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.

	×
	Welcome to Webex. It's nice to meet you.
	(alias)@purdue.edu Next
	Need help signing in? Get Help
	Join a meeting
.ihiihi cisco	By using Webex you accept the Terms of Service, Privacy Statement, Notices and Disclaimers. Terms of Service Privacy Statement Notices & Disclaimers Learn More

• Authenticate via Boiler Key when prompted.

You have asked to login to: https://www.purdue.edu/apps/idphs/Authn/ExtCas?conversation=e1s1	~
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Issues with your BoilerKey?	
Forgot your password?	
Note: Unauthorized access or misuse of computer resources or disclosure of sensitive	<u>~</u>

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.

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Help							
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- 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	X		
袋 General	Calling		
숙》 Audio	Incoming Calls		
🕞 Video	Answer calls with my video on		
	This option applies only to your video, you'll only see		
选 Appearance	the other person's video if it is turned on.		
@ Outlook			
iii Phone Service	Call Forward		
Messaging	Line 1: 🗸		
Ø Meetings	Do Not Forward Calls 🗸 🗸		
Join options	Voicemail		
🗞 Calling	+ -		
Devices			
	Manage My Numbers		
	Add the Single Number Reach (Office Anywhere) phone numbers that you		
	Save Cancel		

Click Call Settings to enable or disable forwarding.

