



WVSOM IT Department Accessing the WVSOM WebEx Portal

Browse to the website URL <https://wvsom.webex.com/>

Click Login and use your standard network credentials to login.

A screenshot of a web browser displaying the WVSOM WebEx portal. The browser's address bar shows the URL "https://wvsom.webex.com/mw3300/mywebex/default.do?siteurl=wvsom&service=1". The page header includes the WVSOM logo and the text "WEST VIRGINIA SCHOOL OF OSTEOPATHIC MEDICINE". Below the header is a navigation menu with options: Home, Webex Meetings, Webex Events, Webex Support, Webex Training, My Webex, Modern View, and Log In. The main content area is titled "Search Meetings" and contains a search box, a "Search" button, and filters for "Today", "Daily", "Weekly", and "Monthly". Below these filters, it shows the date "Tuesday, September 11, 2018" and checkboxes for "Show past meetings" and "Show only meetings that require registration". At the bottom, there is a table header with columns for "Time", "Topic", "Host", and "Duration", followed by the text "No meetings are either scheduled or in progress."

Initially you will want to go to setup and configure your preferences.

A screenshot of the WVSOM WebEx portal preferences page. The browser's address bar shows the URL "https://wvsom.webex.com/mw3300/mywebex/default.do?siteurl=wvsom&service=1". The page header is identical to the previous screenshot. The navigation menu is the same, but the "Webex Meetings" option is expanded, showing sub-options: Attend a Meeting, Search Meetings, Unlisted Meeting, Host a Meeting, Set Up, Webex Meetings, Preferences, and Support. The "Preferences" option is selected. The main content area is titled "Preferences" and includes a "Required Field" indicator. Below the title are expandable sections: "General", "Meet Now Settings", "Audio Set up", "My Personal Room", "Scheduling Templates", "Scheduling Options", and "Webex Support". At the bottom of the preferences area are "Save" and "Cancel" buttons.

Depending on your WebEx site settings, you can set up the following preferences:

1. Log into your WebEx site and go to My WebEx > Preference
2. Specify your preferences in each section:
 - a. **General:** Set the time zone, language, and locale for the web pages on your WebEx site.
 - b. **"Meet Now" Settings:** Set default options for instant meetings that you start with Meet Now. Depending on your site settings, you can also select whether your instant meetings take place in your Personal Room.
 - c. **Audio:** Enter your phone number information and Personal Conferencing Information.
 - d. **Video Systems:** Add the video addresses for your video conference systems.
 - e. **My Personal Room:** Specify a unique name and a unique URL, copy the URL to share with others, automatically lock the room after you enter, and receive a notification when someone enters. You can also assign alternate hosts for your Personal Room meetings. For more information, see [Change Your Cisco WebEx Personal Room Settings](#).
 - f. **Scheduling Templates:** Manage scheduling templates.
 - g. **Scheduling Options:** Set options for deleting completed meetings, the default meeting type, the Quick Start page, and scheduling permission.
 - h. **Support Center:** Set the order of tabs that appear on the Support dashboard.
3. Select Save.