

Bergen Community College

Webex Instructions

Meeting Host

Overview

Webex Meetings is a video conferencing service available to BCC users to host or join meetings at bergen.webex.com. Webex offers two main types of meeting rooms, personal meeting rooms and scheduled meeting rooms.

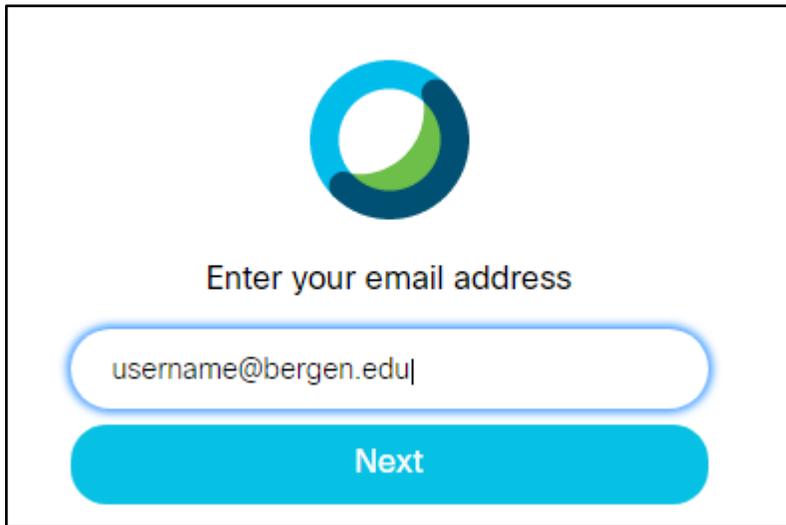
Personal Meeting Room

Your personal meeting room is a room that you can use at any time to host remote sessions. The URL for this room never changes. Your [personal meeting room](#) can be used in situations where you want the session to be open to anyone with the common URL and not limited to specific audiences. The general format of the URL for this room is <https://bergen.webex.com/meet/username>. To create a personal meeting room:

1. Open a web browser and navigate to bergen.webex.com
2. Click *Sign In* at the top right of the screen

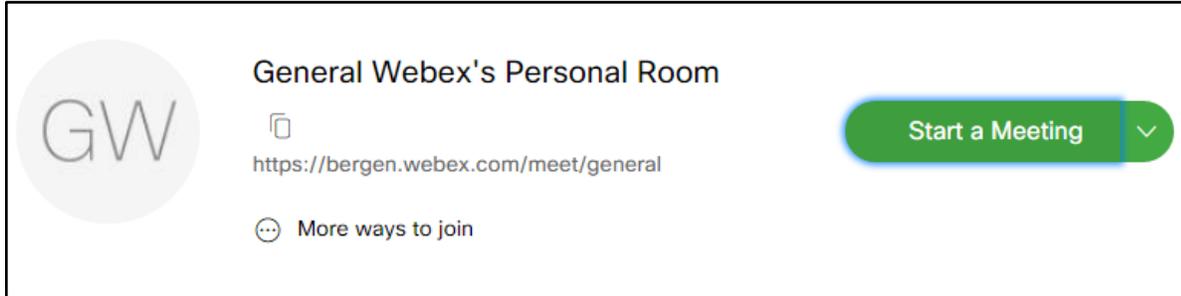


3. Enter your @bergen.edu email address and click *Next*

A screenshot of the Webex sign-in page. At the top center is the Webex logo. Below it, the text "Enter your email address" is displayed. Underneath is a text input field containing the placeholder text "username@bergen.edu". At the bottom of the form is a large blue button labeled "Next".

4. You will be redirected to the Bergen Community College Single Sign On page. Sign in with your Bergen username and password.

5. Your personal meeting room details will be displayed in the center of the screen. Click *Start a Meeting* to open your personal meeting room.



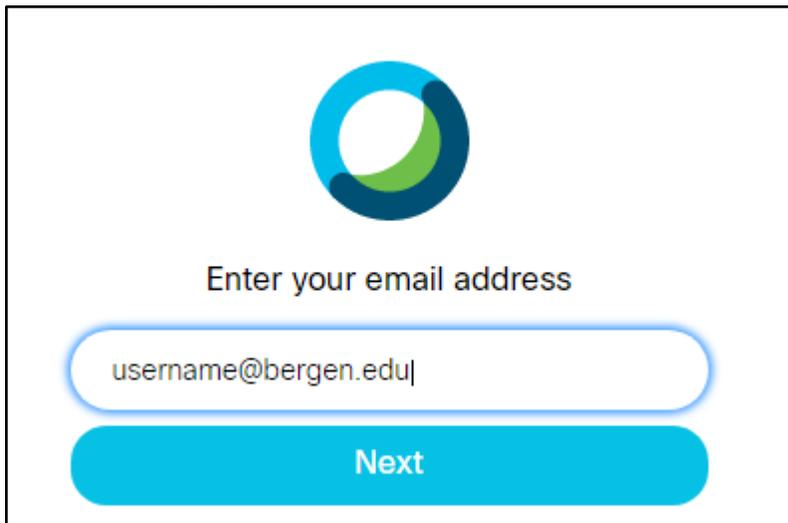
Scheduled Meeting Room

The scheduled meeting room allows you to have a unique URL for the session or set of recurring sessions. This is useful to have a set URL that is for weekly office hours. At recurrence can be set to end at the end of the semester, after which the URL will no longer be active.

1. Open a web browser and navigate to **bergen.webex.com**
2. Click *Sign In* at the top right of the screen



3. Enter your @bergen.edu email address and click *Next*



4. You will be redirected to the Bergen Community College Single Sign On page. Sign in with your Bergen username and password.
5. Click the *Schedule* button in the Upcoming Meetings section displayed below your personal meeting room.



6. Enter a meeting title and password. To set a recurring schedule for the meeting check the *Recurrence* box.

Schedule a Meeting

Meeting type: Webex Meetings Pro 200

* Meeting topic:

* Meeting password: pgkJsMJs

Date and time: Tuesday, Aug 20, 2019 10:15 pm Duration: 1 hour
(UTC-05:00) Eastern Time (US & Canada)

Recurrence

7. Click the *Schedule* button to create the meeting.

Cancel Schedule

The meeting information will be displayed. Share the meeting link and password with anyone you would like to join the meeting through email or by posting in Moodle.

Meeting Information

Meeting link: <https://bergen.webex.com/bergen/j.php?MTID=m86f7f04aea08046ed4680916597ff02f>

Meeting number: 856 644 702

Password: S9Ksdw4P

Host key: 522093

Setting Up Webex Meeting Room

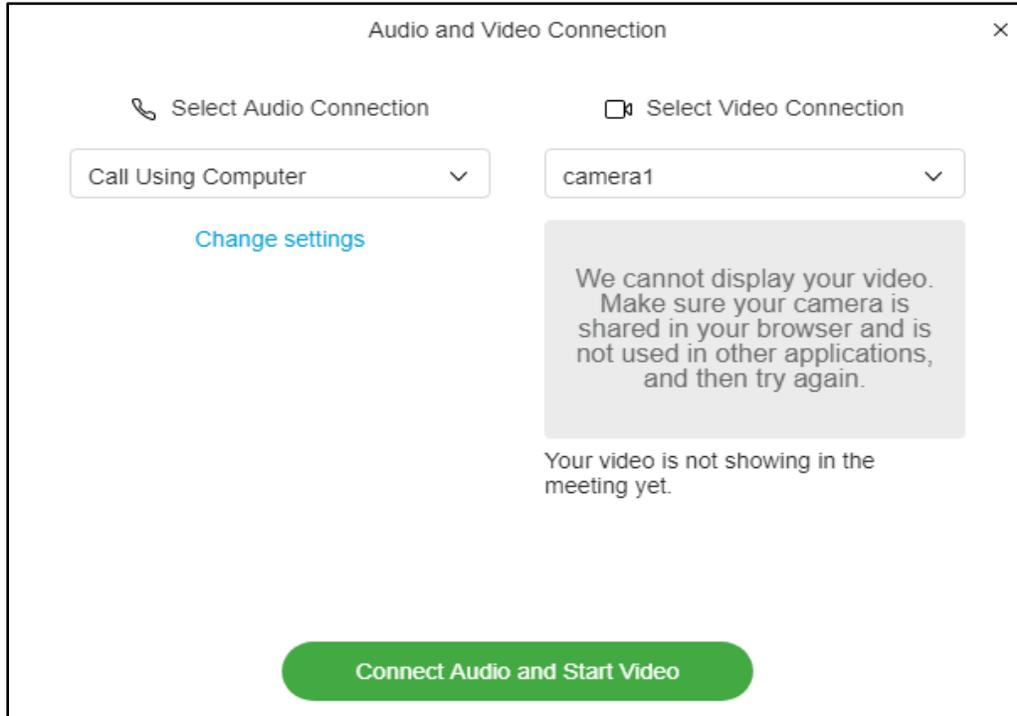
1. Once you are redirected to your meeting you may be prompted to allow access to your computers webcam. Click allow to grant Webex permission to use your camera.

bergen.webex.com wants to

Use your camera

Allow Block

2. Select your audio connection option. By default, it will be set to Call Using Computer, which will utilize your computer microphone. Then click *Connect Audio and Start Video*.



Meeting Controls

Once a meeting has started, you should find the screen controls at the bottom to conduct Webex meeting.

