Hosting using the desktop app

To use the WebEx application, you will need a WebEx account. If you have a UConn NetID, use your NetID to sign in.

You can download the application from here. (WebEx Meetings)

Once installed, log in with your NetID.

- From this application, you can host a meeting by clicking on the green "Start a Meeting" button
  - the link that is shown below your name, is the link you will need to share with those who wish to join your meeting
  - to copy this link, click on the square at the end of the link

Or you can join a meeting by entering a link or meeting number into the "Join a Meeting" text field.

To Begin Hosting the room, click on the green Start a Meeting button

Chose which camera and microphone you would like to use

If you wish to change the camera/microphone combination that WebEx defaulted to, click on the Settings button in the bottom right corner. Note: this button cycles through your camera and microphone choices, but if you move your cursor over it, it will say “Settings”.

On laptops it is likely that you will want to use the integrated, or built-in, microphone/camera combo. On desktops you may have a USB webcam/microphone so make sure you choose what is appropriate for you.
To Change Audio and Camera options during the call

First, click on the “More” button (button with three dots on it)

Step 1) Click Speaker, microphone, and camera

Step 2) Choose the camera/microphone combination that is appropriate

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