

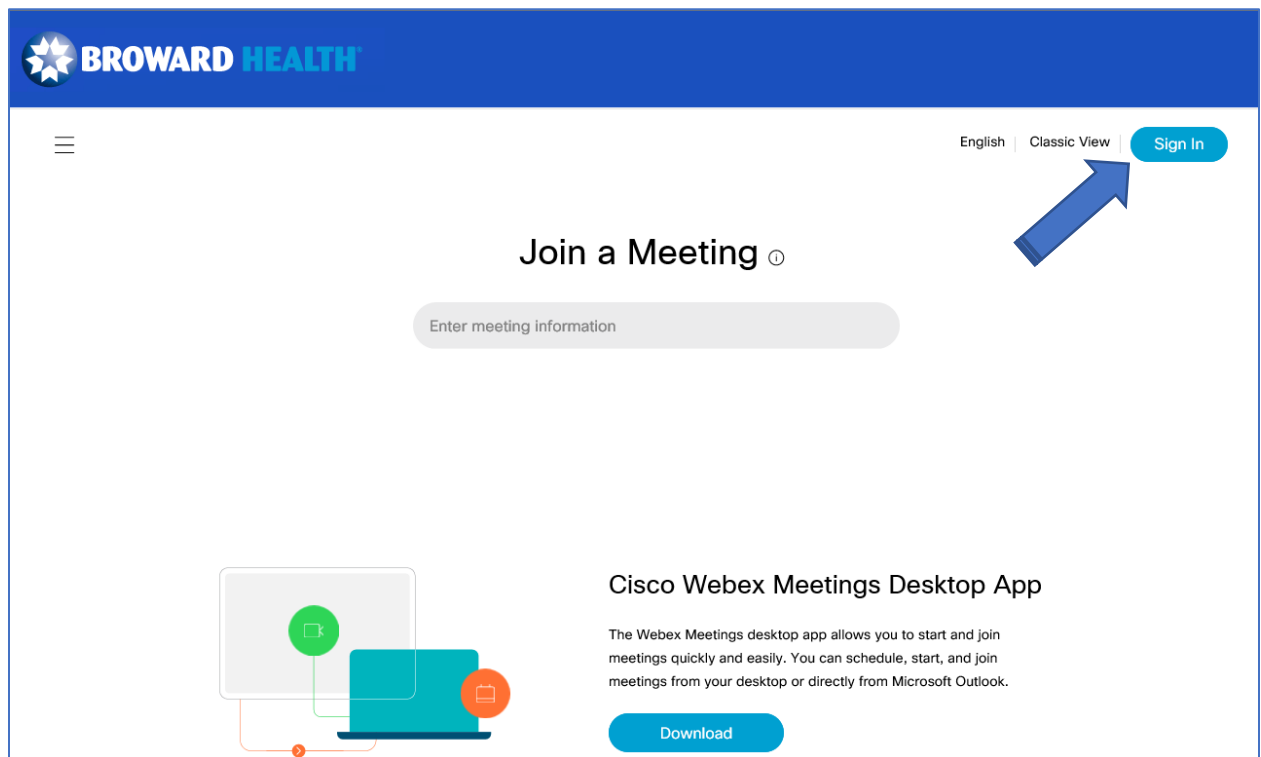
Webex Meetings

Windows/MAC

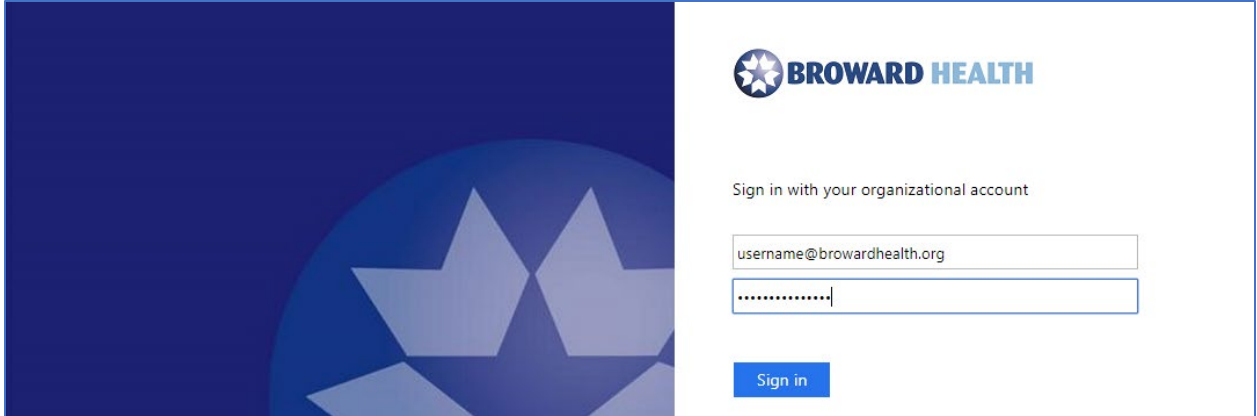
1. Select the “**Webex**” button to launch the Webex Portal.



2. Select, “**Sign In**”.



3. Type in your username in the format username@browardhealth.org. (This is typically the same as your Broward Health email address.)
4. Type in your password and select the “**Sign In**” button.



How to Schedule a meeting:

From the Personal Room section of your dashboard, you can start or schedule a meeting.

Selecting **Start a Meeting** will start a meeting in your Personal Room right now. Choose how you want to access the meeting by mousing over the dropdown arrow and selecting **Use desktop app** or **Use web app**.

Select **Schedule** to go to the scheduling page and enter your meeting and attendee information. Then, select the date, time, and duration of your meeting.

At the bottom of the page, select **Start** to start your meeting right away or **Schedule** to schedule your meeting for later. For more information, see [Schedule a Cisco Webex Meeting in Modern View](#).

Schedule a Meeting Meeting templates Webex Meetings Default

* Meeting topic Design Review

* Meeting password 5GMSYBGA

Date and time Monday, Apr 29, 2019 4:00 pm Duration: 1 hour (UTC-08:00) Pacific Time (US & Canada)

Recurrence

Recurrence pattern Weekly

Recurrence on Every 1 week(s)

Sun Mon Tue Wed Thu Fri Sat

Ending

No end date

Ending 04/29/2019


After 10 meetings


Attendees Separate email addresses with a comma or semicolon

Show advanced options


Cancel Schedule Save as template

How to Join a meeting:

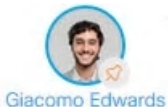
From the **Search for meetings and recordings** textbox, you can enter the number or Personal Room ID for the meeting, event, training session or room that you want to join. After you enter the meeting, event, or training session number or Personal Room ID in the text box, you can select the  button.

-  You can find the host's Personal Room host ID in the Personal Room link. For example, if the Personal Room link is `company.webex.com/meet/jparker`, the Personal Room ID is **jparker**.


You can find the 9-digit meeting number in your email invitation.

In the **Recent Personal Rooms** list, you can select one of the profile pictures  to enter a room you've recently joined.

You can also customize your **Recent Personal Rooms** list by pinning the most important Personal Rooms to your list. To pin a Personal Room, place your mouse over the profile picture that you want to pin in place, and select the pin icon



that appears over the profile picture. The pin icon changes to solid orange after clicking it.

-  If you're joining a meeting that you weren't invited to but have the meeting information for, you'll need to enter the meeting password before you can join.

After joining the meeting, the meeting details should open in the **Meetings** page of your Webex site. For additional ways to join a meeting, see [Join a Cisco Webex Meeting](#).

For instructions and videos on using the Webex Site, access <https://help.webex.com/en-us/n0s3esu/Use-Your-Cisco-Webex-Site-in-Modern-View>

If you need assistance, please call our Service Center at (954) 847-HELP (4357)