1. Go to SJSU WebEx for Employee Hosts (sjsu.webex.com).

2. In the upper-right corner of the page, click Log In.

   The SSO Login page displays.

3. Enter your SJSUOne ID and password, and then click the Login button.
Personal Room

*If logging in for the first time, a pop-up window opens for your Personal Room.*

4. If you’d like to enter your Personal Room now, click the Try It button. Otherwise, close the pop-up window.

Meeting Center

*The Meeting Center displays.*

5. Select Host a Meeting from the menu.
6. Select either Schedule a Meeting or One-Click Meeting.

Schedule a Meeting

7. Complete the requested information, and then click either the Start or Schedule Meeting button.
One-Click Meeting

8. Complete the requested information, and then click the Save & Start Meeting button.

Passwords

To host a meeting, you will be required to create a password. Passwords must be:

- At least 6 characters
- At least 2 letters
- At least 1 mixed case
The WebEx meeting opens.

- For Scheduled Meetings, participants will receive a meeting invitation via email. To join the meeting, they can just follow instructions in the invitation.
- For One-Click Meetings, click Participants to invite others into your meeting.
- For audio, you can use your phone to call into the meeting, or you can click Connect to Audio to use your computer.
- Click Share Screen to let participants view your computer screen.