

Getting Started

1. Search the attached spreadsheet for the correct academic area, day of the week, and time of your chosen tutoring subject.
2. Click the link beside the appropriate tutoring session on the date and time of the session. If the link does not open, you may copy and paste the link into an internet browser.
3. Once you have clicked the link, a pop-up should appear – click “Open Cisco WebEx Meeting”.
4. If you have not already installed WebEx on your computer, another pop-up will appear on the lower left hand side that says, “Click Here to Install webex.exe”. Click that button and then click “Run”.
5. Then, type your USF email address into the next screen, then click “next”.
6. Click “Join Meeting”.
7. To leave the meeting, click the red X button located on the bottom of the screen.

*If you need to enter in a password, it will be **usf** or usf1