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# Using Webex Remotely

*User Guide*

# Table of Contents

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<b>TABLE OF CONTENTS .....</b>	<b>2</b>
<b>LAUNCHING THE WEBEX ONLINE PAGE .....</b>	<b>3</b>
LAUNCHING THE APPLICATION.....	3
LOGGING IN .....	3
<b>USING THE WEBEX ONLINE PAGE .....</b>	<b>4</b>

# Launching the Webex Online Page

## Launching the Application

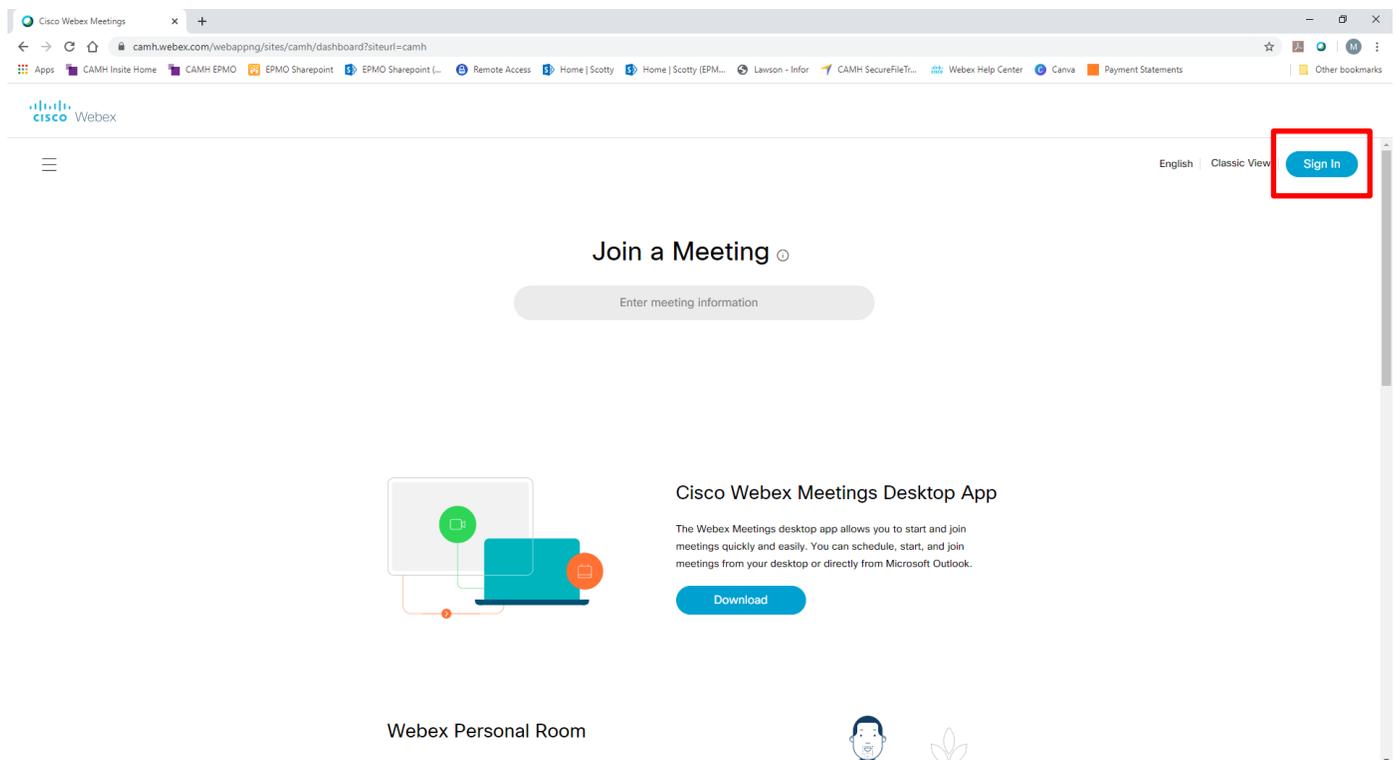
The Webex Meetings desktop application will only allow you to join and start already scheduled meetings if you are not on the CAMH network, unless you are using VPN access.

**To schedule Webex Meetings remotely**, you will need to use the **camh.webex.com website**. This website can be accessed from any computer on any network.

*Note: you must already have a CAMH Webex account to use this webpage. If you do not have an account, please submit and IMG Request Form for Telecom Services.*

## Logging In

In any browser, type **camh.webex.com** in the web address box. You will be taken to the home page.



The screenshot shows the Cisco Webex Meetings website. The browser address bar displays 'camh.webex.com/webappng/sites/camh/dashboard?siteurl=camh'. The page header includes the Cisco Webex logo, a language selector set to 'English', a 'Classic View' option, and a 'Sign In' button highlighted with a red rectangle. The main content area features a 'Join a Meeting' section with a 'Enter meeting information' input field. Below this is a 'Cisco Webex Meetings Desktop App' section with a 'Download' button. At the bottom, there is a 'Webex Personal Room' section with a small icon of a person.

Click **Sign In** in the top right hand corner, and then follow these steps:

1. Enter your **CAMH email address** ([firstname.lastname@camh.ca](mailto:firstname.lastname@camh.ca)).
2. On the CAMH log in page, use **camhfirstname\_lastname** in the username field.
3. Use your **CAMH password**.

# Using the Webex Online Page

On camh.webex.com, you can schedule, view, and start or join your meetings.

The screenshot shows the Webex Online interface for Michelle Chyjek's Personal Room. The left sidebar contains a navigation menu with the following items: Home, Meetings, Recordings, Preferences, Insights, Support, Downloads, and Feedback. The 'Meetings' item is highlighted with a red box. The main content area features a search bar, a profile picture, and the name 'Michelle Chyjek's Personal Room'. Below the profile, there are buttons for 'Start a Meeting' and 'Schedule', with the 'Schedule' button highlighted in a red box. The 'Upcoming Meetings' section lists four meetings with 'Start' buttons. The right sidebar includes a 'Download' button for the Webex app, 'Recent Personal Rooms', and 'Insights' charts.

You can also view and manage your recordings, check your insights, and download the Webex Meetings desktop app or Outlook plug-in (called Productivity Tools).

When you schedule a meeting, the information will be sent to your email, which you can access through remote.camh.ca or through Webmail. For more information on how to access services remotely, please go to **Scotty**.

For more advanced training, check out this link: <https://help.webex.com/?language=en-us> (select **Online Classes**).

If you experience technical difficulties, please contact the Service Desk at ext. 6011.