

# How to...

*Login to WebEx for Internet Explorer  
(Windows)*

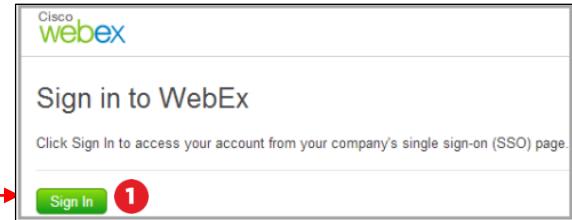
## Introduction

WebEx allows you to conduct and/or attend meetings remotely, with the ability to share your screen with others to present information. This guide will show you how to login to WebEx via Internet Explorer Chrome on a Windows device

## Step 1: Login to WebEx

1 Open Internet Explorer and go to [www.griffith.edu.au/webex](http://www.griffith.edu.au/webex) and select **Sign In** if this screen appears.

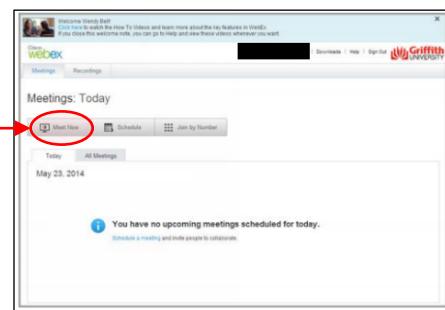
*If it does not appear, go to step 1.3.*



2 Login to Single Sign-On using your Griffith University username and password.



3 This will take you to the Cisco WebEx meetings page. Start a meeting by selecting the **Meet Now** tab. Enter the appropriate details and select **Start**.



4 If you have not used WebEx on your computer previously, you will now be prompted to install the WebEx plugin software.



5 Select **Download**. After the file has downloaded, please follow the installation instructions.

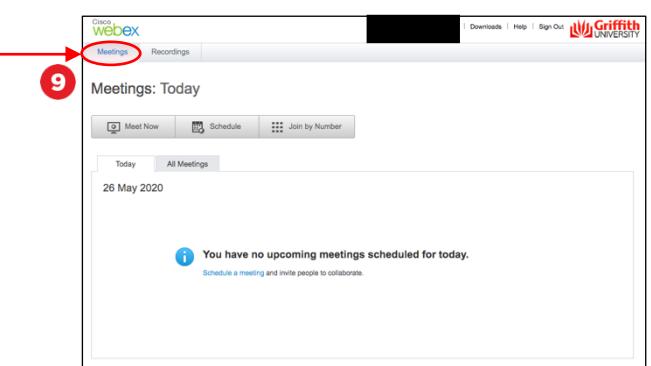
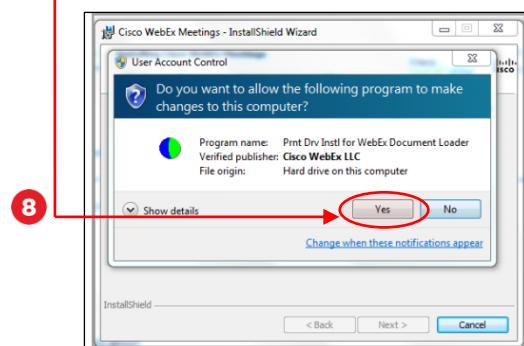
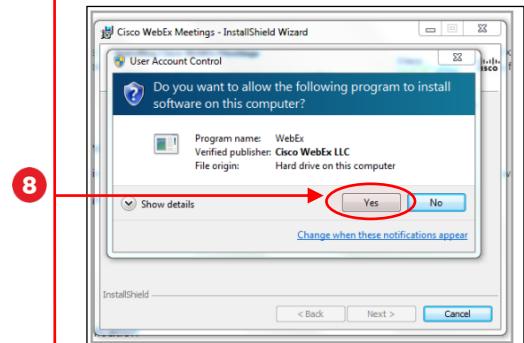
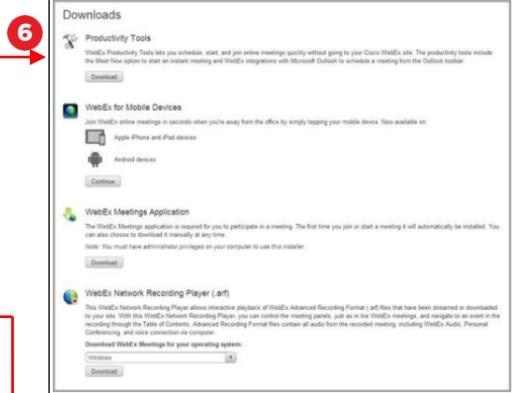
6 Select the down arrow next to the name of the .msi file, then select **OPEN** at the next screen. The WebEx wizard will now install the files on your computer.

7 Accept the terms in the license agreement window.

8 Select **YES** at these prompts should they appear.

9 Once the wizard has completed the installation, you can now select the **Meetings** tab to schedule a meeting.

Please refer to '[How to Host WebEx Meetings](#)' for guidance on how to schedule a meeting.



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