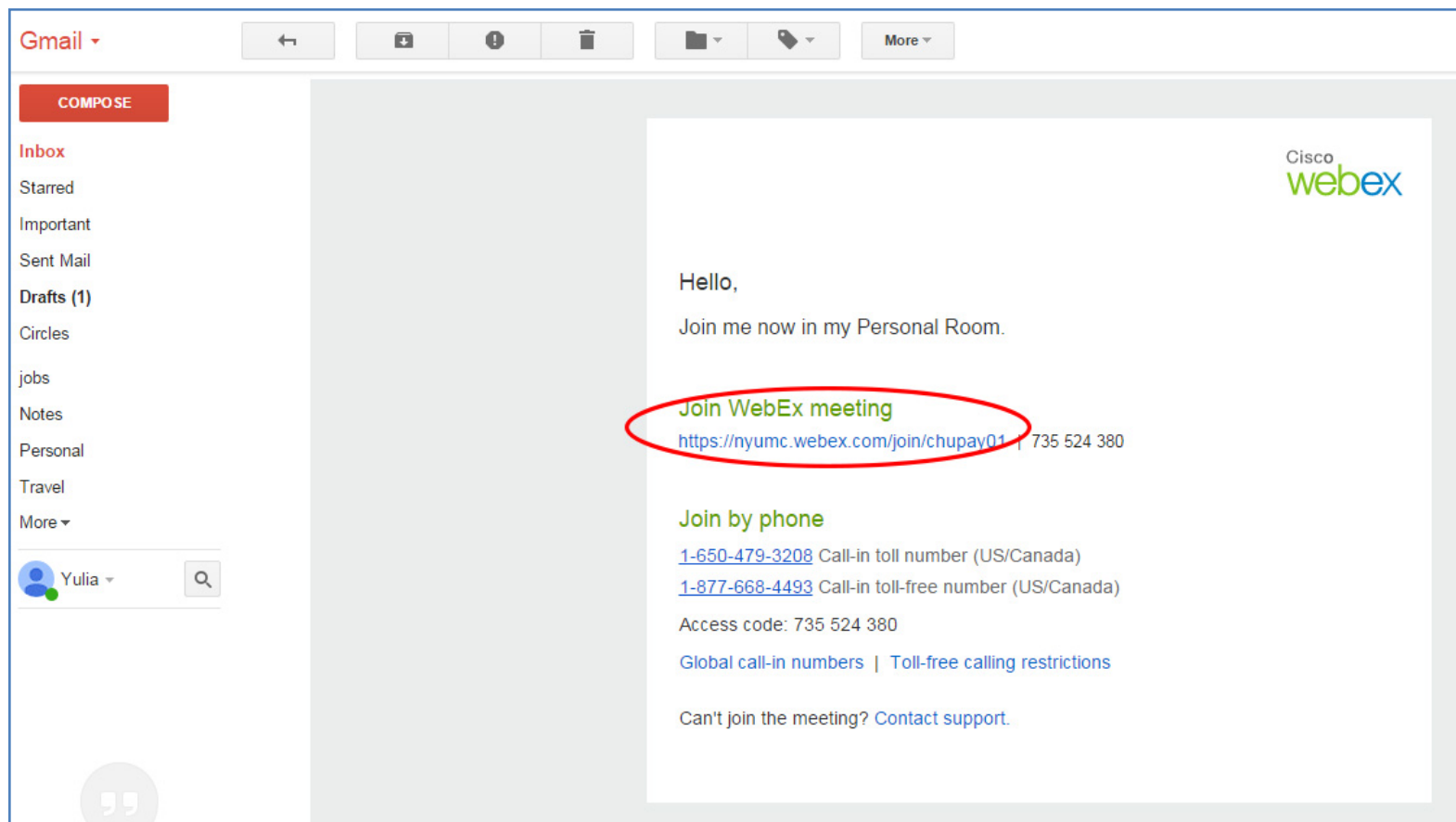


WebEx remote access guide

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.

Yulia Chupalova's Personal Room

<https://nyumc.webex.com/meet/chupay01-735-524-380>

Your Name:

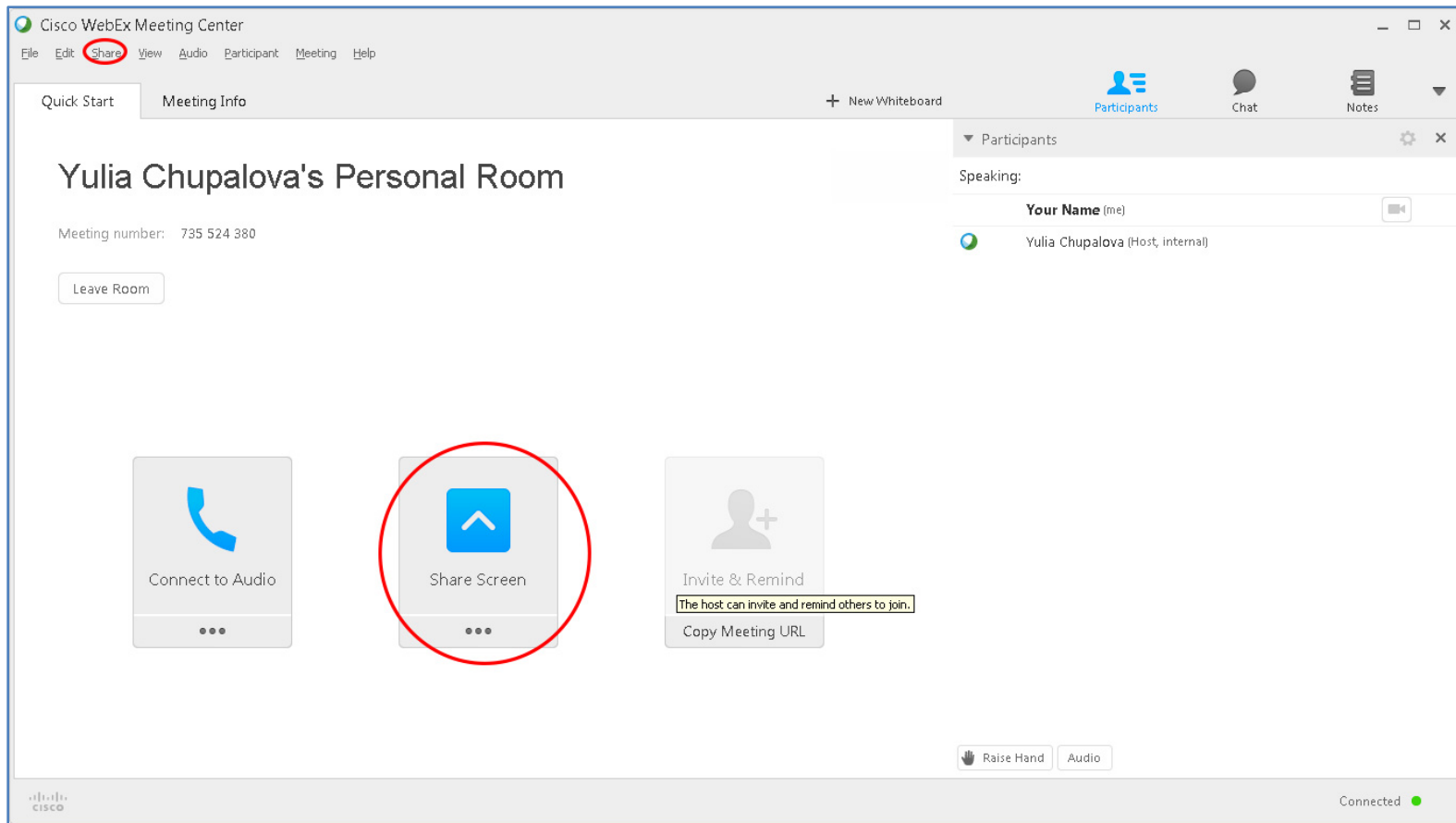
Email Address:

Remember me

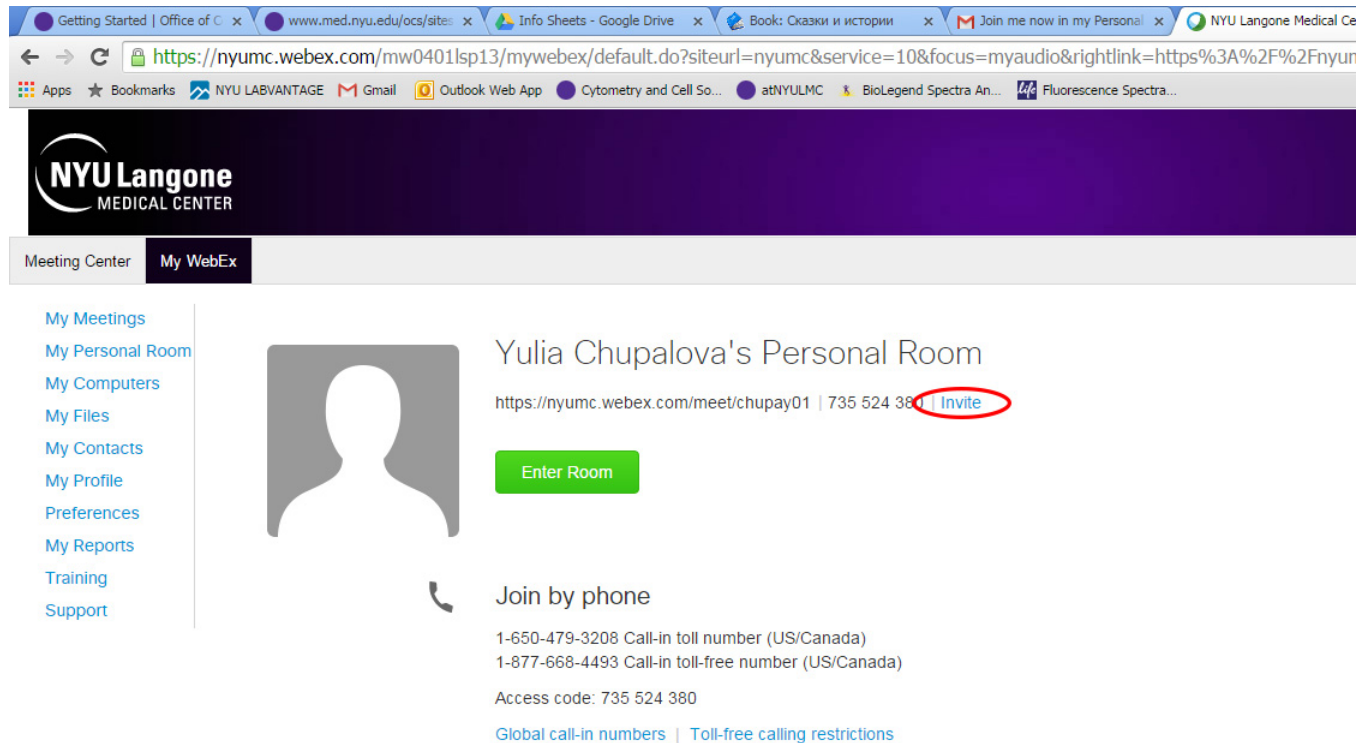
Enter Lobby

Join by phone

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.



The screenshot shows a web browser window with the URL <https://nyumc.webex.com/mw0401sp13/mywebex/default.do?siteurl=nyumc&service=10&focus=myaudio&rightlink=https%3A%2F%2Fnyun>. The page header features the NYU Langone Medical Center logo and navigation tabs for "Meeting Center" and "My WebEx". A left sidebar lists various options: My Meetings, My Personal Room, My Computers, My Files, My Contacts, My Profile, Preferences, My Reports, Training, and Support. The main content area displays "Yulia Chupalova's Personal Room" with a placeholder profile picture. Below the name is the meeting URL <https://nyumc.webex.com/meet/chupay01> and a red circle around the "Invite" link. A green "Enter Room" button is also visible. Underneath, there is a "Join by phone" section with the following information: 1-650-479-3208 Call-in toll number (US/Canada), 1-877-668-4493 Call-in toll-free number (US/Canada), and Access code: 735 524 380. At the bottom, there are links for "Global call-in numbers" and "Toll-free calling restrictions".

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