WebEx Meeting Center is a cloud-based web conferencing service that allows both small and large groups of users to easily hold a virtual meeting. Users can meet, collaborate, share their display and share multimedia content quickly and easily via computer, smartphone or tablet.

Activate Your Account

Your WebEx account must be activated before you can log in and begin using the service. To activate your WebEx account:

- Go to [midas.odu.edu](http://midas.odu.edu) and enter your MIDAS credentials.
- Click on the **Inactive Services** tab at the bottom of the page.
- Select **WebEx** from the list of inactive services.
- Click on the **Click to Activate Service** link.

Log In

1. Go to [odu.webex.com](http://odu.webex.com) and click on the **My WebEx** tab.
2. Enter your MIDAS ID and password and click **Login**.
(Note: WebEx is authenticated with the Monarch-Key Web Login; you will be automatically directed to your WebEx dashboard if you have an active Monarch-Key session in progress.)

3. You’ll be taken to your WebEx dashboard.
Schedule A Meeting

1. Click on **Meeting Center** at the top of the screen.

2. Click **Schedule a Meeting** on the left side of the screen under the **Host a Meeting** tab.

3. Fill in the details of the meeting, and click **Start**.
A. Make the meeting topic descriptive so attendees know the subject of the meeting.

B. Enter a meeting password to restrict access (optional).

C. Select the date/time of your meeting. Time zone information will be automated for attendees.

D. Estimate the duration of your meeting. The actual meeting will not end until the host ends the meeting.

E. Enter email addresses of attendees.

F. Select Audio Conference Type. (See below for details about audio options.)

Audio Conference Types

**Use VoIP Only** *(default for new users)*

Uses computer audio only. There are no fees associated with using the VoIP only option. Make sure that you use a computer headset with a high-quality microphone rather than speakers and a microphone for the best audio quality and convenience.

**WebEx Phone Audio** *(optional and recommended)*

WebEx Audio lets you use either your phone or your computer to hear others and to speak in your meeting. In order to get this service activated, a work order must be entered with the office of Telecommunications.

Please note: You can easily switch from one audio device to another during a meeting with little disruption.

If your meeting consists of 4 or fewer members, you also have the option to use your Cisco IP Phone to hold a conference call. The meeting presenter will still be able to share content and video, but the meeting will not track the current speaker. This is a great way to have high quality audio without additional charges.