



Webex

WebEx is an audio conferencing tool, allowing for meetings over the web and by phone. WebEx allows for file and screen sharing, instant messaging, video conferencing, and remote presentation. WebEx access requires an account, which can be requested via the [Cambridge College Webex website](#) at and navigating to the right hand of the page to **Request Host Account** or navigate to **Setup>New Account**.

Set up a new account:

1. Navigate to the [Cambridge College Webex website](#).
2. From the left hand side of the page, select **Request Host Account**
3. Enter in your information, and click **Sign Up Now**
4. You will receive an email from Webex with a link to set up your profile.

To access online tutorials of Cambridge College Webex log into [Webex University](#). You must already have obtained a username and password to access the online tutorials.

Host a Meeting:

1. Navigate to the [Cambridge College Webex website](#).
2. From the left hand side of the page, select **Host a Meeting**
3. If you have not already logged in, you will be directed to the login page where you will enter your username and password
4. Once logged in, from the left side of the page, select **Schedule a Meeting**



5. Enter the meeting details, and click **Schedule Meeting**

To display a toll free call in number for your attendees, click **Change audio conference**, and select **Display toll-free number**. You will receive an email confirmation with the toll-free number and access code for you and your participants.

If you have any issues, please contact the Cambridge College IT Helpdesk by placing a ticket through the [eHelpdesk](#) system or by calling 1-800-877-4723 ext 1159.

Webex Tutorials:

To access online tutorials of Cambridge College Webex log into [Webex University](#). You must already have obtained a username and password to access the online tutorials.