Webex Quick Start Guide

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:

1. Go to midas.odu.edu and log in with your MIDAS ID and password.
2. Click on the Activate Optional Services link under Services.
3. Select Webex from the list of inactive services.
4. Click the Activate Selected Service button.

Log In

1. Go to odu.webex.com and click Sign in.
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 **Schedule a Meeting**.

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.

2. Fill in the details of the meeting, and click **Start**.