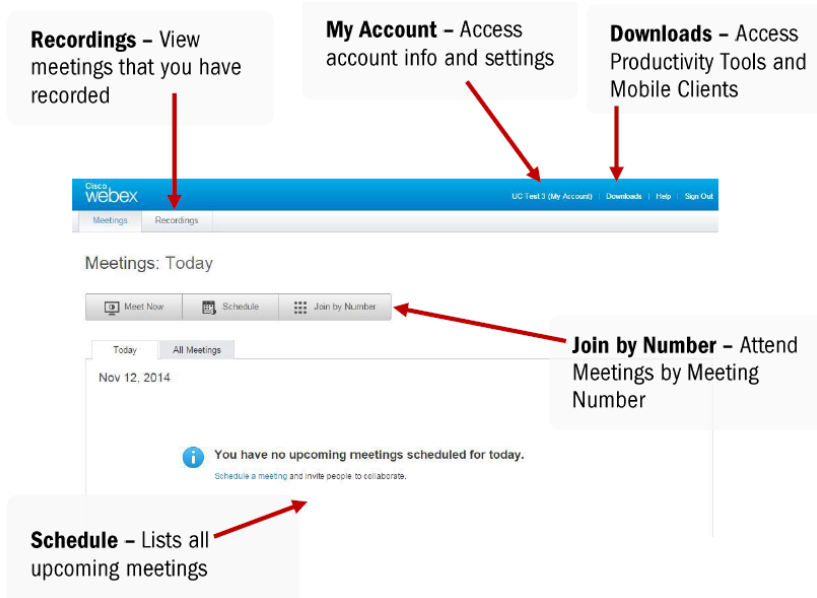


myMeeting.humber.ca

Quick Reference Guide

Home Screen



Logging In

1. Open a web browser and type **mymeeting.humber.ca**
2. Press **Enter**.
3. Enter your Humber email address.
4. Enter your password.
5. Click **Sign In**.

Note:

Chrome is the recommended browser.

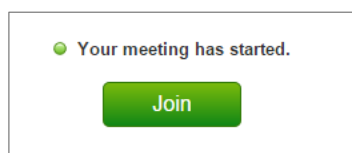
Joining a Meeting

Join from Meetings Page

1. Locate your meeting in the **Today** list.
- Meetings scheduled for today are shown by default.*

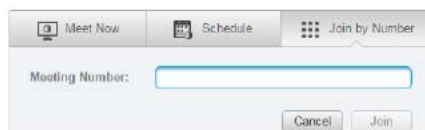
*To see meetings scheduled for another date, click the **All Meetings** tab.*

2. Select the desired meeting.
3. If you are the meeting host, select **Start**.
4. If required, enter the meeting password and click **Join**.



Join by Meeting Number

1. From the Meetings page, select **Join by Number**.
2. Enter the meeting number.
3. If required, enter the meeting password and click **Join**.



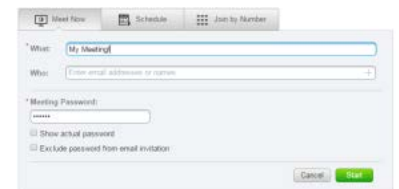
Join from an Email Invitation

1. From your email application, open the meeting invitation.
2. Click **Join the Meeting** to join the meeting.
3. If prompted, sign in with your profile information.
4. If required, enter the meeting password and click **Join**.

Hosting a Meeting

Start an Instant Meeting

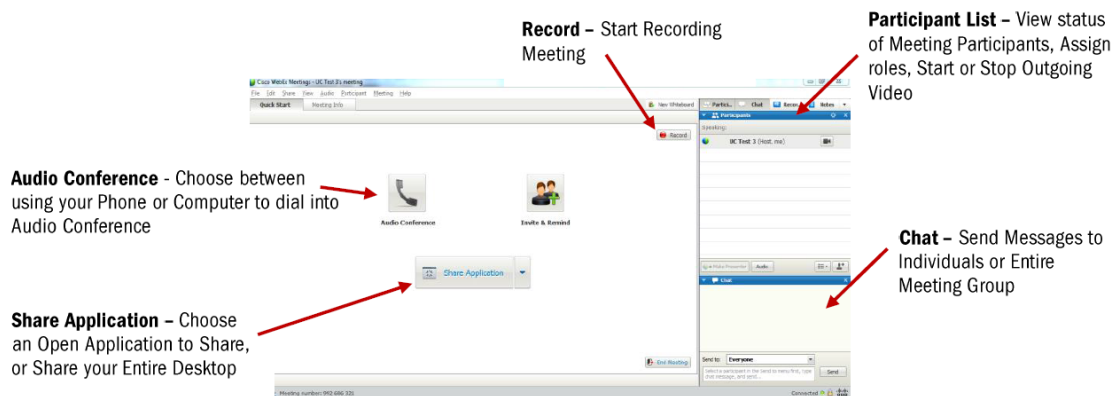
1. From the Meetings page, select **Meet Now**.
2. Enter your meeting details, including the names or email addresses (max 100) of people you want to invite to your meeting.
3. Enter a meeting password.
4. Click **Start**.



Schedule a Meeting

1. From the Meetings page, select **Schedule**.
2. Enter details, date and length of meeting, reoccurrence and the names or email addresses (max 100) of people you want to invite to your meeting.
3. Click **Schedule It!**

Meeting Screen



Passing Control to a Participant

To Make Someone a Presenter

- Drag the WebEx ball from the last presenter to the next presenter.
- If you are viewing participant thumbnails, mouse over a thumbnail and select **Make Presenter**.
- If you are sharing in full screen mode, mouse over the docked tray at the top of your screen, select **Assign > Make Presenter** then select a participant.

Make Someone Else the Host

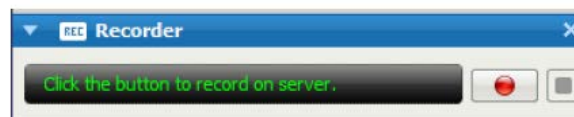
- Right-click on a participant name or thumbnail then select **Change Role to > Host**.

Reclaim the Host Role

- Select your name in the Participant list then select **Participant > Reclaim Host Role** and enter the requested information.

Recording a Session

Recording a meeting is a great way to share meeting content with invitees who could not make the meeting or with other interested people.



You can find links to the meetings you recorded on the **Recordings** page if you are also the meeting scheduler.



Sharing Content

File Sharing

File sharing is ideal for presenting information that you do not need to edit during the meeting, such as a video or slide presentation. Participants can do the following:

- View shared files in their content viewers without the need for the application with which it was created.
- View a media file, such as a video, without the need for special software or hardware.

Application Sharing

When you share software, such as an application, during a meeting, it can be viewed from the participants' content viewers or from a sharing window that opens on all participant screens. In this window, you can show:

- An application (for example, you want to edit a document as a group or show your team how a tool works).
- Your computer desktop (for easily sharing several applications at once and for sharing file directories open on your computer).
- A web browser (useful for sharing particular Web pages with participants or showing a private intranet).