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Accessing Webex for the first time

There are two ways to access Webex to host an event; 1) through the Moodle plugin, or 2) directly at <u>https://edinburghnapier.webex.com</u>.

When you access Webex for the first time you will be prompted to verify your email address when...



.... scheduling/preparing/hosting in Moodle...

WebEx seminars						
Course: L\$000519 - WebEx Demonstration Role: administrator, teacher • View as Student						
Event Calendar Appoin	ntment Booking 📔 🄐 Event Recordings 📔 🜉 Even					
Upcoming Event	Schedule	Quick Laun	ch			
Seminar 1 (12133)	Date	Time	Events			
Starts: Fri, Jun 21, 6:20 PM Ends: Fri, Jun 21, 7:50 PM	Fri 6/21	6:20 pm – 7:50 pm	Estimate 1 (12133)			
Prepare	Sat 6/22					

At the prompt click **Send** and check your Outlook Inbox for an email from **messenger@webex.com**. Follow the link to verify your email address.

	Messenger@webex.com Bruce, Stephen Verify your email address
Verify your email address	Hi Stephen Bruce,
The address we currently have for your account is s.bruce@napier.ac.uk	Thank you for using Cisco Webex Meetings. Please click the link below to verify your email address.
For improved security, you must verify your email address by 05/27/2019 so that you can continue using Cisco Webex Meetings. To verify your email address now, click Send , or click Postpone to postpone verification for only one day.	Verify your email address
Send Postpone	https://napier.webex.com/napier/verifyemail.php?USID=39328ebbf6af41aea10a923a34c57347

You are now ready to schedule and host Webex events wither directly or through the Moodle plugin.

1. Webex directly at https://edinburghnapier.webex.com

The default event type is a Webex Meeting but there is also Webex Training which is accessed further down the page. Webex Training has a separate calendar to Webex Meeting.

Ø Stephen ∨	My Webex Meetings Classic Vie	English Classic View			
Home Home Meetings Recordings	Schedule a Meeting Webex Tra 21/06/2019 - 27/06/2019 Vebex Eve Webex Sup	ining ents oport			
Home Webex Meetings	Webex Events Webex Support Webex Training My Webex				
New User Reference Attend a Session	Live Sessions Search for sessions by presenter topic, or words in the agenda	r			
Unlisted Sessions	Today Upcoming Daily Weekly	Monthly			
Schedule Training	Friday, 21 June 2019 17:28 Show past sessions Show only sessions that require registration				



2. Moodle-Webex plugin

There is a further step to complete before scheduling Webex Meeting or Training events through Moodle. Click the **Account Settings** link and then the **Conferencing Accounts** option.



You should see two green ticks confirming your access to Webex through the Moodle-plugin.

Note: If your account name appears as MEETS_AUTOGEN then this can be ignored. Your authentication to Webex is through your University email address and you will not be prompted to enter your account name.



You can now schedule Webex Meeting or Training events which will appear on the Moodle-Webex plugin calendar and also in the Web direct calendar.

Course: LS000519 - WebEx Demonstration Role: administrator, teacher • View as Student						
Event Calendar	intment Booking 📔 🄐 Event Recordings 📔 🜉 Event Attendance 🛛					
Schedule new event	Schedule	Quick Launch Fri, Jun 21, 2019				
Name*: Virtual Office Hours	Date	Time Events				
Description:	Fri 6/21	5:55 pm – 7:25 pm ? 🕀 Virtual Office Hours (Unsaved)				
	Sat 6/22					
Repeat*: Single Daily Weekly	Sun 6/23					
Time Zone*:	Mon 6/24 Tue 6/25					
Date*:	Wed 6/26					
Fri, Jun 21, 2019	Thu 6/27					
Time*: 05						
Duration*: 1						
Hosted By*: Stephen Bruce (65)						
Conferencing Account*:						
Please Select: Please Select:						
Webex Meetings (MEE Webex Trainings (ME	Choose a	a Meeting or a Training event				