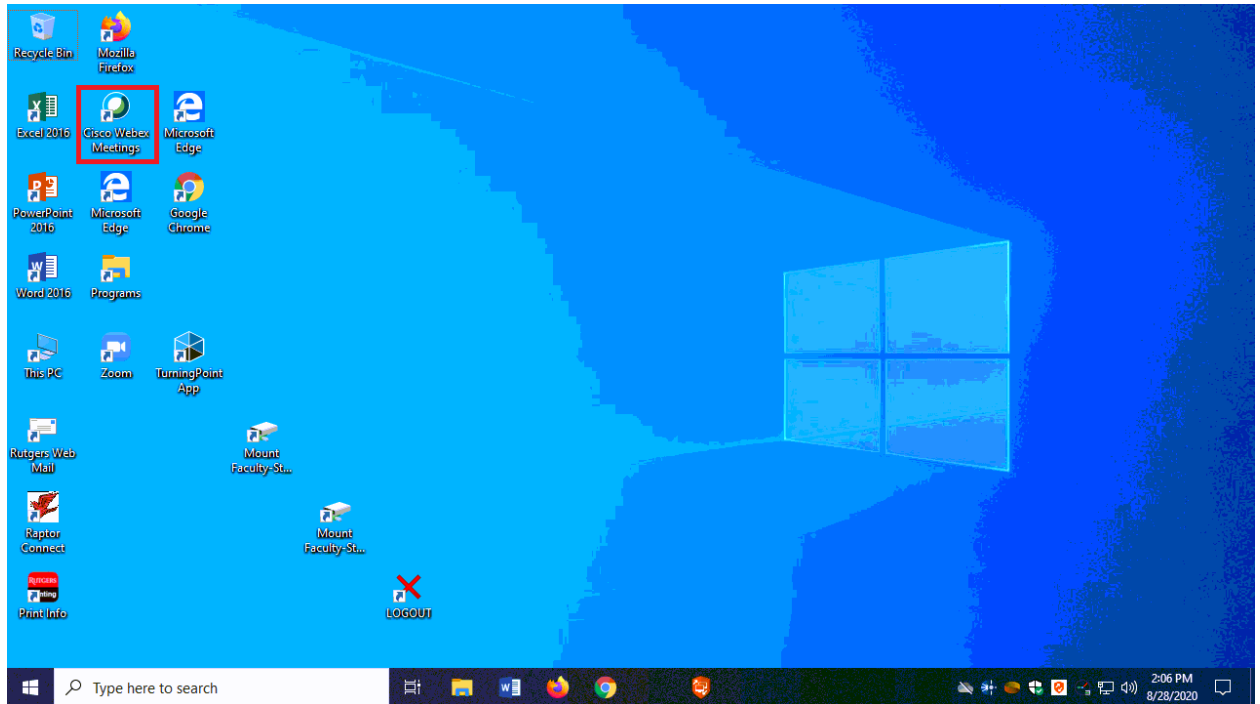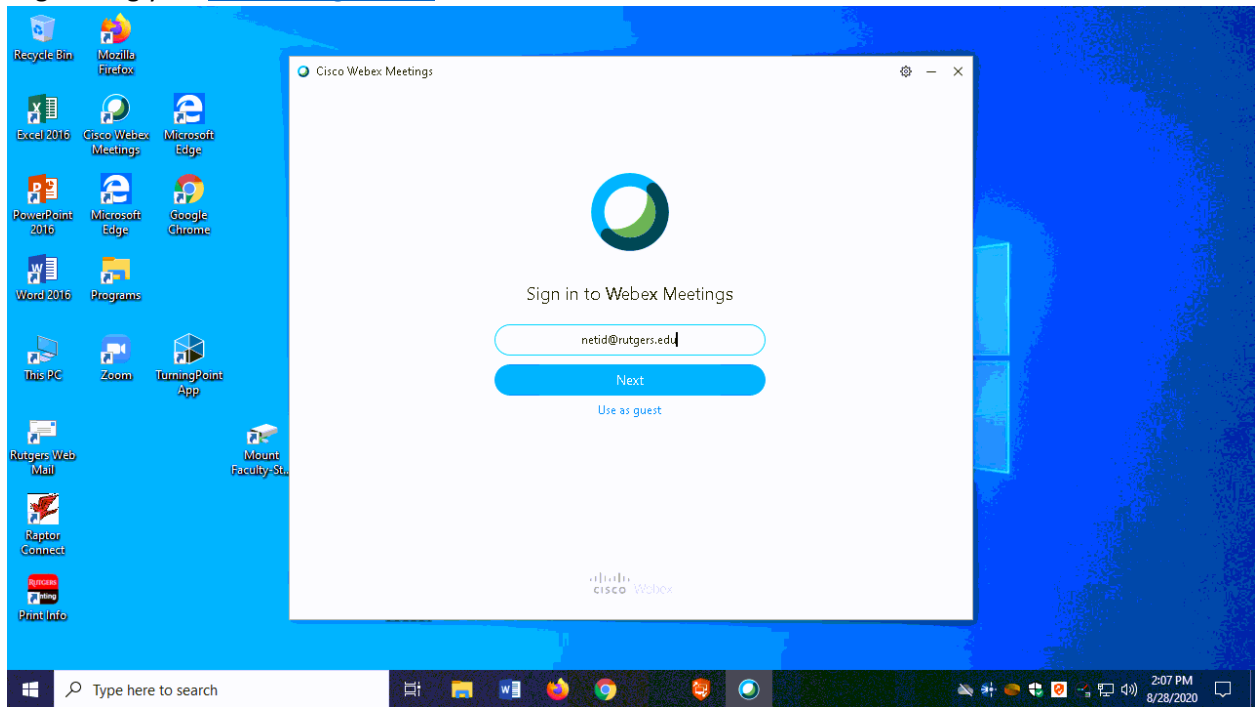WebEx:
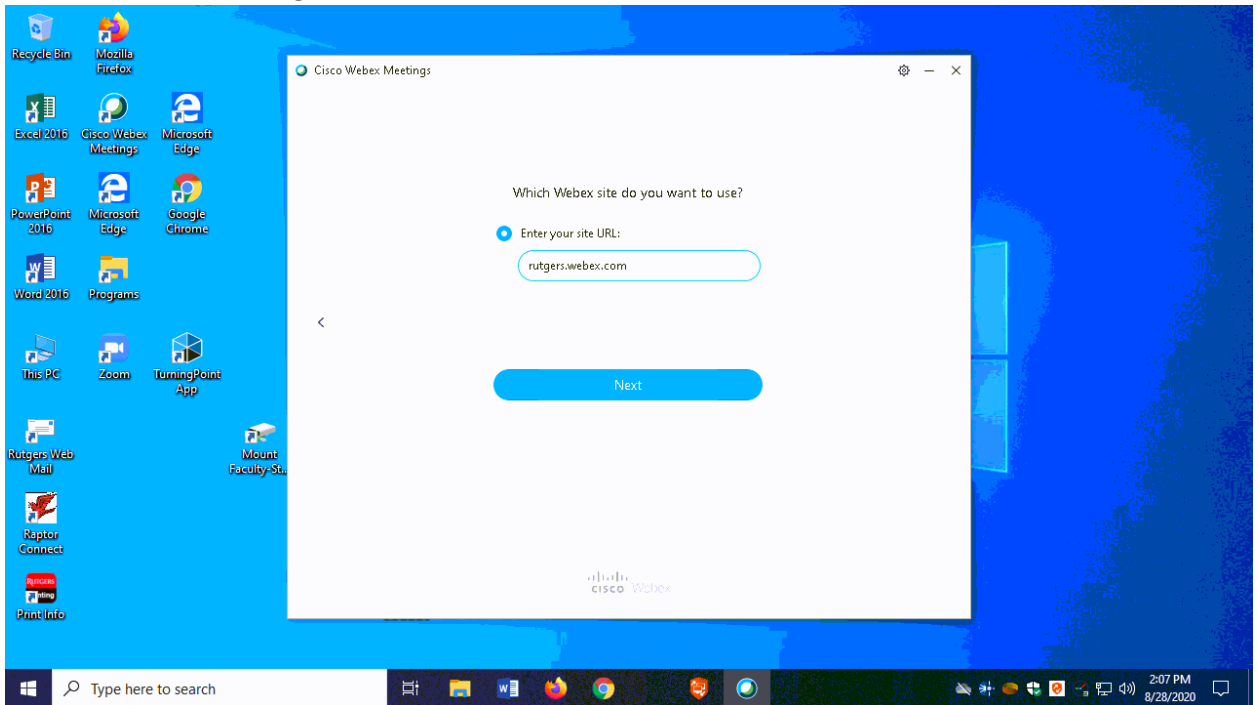
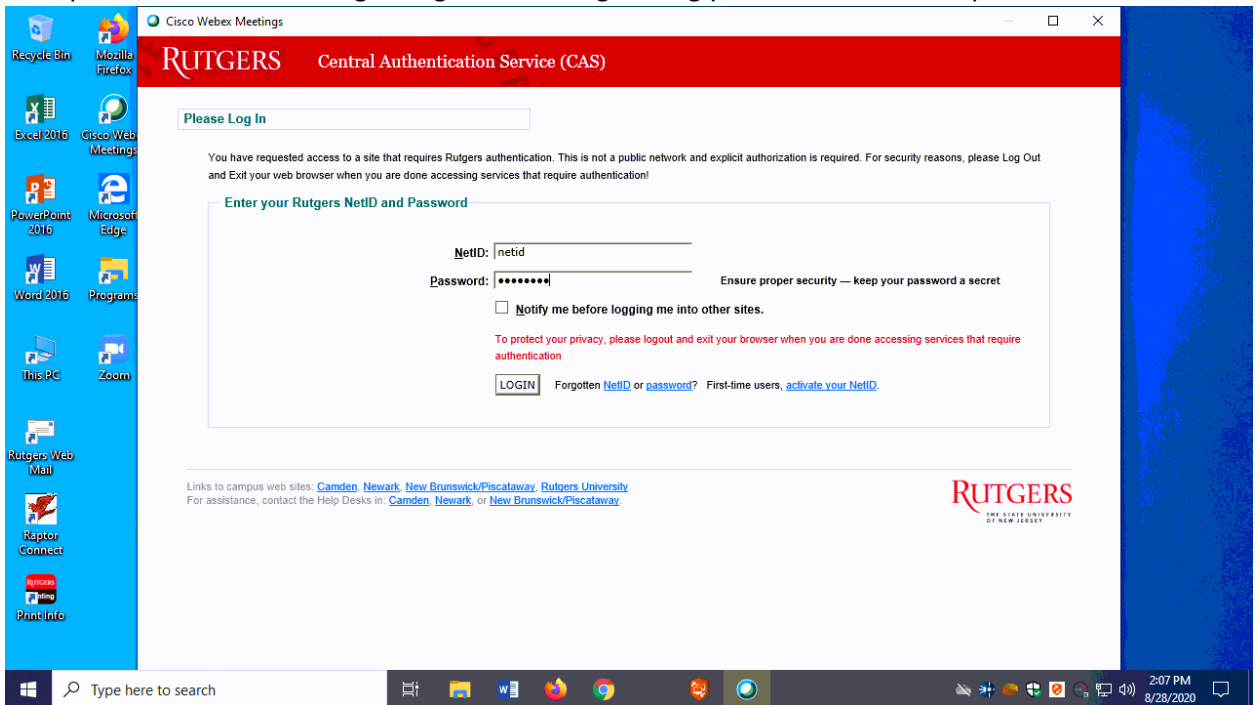1) Click on the WebEx icon on the desktop to open the application.

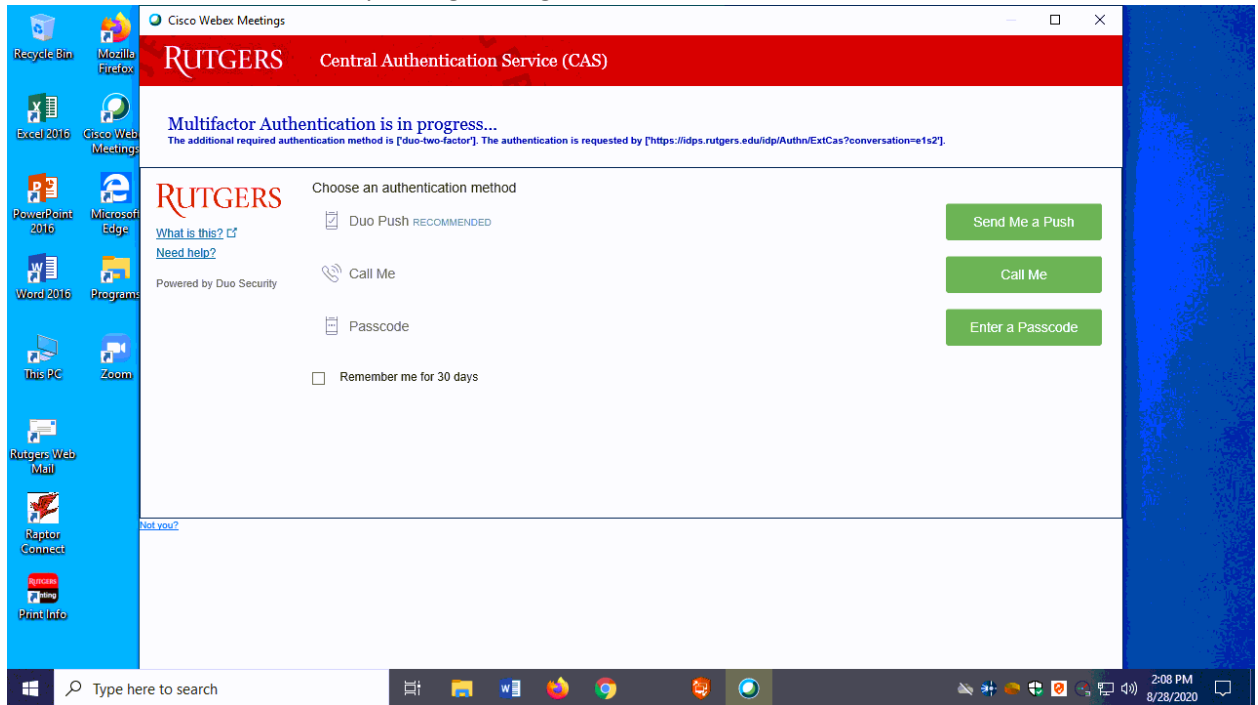2) Login using your netid@rutgers.edu

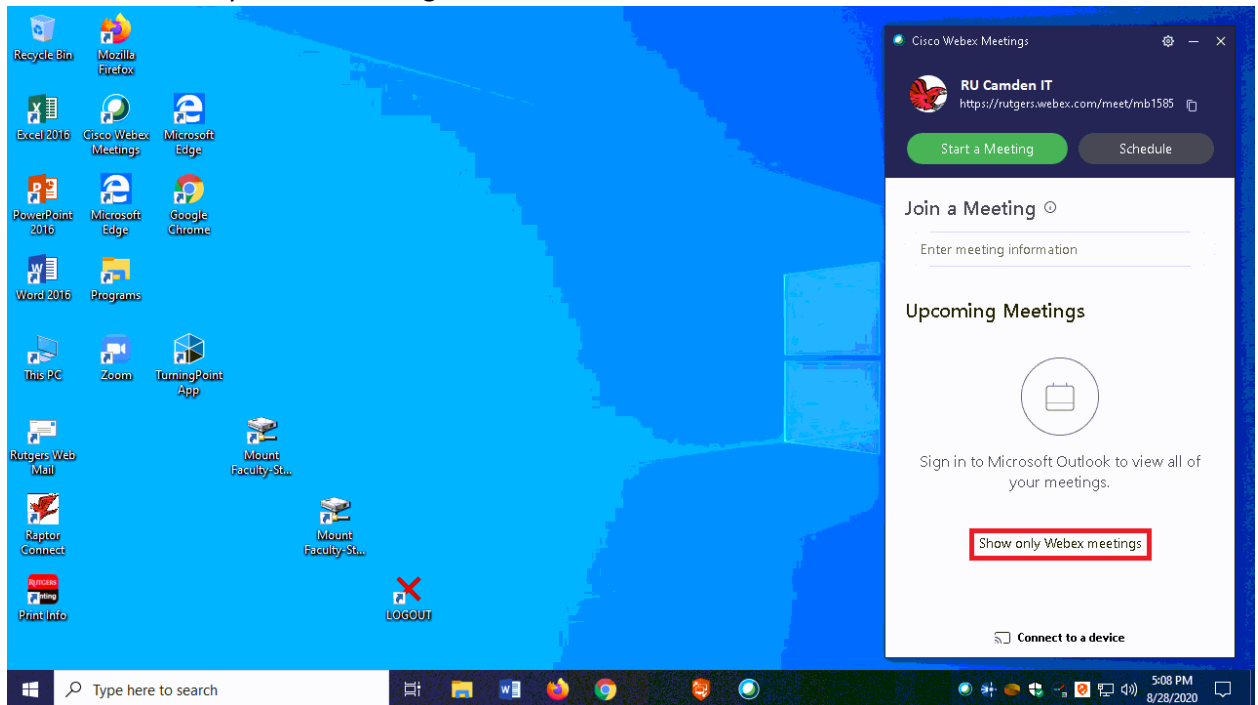3) Enter the site URL of rutgers.webex.com

4) Next you will see the CAS Rutgers login screen. Login using your NetID and NetID password.

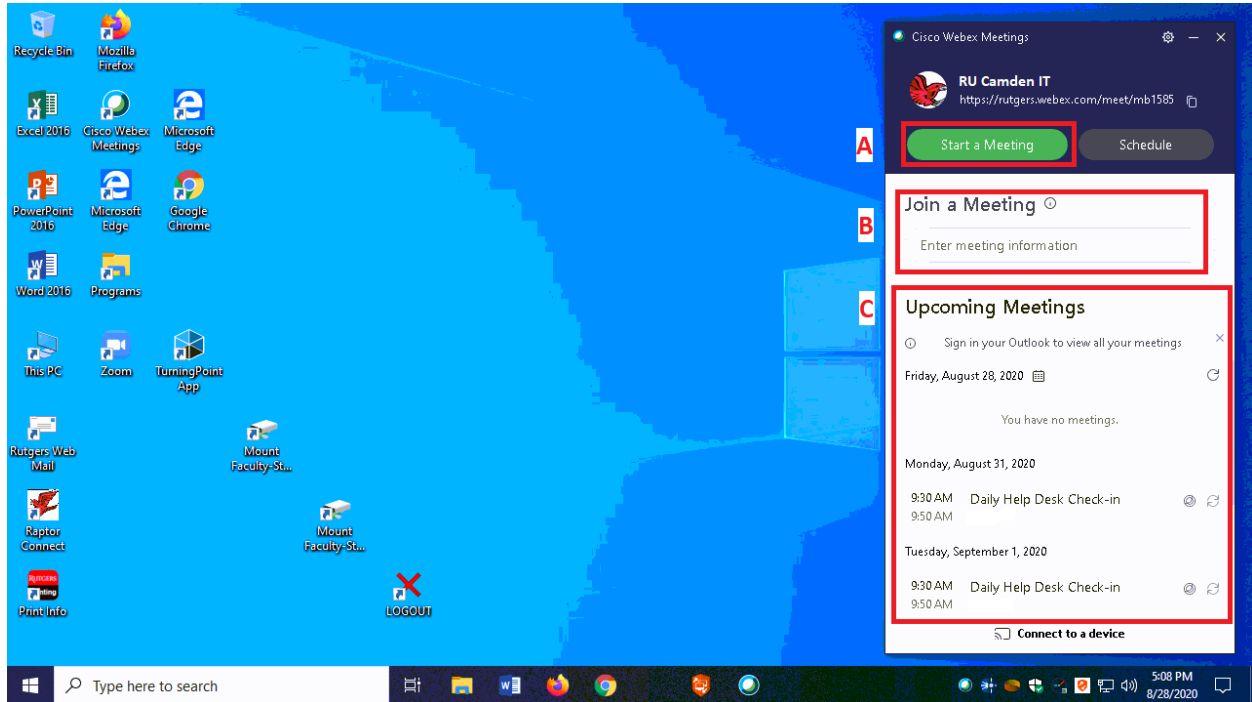5) You will need to authenticate your login using DUO.

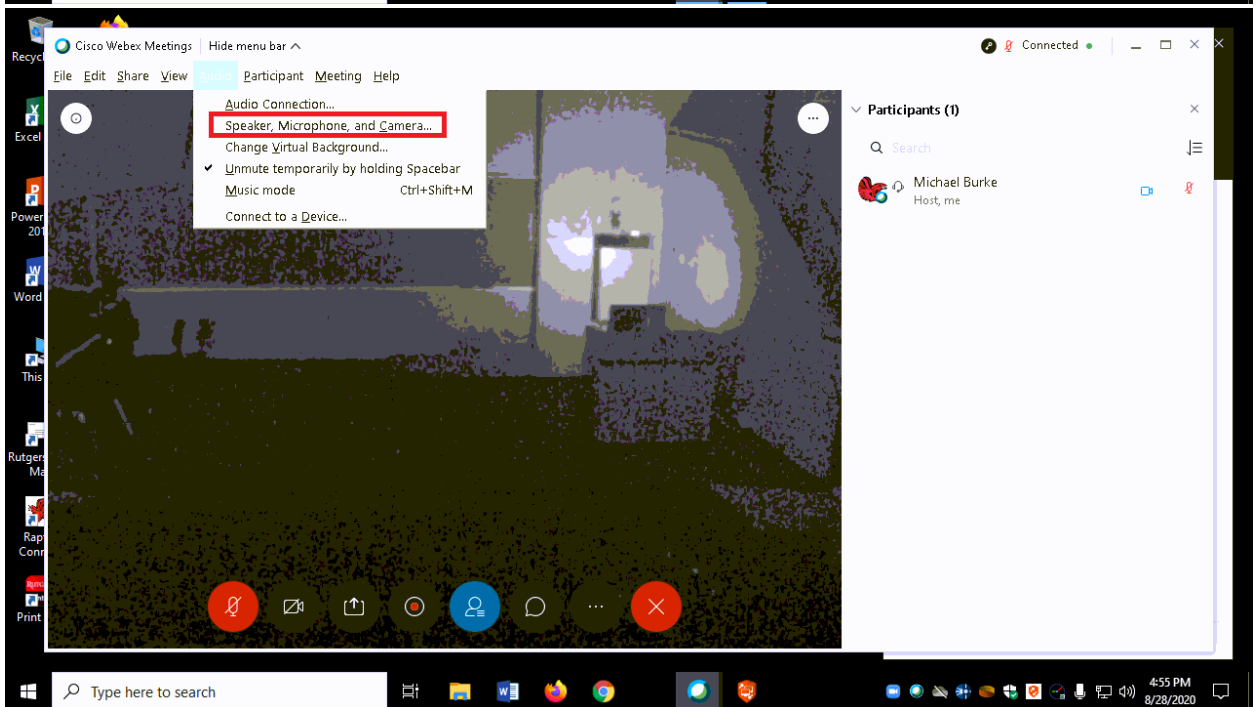6) Click on 'Show Only WebEx Meetings' near the bottom of the screen.
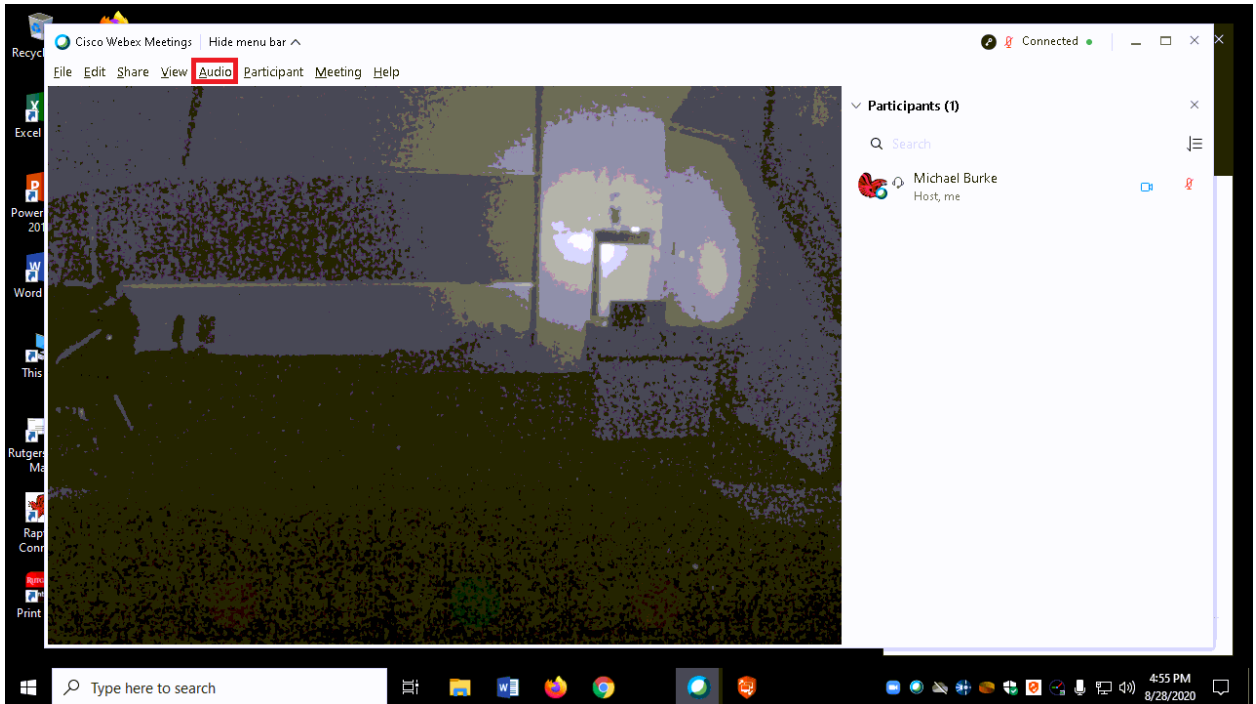
7) You can now either:
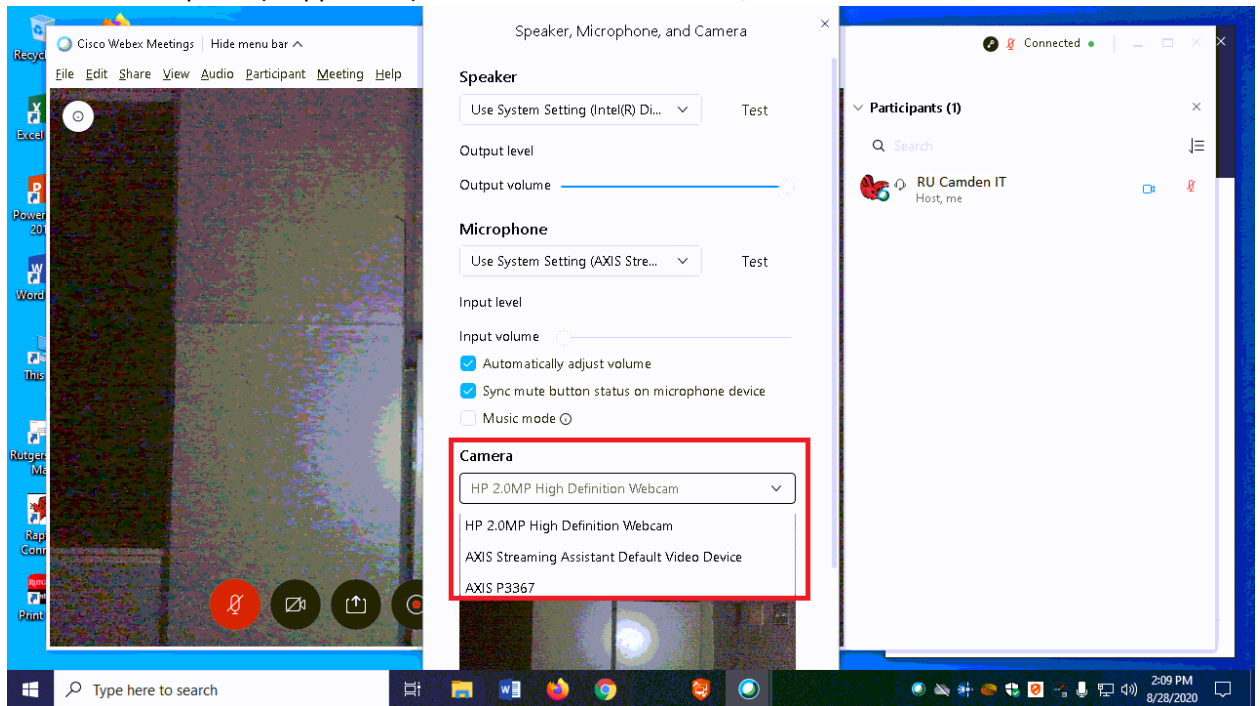   a. Start a meeting
   b. Join a meeting that you have the ID and password for
   c. Enter a scheduled meeting you have been invited to or created

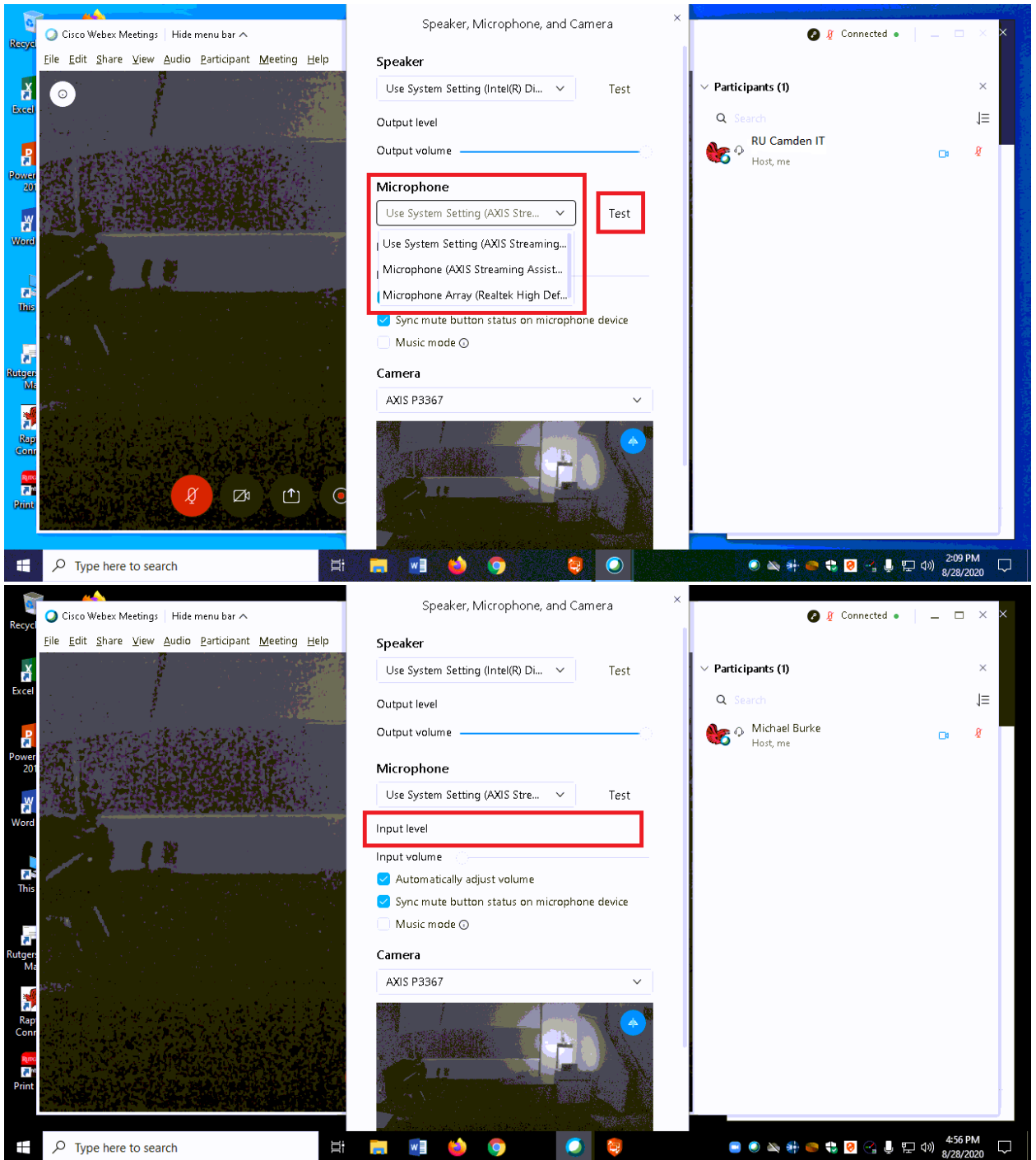8) When in the meeting, to change the video and audio sources, click on the 'Audio' menu at the top, and the select 'Speaker, Microphone, and Camera …'. This menu can also be reached by clicking the '…' on the bottom menu.

9) You can choose the video source as either the classroom camera or webcam included in the classroom computer (if applicable). For the classroom camera, choose 'AXIS P3367'.

10) To access the microphone in the room, choose 'Use System Setting (Axis Streaming Assistant)' or 'Microphone (Axis Streaming Assistant)'. You also have the option of using the computer microphone (if applicable) by selection 'Microphone Array (Realtek High Definition Microphone)'. You can click on 'Test' to the right of the device to record a sample. Lights moving on the meter below the device selection will also give you an idea of how well you sounding.

11) Speaker selection can vary depending on the classroom. Typically, the in-room computer speakers will be described as 'Use System Settings'. However, you can change the speaker selection to the in-room technology be either selecting 'Extron' or the Display in the room, depending on what is available. Click on 'Test' next to your selection to verify that you can hear audio.