**WebEx—Web Conferencing**

https://cornell.webex.com

About WebEx:  [http://www.it.cornell.edu/services/webconferencing](http://www.it.cornell.edu/services/webconferencing)

Test Your Computer’s Browser Settings:  [http://www.webex.com/test-meeting.html](http://www.webex.com/test-meeting.html)

WebEx, Cornell’s free web conferencing service, provides on-demand, real-time, collaborative web meetings and conferencing. As part of Cornell’s campuswide license, faculty and staff can schedule meetings that anyone can participate or present in. Once the meeting has begun, hosting authority can be transferred to any participant.

WebEx allows you to: Share your desktop and files such as PowerPoint presentations, Stream live Voice over IP (VoIP) and webcam video, Collaborate using chat and whiteboards, Mark up shared documents, Archive the proceedings for future reference

WebEx works with PC, Mac, and Linux, and has apps for iPhone, iPad, Android, and Blackberry. Participants can connect from their desktop, laptop, smartphone, or iPAD, and it’s easy to record meetings for later viewing.

**Recommended Equipment:**

**Office or Home Desktop/Laptop Computer with External Display**
*(Some laptops have a webcam and microphone built in to them already)*

Webcam:  [Logitech C920](https://www.logitech.com/en-us/c920) ~$80

Speaker/Microphone:  [ClearOne Chat 50](https://www.clearone.com/products/50-series/clearone-chat-50) ~$125

Headset:  [Sennheiser PC 36 Call Control - headset](https://www.sennheiser.com/en-us/products/call-讲话-设备/sennheiser-pc-36-call-control-headset) ~$60

**Collaboration Station or Small Conference Room**


**Small to Medium Size Conference Room**


USB Speaker/Microphone:  [ClearOne Communications Chat150 USB](https://www.clearone.com/products/chat-series/clearone-chat150-usb) , cost ~$350

**Direct links to CIT pages with more information about using WebEx:**

- **How-To’s:**  [http://www.it.cornell.edu/services/webconferencing/howto/](http://www.it.cornell.edu/services/webconferencing/howto/)
- **FAQs:**  [http://www.it.cornell.edu/services/webconferencing/faq.cfm](http://www.it.cornell.edu/services/webconferencing/faq.cfm)
- **Tech Requirements:**  [http://www.it.cornell.edu/services/webconferencing/techreq.cfm](http://www.it.cornell.edu/services/webconferencing/techreq.cfm)

**WebEx How-To Videos**


Please note:  Depending on what tab up here you click on, you will have different options for setting up a webinar since one is geared more for meetings (a collaboration between a group of people) versus the other which is for events (one or a few presenters with an audience).

*See WebEx How-To Videos for more information.*