
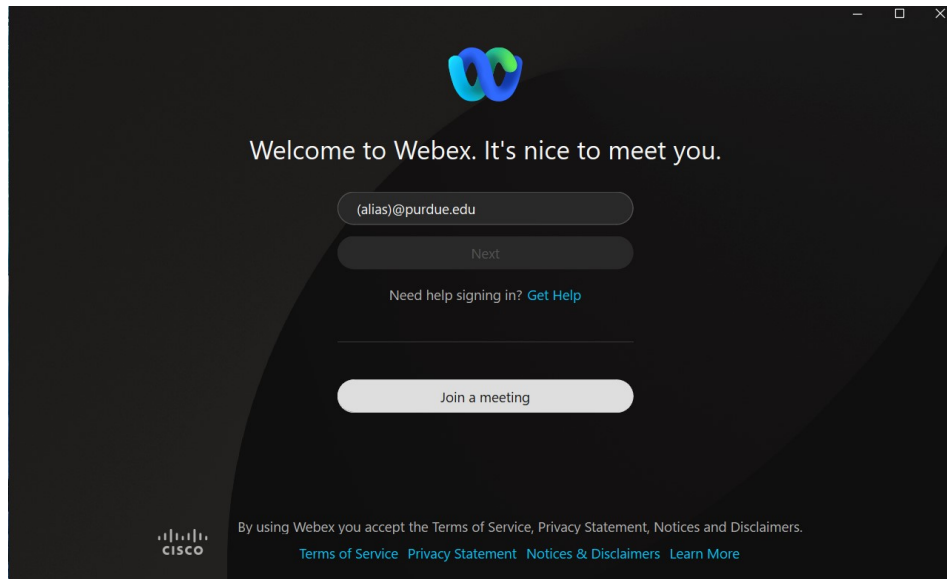
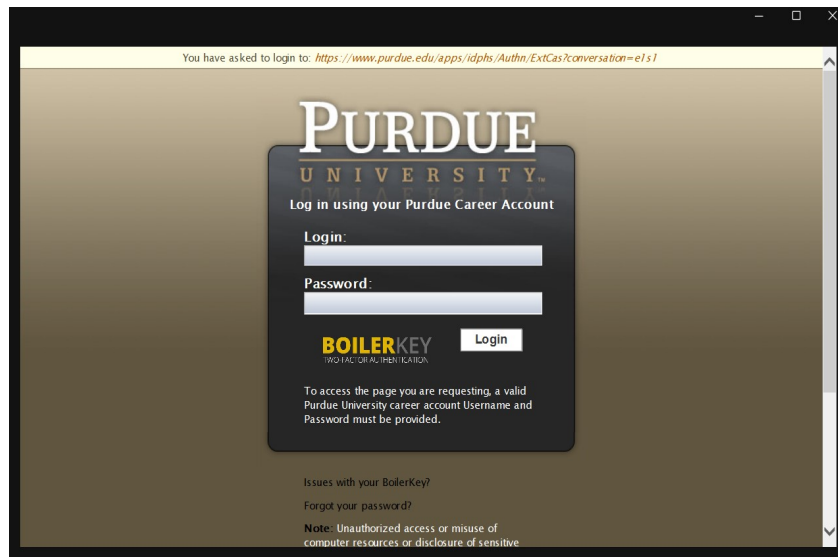


WebEx Getting Started – PC and Mac

- Make sure WebEx  is installed on your computer and that you have a headset. WebEx can be installed and updated without admin rights on most computers. <https://www.webex.com/downloads.html>
- Launch WebEx and sign in with your Purdue alias-based email address.

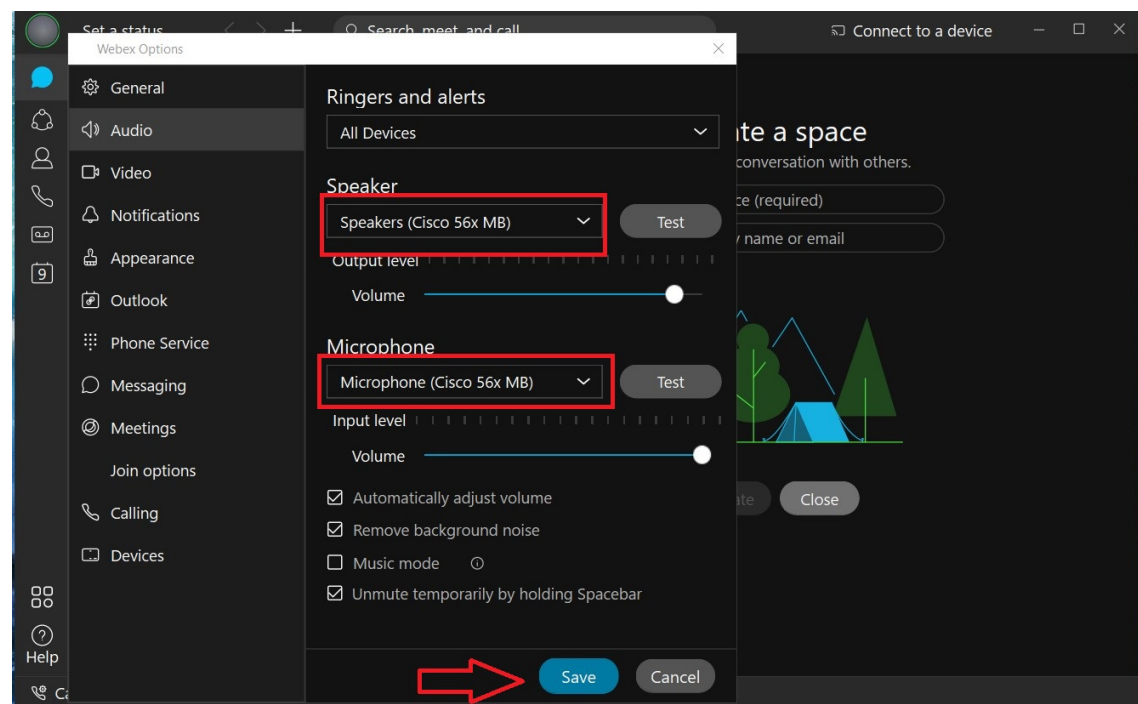
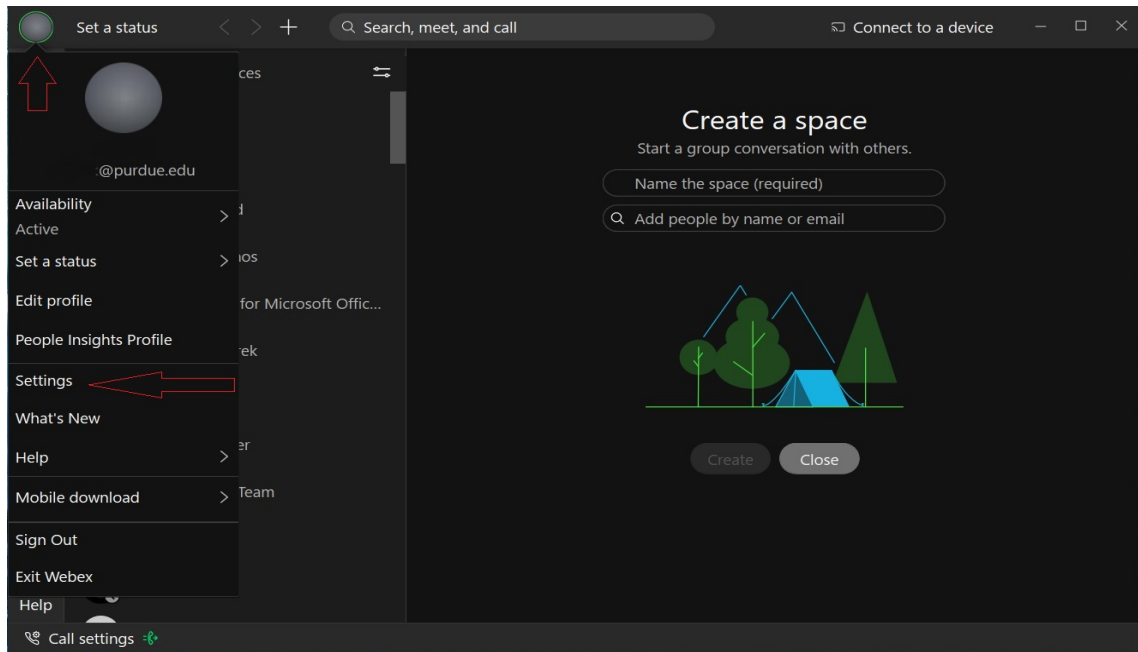


- Authenticate via Boiler Key when prompted.



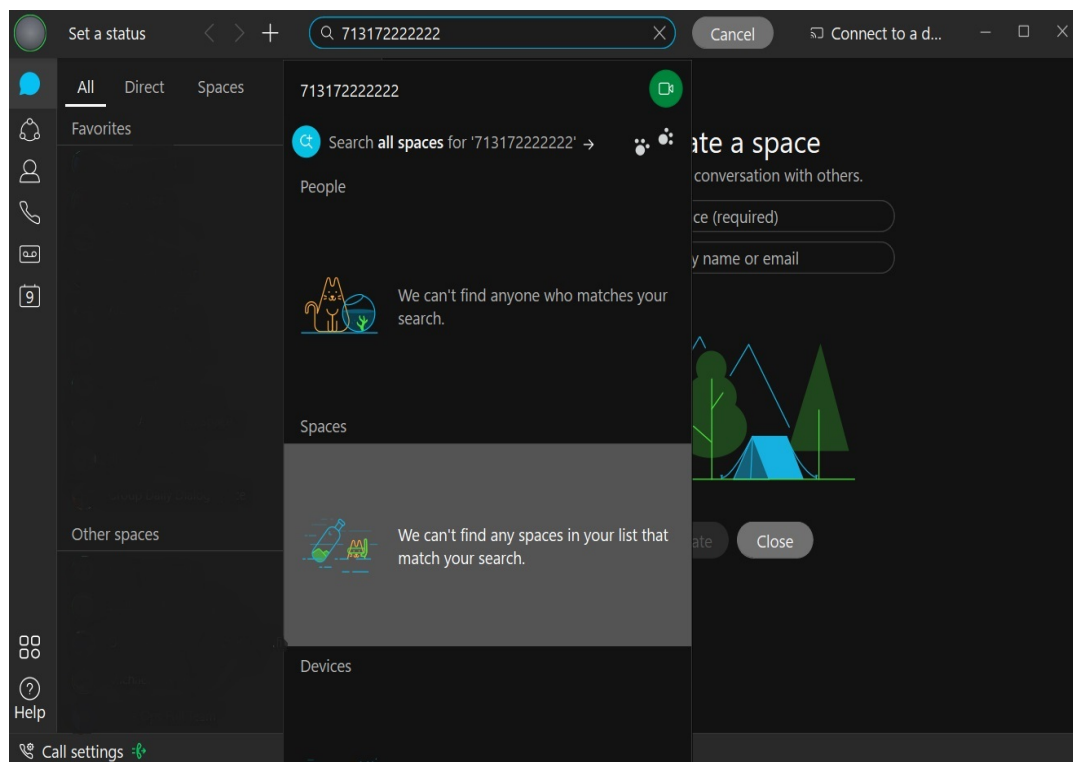
Headset Configuration

- Verify your headset is configured by clicking the green status circle in the upper left, choosing settings, then choosing the audio tab. You should select your headset in the speaker and microphone box.

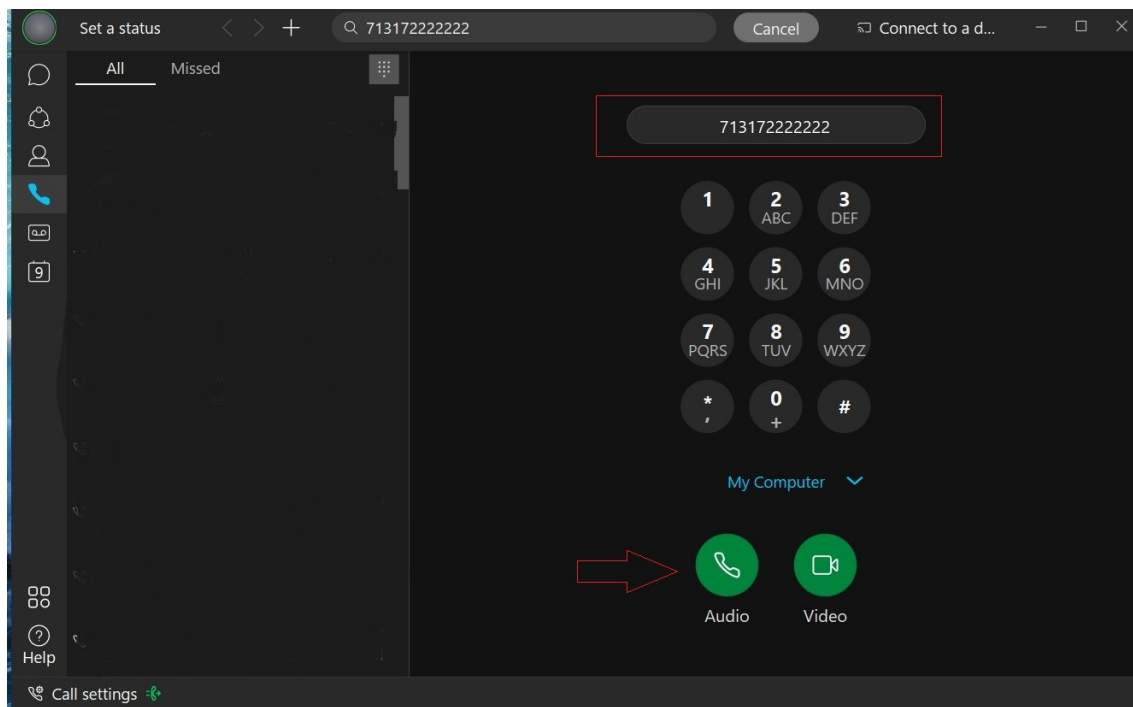


- After verifying your headset, please make a test call to cell phone or from your cell phone to your test your headset and audio. To place a call, enter the number in the search bar and press the ENTER key on your keyboard OR the click the phone tab to access the on-screen dial pad. Dial the number exactly as you would dial from a campus phone and click the phone icon to dial.
 - 5-digit campus number.
 - 7(10 digit local number)
 - 7(10-digit long distance number)

Dial From Search Bar:

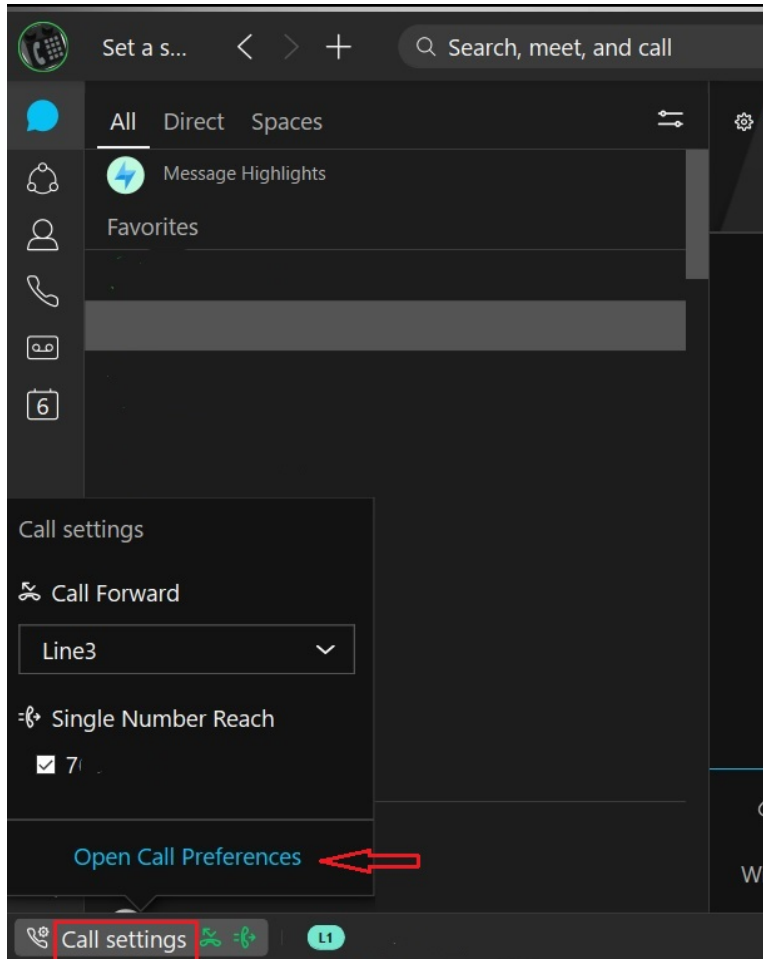


Dial from Phone Tab:



Manage Forwarding

To set forwarding destinations, click Call settings in the lower left, then Open Call Preferences



In the call forward section, choose your line (if more than one is assigned to you), click the + sign then enter the forwarding number EXACTLY as it would be dialed from a campus phone - 7(10-digit local number), 71(10-digit long distance number), 5 OR 10-digit campus number and press enter. Click Save.

Webex Options ×

- ⚙️ General
- 🔊 Audio
- 📺 Video
- 🔔 Notifications
- 👤 Appearance
- 📧 Outlook
- ☰ Phone Service
- 💬 Messaging
- 👥 Meetings
- Join options
- 📞 Calling**
- 📱 Devices

Calling

Incoming Calls

Answer calls with my video on

This option applies only to your video, you'll only see the other person's video if it is turned on.

Call Forward

Line 1: ... ▼

Do Not Forward Calls ▼

Voicemail

+ -

Manage My Numbers

Add the Single Number Reach (Office Anywhere) phone numbers that you

Save Cancel

Click Call Settings to enable or disable forwarding.

