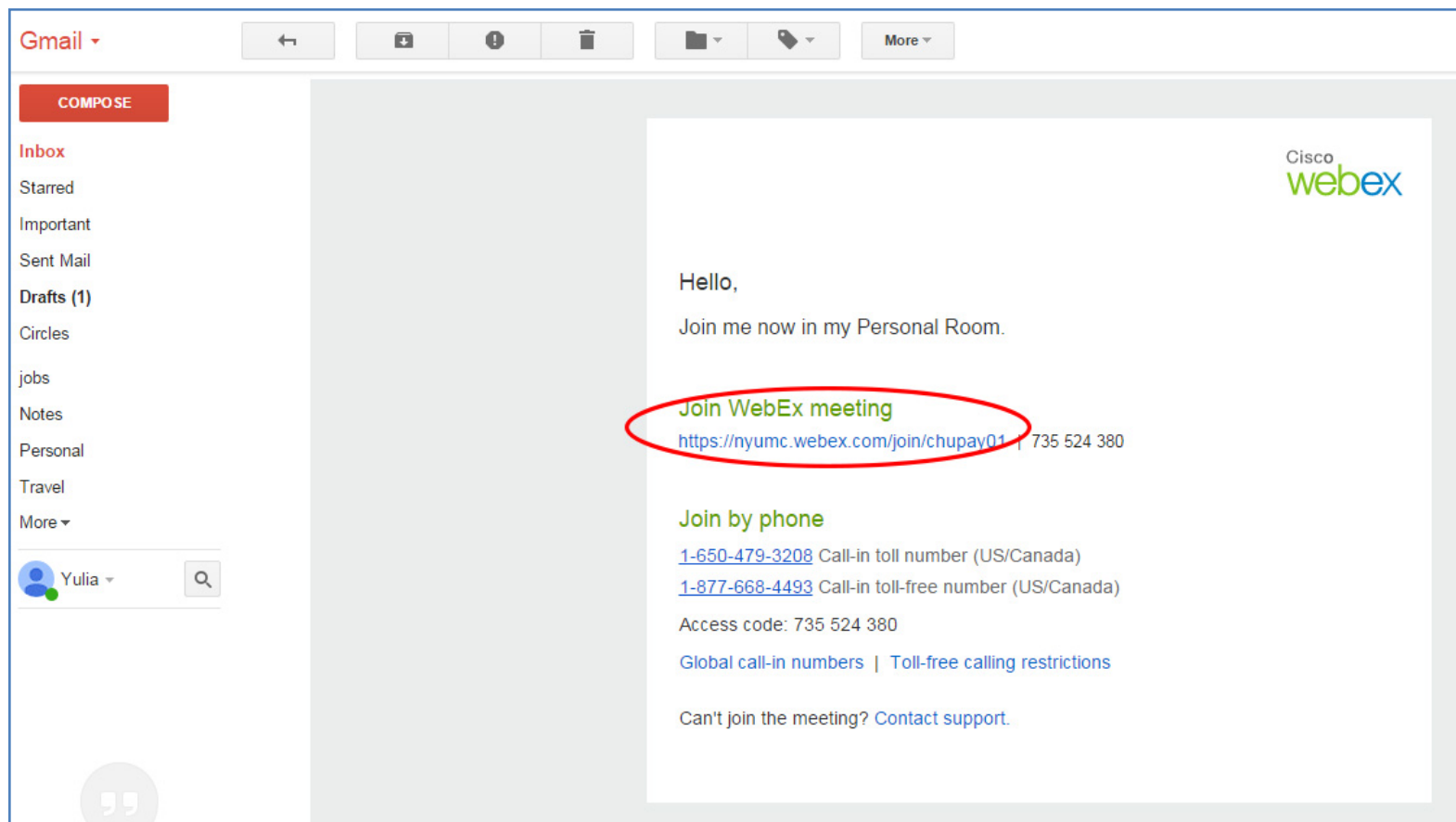**WebEx remote access guide**

When a remote access is desired, a core staff member will typically send you an email invitation containing a link to a WebEx meeting. Clicking on the link will load a WebEx "room".

When prompted, enter your name and email address; click Enter Lobby.
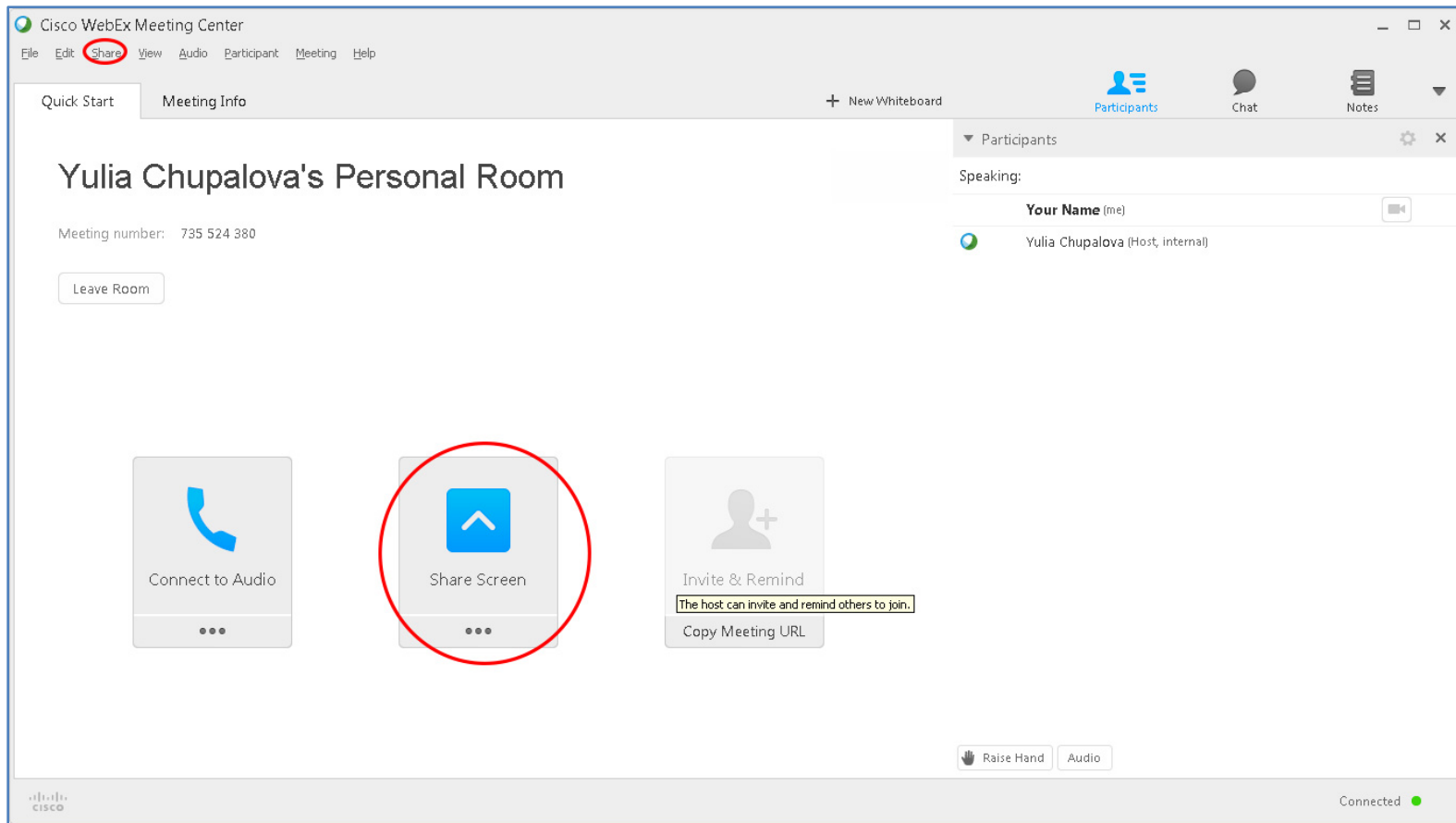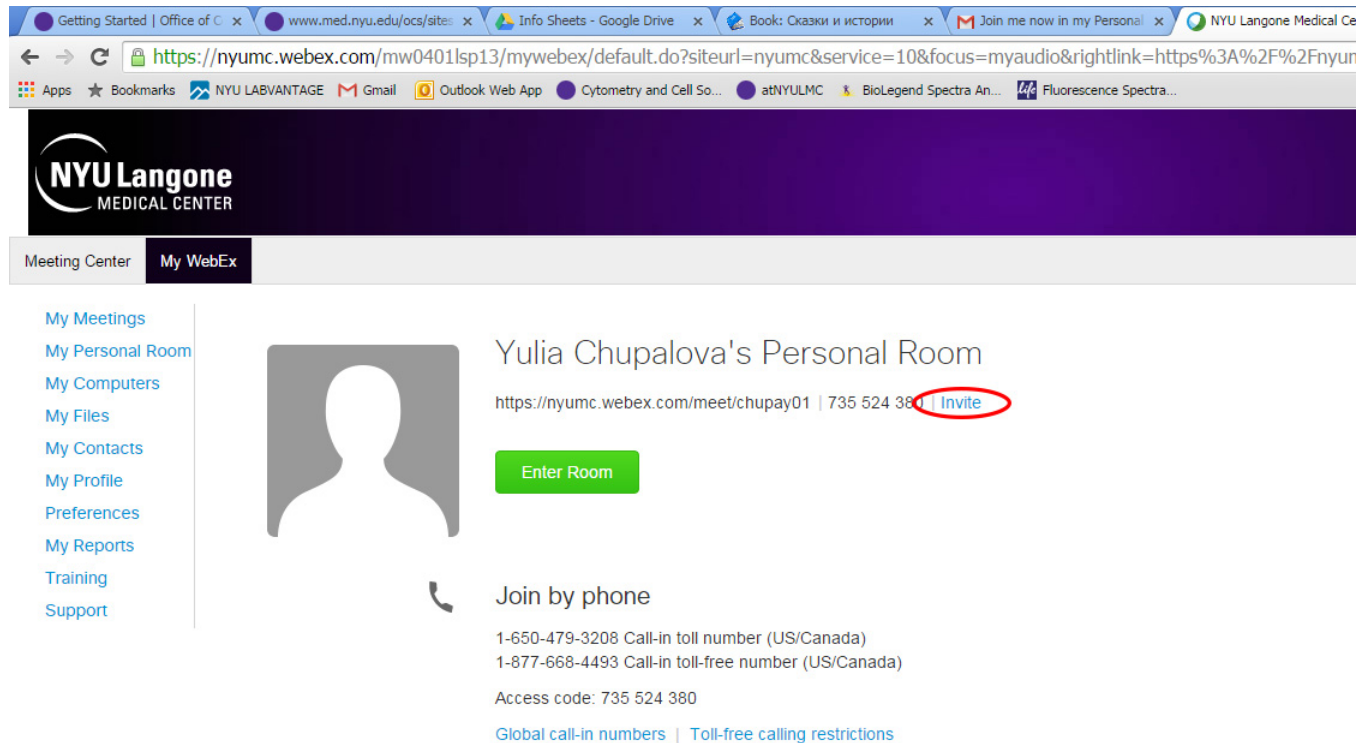
Once the host and the invitee are in the "room," the invitee can mutually access desktop screens and communicate with the host and other attendees.
Typically the host will share an application screen with you so you can discuss the gating etc.

If you have not received an invitation, you can host a meeting yourself.
To initiate a WebEx meeting from a NYUMC computer, log into atNYUMC, the NYULMC online portal: http://www.atnyulmc.org/internal-login. Use your Kerberos ID and password to log in.
Click Popular Links, then Applications. Search for WebEx; click Launch.
Once logged into WebEx, invite a core staff member to join your room.

WebEx access can also be obtained via Apple or Android apps. Clicking on the email invitation link on your phone should prompt you to download the appropriate app.

Cisco WebEx Meetings
By Cisco