



Bergen Community College Webex Instructions Meeting Participants

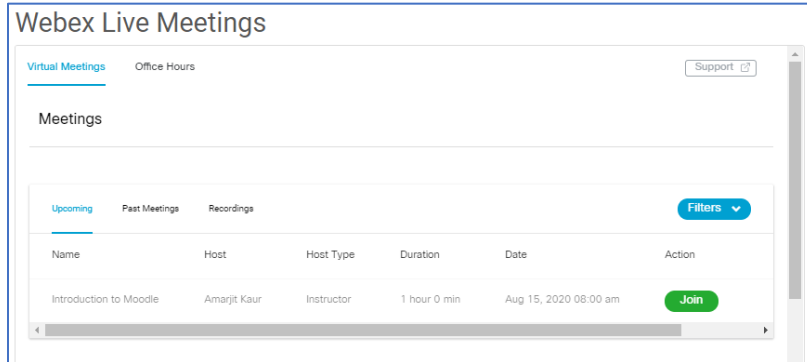
For technical assistance please call the Help Desk x7109

Overview

Webex Meetings is a video conferencing service available to BCC users to host or join meetings at bergen.webex.com.

Join a Webex Meeting from Moodle

1. Open your Moodle course by browsing to my.bergen.edu and clicking the Moodle icon
2. Click the Webex meeting activity listed in the course
3. A list of meetings will be shown. Click the green Join button.



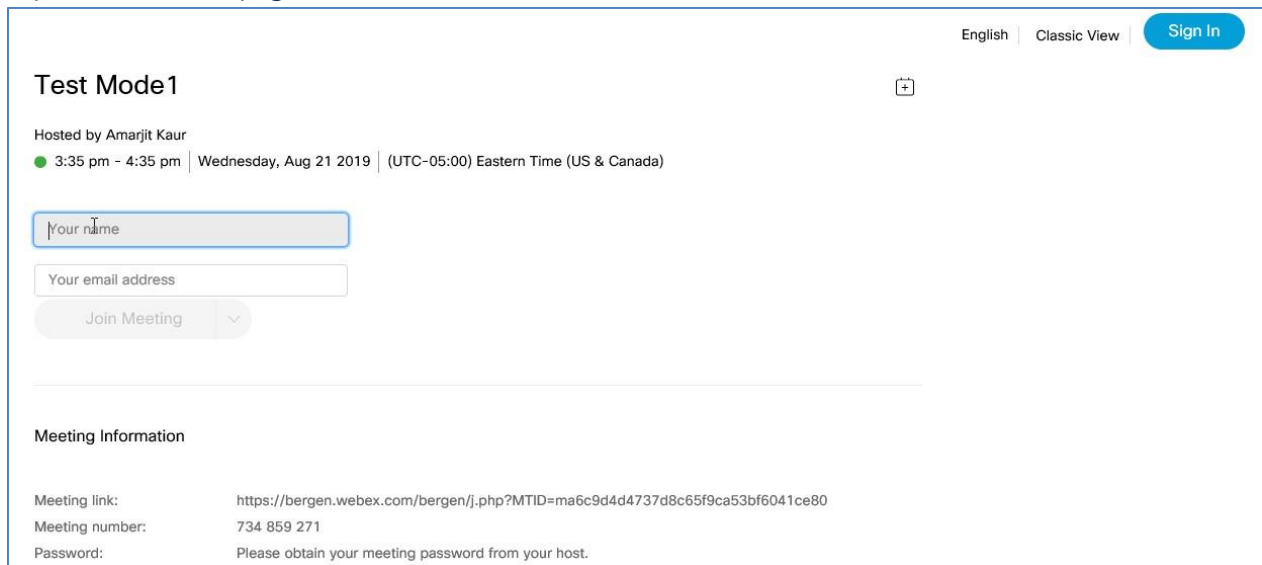
Note: If your meeting has not started you will be prompted "*Meeting* either hasn't started or has ended. Please try joining during the session's scheduled start and end times."

Join a Webex Meeting Link

Participants can join a meeting from a shared link.

Join from a link

1. Click the link that was provided for your Webex meeting. This link will most likely be in an email you received, or posted on a webpage



The screenshot shows the Webex meeting join page. At the top right, there are links for 'English', 'Classic View', and a 'Sign In' button. The main heading is 'Test Mode1'. Below this, it says 'Hosted by Amarjit Kaur' and shows the meeting time: '3:35 pm - 4:35 pm | Wednesday, Aug 21 2019 | (UTC-05:00) Eastern Time (US & Canada)'. There are input fields for 'Your name' and 'Your email address', and a 'Join Meeting' button. Below this is a 'Meeting Information' section with the following details:

Meeting link:	https://bergen.webex.com/bergen/j.php?MTID=ma6c9d4d4737d8c65f9ca53bf6041ce80
Meeting number:	734 859 271
Password:	Please obtain your meeting password from your host.

2. Type in your name
3. Type in your email address
4. Click **Join Meeting**

Join from an email invitation

1. Click the Join Meeting button in your email invitation

Join my Webex meeting in progress.

Test Mode1

Host: Amarjit Kaur
Wednesday, August 21, 2019
3:35 pm | Eastern Daylight Time (New York, GMT-04:00) | 1 hr
Meeting number (access code): 734 859 271
Meeting password: CsPt4bFb

Join

2. On the Meeting information page enter the required information and select Join

Meeting Controls

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

