

Webex Starter Package for Students

Would you like to test a Webex meeting under real conditions first, to get familiar with the environment? Then you are welcome to use this [test room](#).

1. Preparations for the Use of Webex

To join a Webex meeting, click on the meeting room link provided to you. Then you can choose how you want to join the meeting. You can do this either via your **browser** or via the **Webex desktop app**. Access via a browser does not require any further installation. All you need to do is log in with your name and email address and then you can enter the room. The use of the desktop app is not mandatory for attending an event. Please note, however, that the full range of functions of Webex is not available when accessing the room via a browser. In order to use the full range of functions, please download the Webex desktop app. For further steps please see the next points below.

Furthermore you have the possibility to participate in a meeting by **phone**. The costs for this correspond to those of a telephone call to a German landline and can therefore vary depending on the contract.

1.1. Installation of the Webex Desktop-App

You have to install and configure the Webex Desktop-App once. Details about download and installation can be found [here](#).

1. Download the Cisco Webex Meetings desktop app [here](#).
2. Run the .msi (Windows) or .dmg (Mac) installation file and follow the instructions. The Webex Meetings Desktop app will open when the installation is complete.

With BTU-Webex license:

3. Enter your BTU e-mail address and click *Login (Anmelden)*.
4. Enter <https://b-tu.webex.com> and log in with your password.

Without BTU-Webex License:

3. Open the desktop app and click *Use as Guest (Als Gast verwenden)* when logging in.
4. To join a meeting with the app, use the *Join a Meeting (Einem Meeting beitreten)* field or a meeting link.

1.2. Configuration of the Webex Desktop-App

To limit the activity of the desktop app before, during and after a meeting, you should make a few configurations:

1. Click on the gear in the top right corner of the desktop app and then click on *Settings (Einstellungen)*.
2. Under *General (Allgemein)* you can prevent the app from starting automatically at system startup.
3. Under *Options for joining meetings (Optionen zum Beitreten zu Meetings)*, you can pre-select the video and audio devices in meetings.
4. Under *Calendar (Kalender)* you can deselect MS Outlook as the default calendar for managing meetings.
5. Under *Notifications (Benachrichtigungen)* you can control whether you want to be reminded of pending meetings and which sounds should be played in the meeting.
6. Under Video system (*Videosysteme*) please **deactivate the option *Automatically detect nearby devices (Automatisch Geräte in der Nähe erkennen)***, otherwise your microphone will be used by the app even after the meeting is over.

When you join a meeting, you can allow one-time or permanent connection via the desktop app in the corresponding pop-up window.

If you have further questions or problems with the desktop app, please read here first: <https://help.webex.com/de-de/nl2qy8j/Cisco-Webex-Meetings-Desktop-App-WBS39-10-and-Later>

1.3. Using the Android or iOS-App

You can also use Webex on your mobile device via an app. Just download the Webex app from the App or Play Store. Due to the extensive permissions requested by the Android app, we cannot recommend its use. The usage is at your own responsibility.