  and click the Stop Sharing  button when you are done.

Need Help? www.csn.edu/helpdesk | Email: Help.Desk@csn.edu | Local: 702-651-HELP (4357) | Toll-Free: 800-630-7563