In-Room WebEx Usage
(For rooms with Smart Podiums)

You will need to bring files you wish to share either in on a Flash Drive or have it accessible on Box since you can only use the podium computer for sharing content. You cannot connect your laptop to the podium to share the content via WebEx.

1. Power up the podium into PC/Presentation Mode. (Do Not Select Video Conference)

2. Open a web browser and navigate to https://montana.webex.com

3. In the top right corner click “Sign In”

4. Sign in with your NetID and NetID Password

If you are hosting the meeting (Skip next steps if you are joining someone else’s)

5. (First time only) Select the down arrow next to “Start a Meeting” and select “Always start from desktop app”

6. Click “Start” next to the WebEx you wish to start

Skip to step 7
If you are joining someone else’s meeting

5. Click “Join” next to the meeting you wish to join

6. (First time only) Select the down arrow next to “Join Meeting” and select “Always start from desktop app” then click “Join Meeting”

7. Click “Run a temporary application” to join this meeting

8. Depending on your browser, click the downloaded webex.exe application or if using Edge, it should automatically launch
9. Select the button on the bottom left, check the box next to “Connect without pressing 1...” then select “Enter a video address”
10. Locate the yellow label on the podium that starts with “**Video System:**” and enter that address in the field next shown below then hit the “**Enter Key**” on your keyboard.

11. Click the “**Start Meeting**” button.
12. You are now connected to in-room video system. If you wish to share the content on the computer screen select the “Share Content” button and select either the screen or application you wish to share.

13. If you wish to record your WebEx session, select the “Record” button, make sure “Record in the Cloud” is selected then press “Record”
14. When you are finished, end the recording and select the “End Meeting” button.

For more information regarding WebEx please see additional documentation and FAQs at:
http://www.montana.edu/webex/facultystaff/how-to.html