

WebEx Student/Attendee Guide | Attending a Meeting

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WebEx Additional Features and Resources

WebEx 24/7 support – 1-866-229-3239

Test Meeting to Verify the WebEx Software Will Install on Your System: <https://www.webex.com/test-meeting.html>

WebEx Help Center: <https://support.webex.com/MyAccountWeb/supporthome.do>

Videos

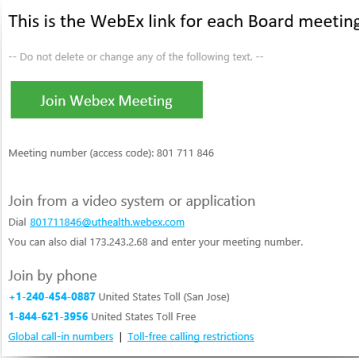
[Join a WebEx Meeting](#) (2:29)

[How To Share Content During a Cisco WebEx Meeting](#) (1:55)

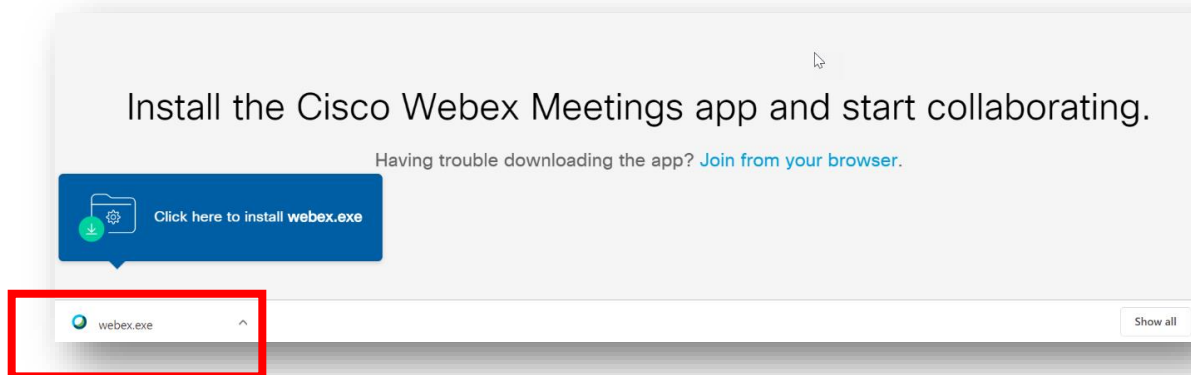
How to | WebEx Meetings videos: https://www.youtube.com/playlist?list=PL_YnWo4XhzTfhkcwB6M1a-wJ9dTIz58yz

Accessing a WebEx Conference Session

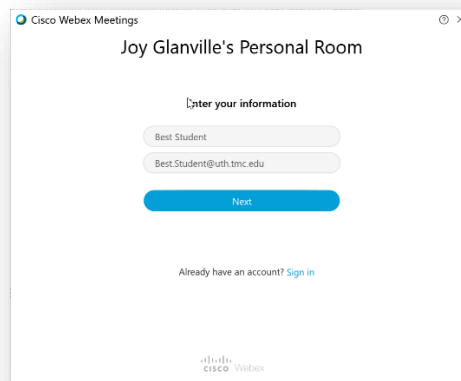
Join the conference session from your computer, tablet, or smartphone using the link provided by the instructor/organizer or posted in Canvas. The access information will look similar to the image below. You can also call in from your phone using the number and code provided. *It is not recommended that you use WebEx with a VPN connection, as this could affect performance.



After you click the access link, you will see the screen below. Click on the **webex.exe** tab on the bottom left to install the WebEx app and start the meeting.



Enter your name and email address then click **Next** to connect to the conference session.



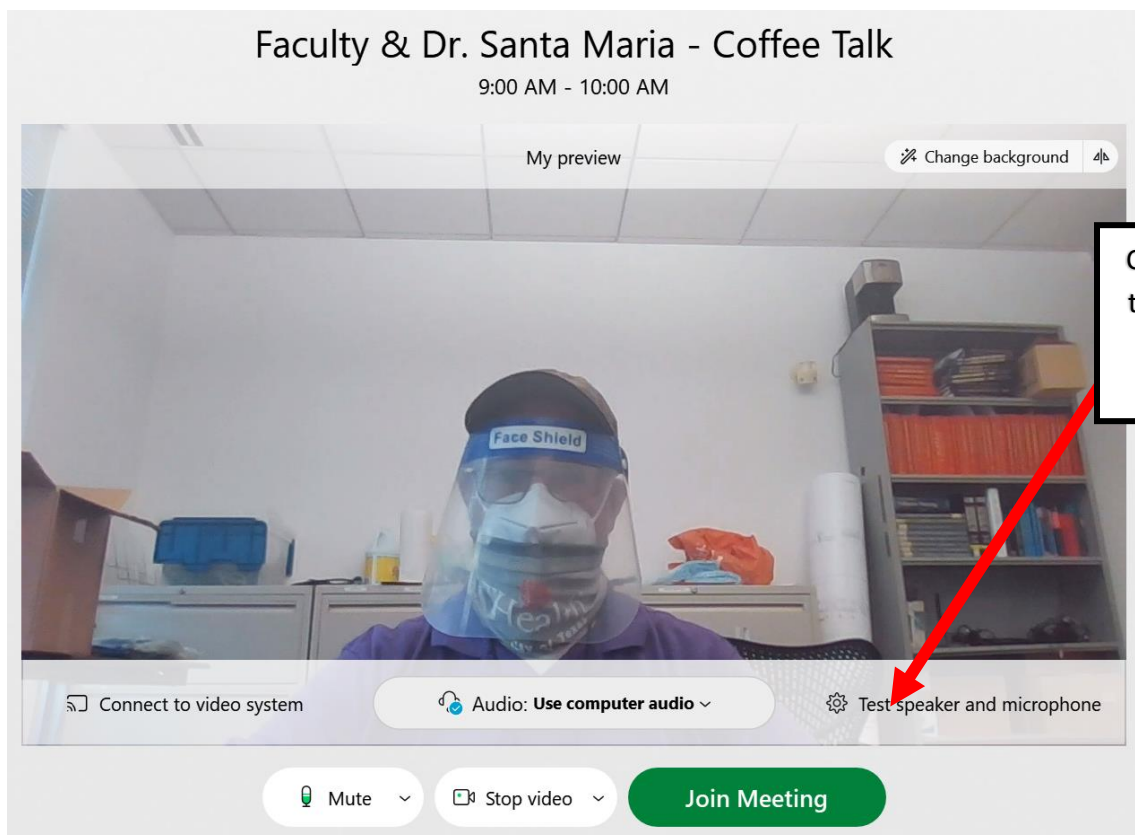
WebEx Join Meeting Screen

NOTE: If it is not the time for the web conference to start, you will see a screen with a message that states, “Meeting has not yet started.” When you hit **OK**, a webpage will load that shows the date and time when the meeting will be available. When there are only a few minutes before the meeting, you will see a countdown timer. When it is time, the **Join Meeting** button will turn green and become active.

Once the meeting has been opened, you will be able to click the **Join Meeting** button. This will bring up the screen below.

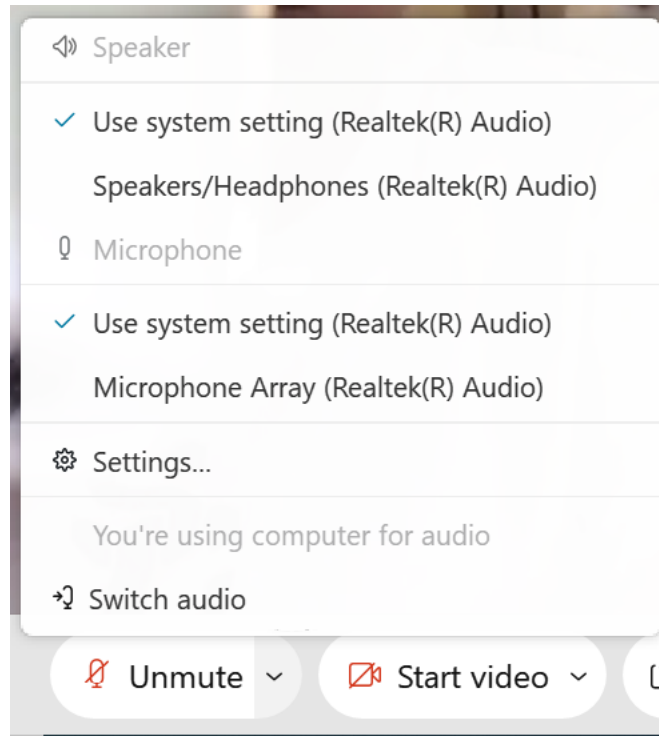
It is advisable to check your mic before you join the meeting, so when you join the meeting everything will be setup and ready to go. With WebEx, there are two options for audio: (1) connecting via phone (every web conference created in WebEx has a phone number associated with it) or (2) using your computer mic and speakers (recommended). You can select to (1) “Use Computer for Audio,” (2) “Call Me” to have the system call your phone, (3) “Call In” to call into your conference using a phone, or (4) “Don’t Connect to Audio.” Your camera will be activated automatically on the meeting connection screen (see below). You can change the mic, camera, and speaker settings by clicking on “Settings” on the bottom right.

When you are ready, click the **Join Meeting** button.

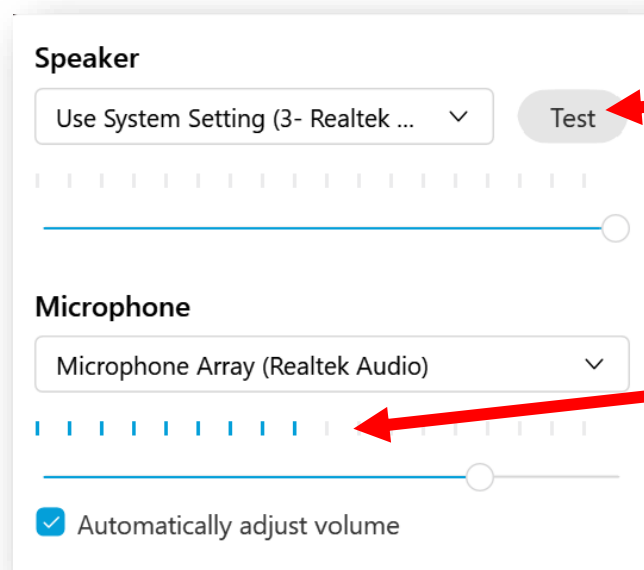


Testing Your Mic before Joining

You should always test you microphone and speakers before clicking on **Join Meeting** by clicking on the arrow on the bottom right of the mute button. This area will show the connected options for mics and speakers connected to your system. It is recommended that you select **Settings...** to verify the correct options are selected.



Once you click on settings, You will see the mic is picking up by watching the mic level bar and you can test your speakers by selecting test.



Click on this to test your speakers

The audio level will go up and down as you speak into your mic

WebEx Meeting Screen

Once you join the WebEx meeting, you will see the screen below.

The screenshot shows the Cisco WebEx meeting interface. At the top, it says "Speaking: Charmaine Wilson (Internal)". Below this is a grid of participant video thumbnails. On the right, there are panels for "Participants (42)" and "Chat". At the bottom, there is a control bar with buttons for "Unmute", "Start video", "Share", and a red "X" button. Red arrows point from text boxes to these controls.

Used to share your screen and other content

Opens and closes the Participant and chat windows

This button will turn on and off your web Camera

Click here to mute and unmute your mic – when your mic is muted it will be red as shown above

Opens the more options menu (audio/video connection, and link)

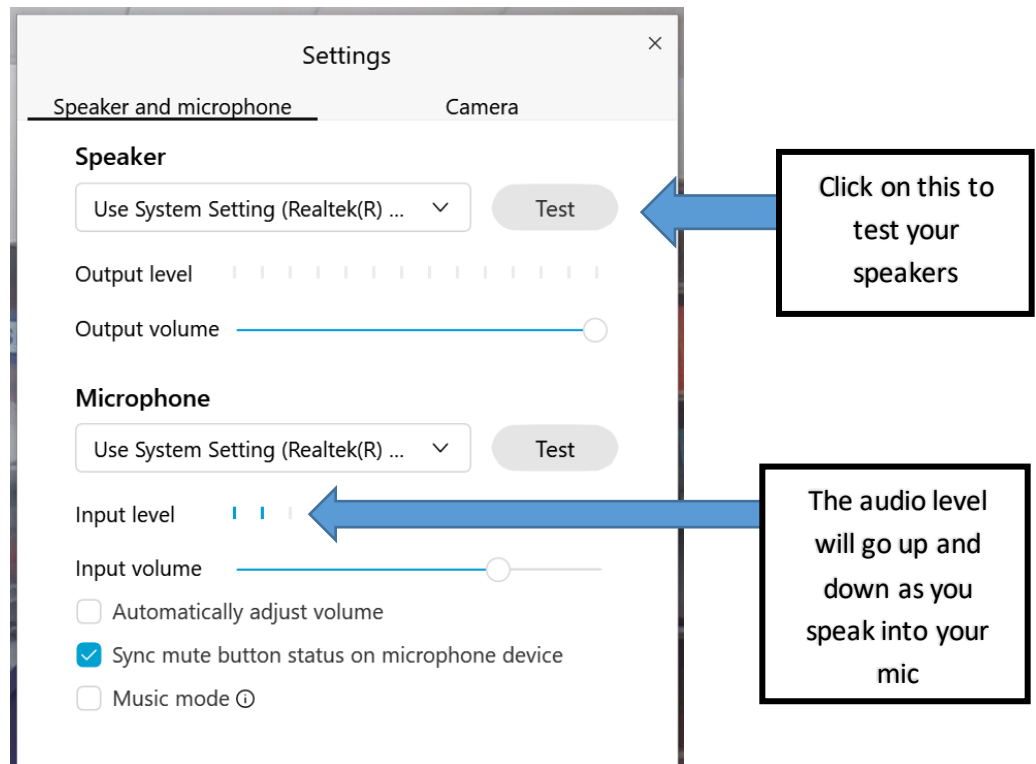
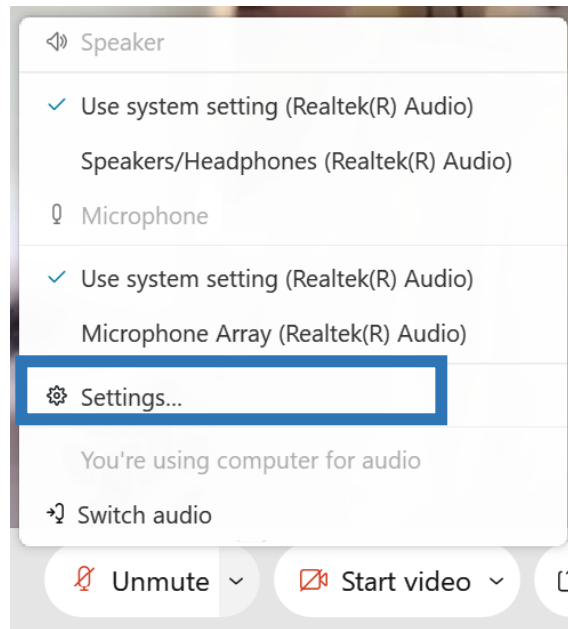
Closes the web conference

Chat window – Some instructors ask that students only communicate by chat

Unless the host has disabled the mic on login, your mic will be active. When your mic is muted, it will be red. The host may mute your mic if there is a problem (such as background noise or if there is an echo), so be sure to verify it is unmuted before talking. You can press the mic icon to mute and unmute yourself.

Testing Your Mic after Joining the Meeting

After you get into the meeting, you can check to see that the mic is picking up by clicking on the drop-down arrow next to the Mute/Unmute button. Select **Settings...**



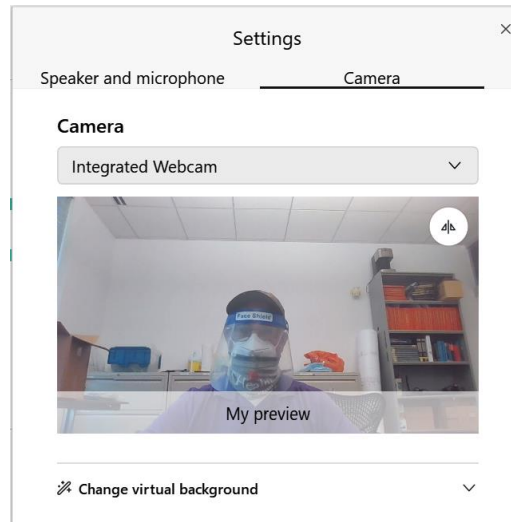
Click on this to test your speakers

The audio level will go up and down as you speak into your mic

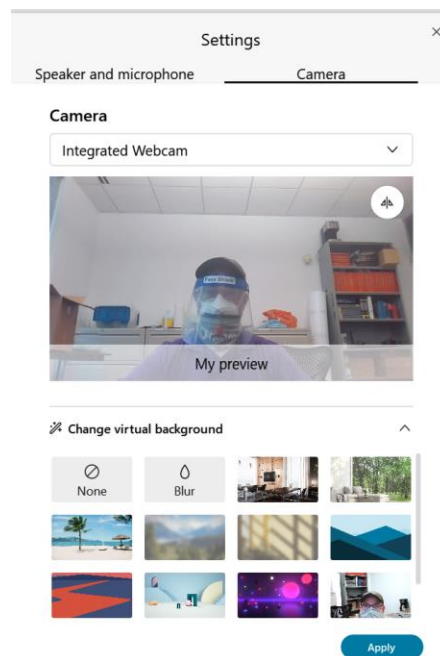
You will see the settings of the mic and speaker. You can see if the mic is working verifying the mic level bar moves when you make a sound. If the mic Input Volume is set all the way to the left, slide it to the right to turn up your mic. You will also be able to test your speakers by selecting test. You can also change the mic and speaker connections (i.e., if you connect headphone, you can switch the audio to headphones rather than the computer system).

Web Camera

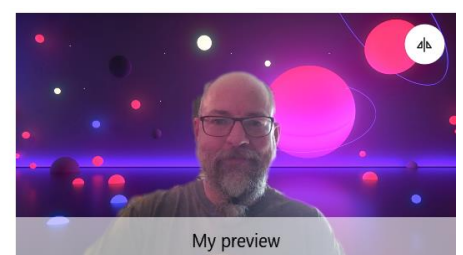
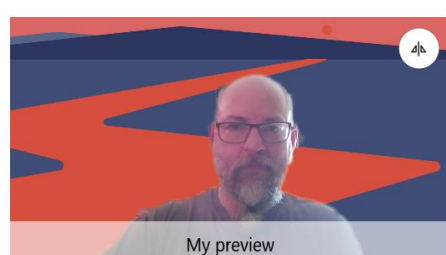
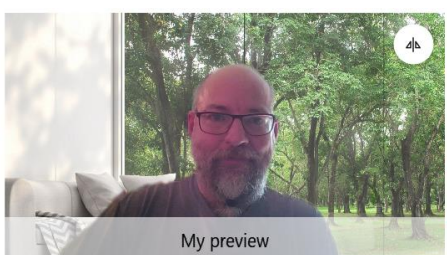
Web camera settings can be accessed from the start/stop video button at the bottom of the screen. If you have multiple cameras connected to your system, it will allow you to choose which camera feed to send to the Webex. It also gives you the option to set up a virtual background.

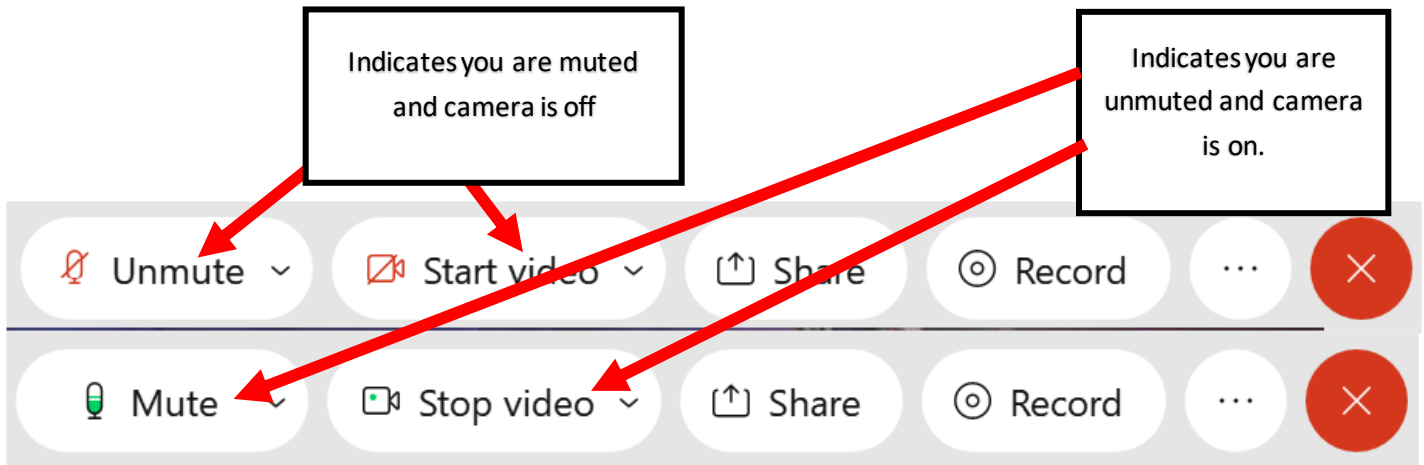


If you choose, you can change the background of your video. Webex will detect your face, and replace everything behind you. There are several options available, or if you prefer, you can upload your own.



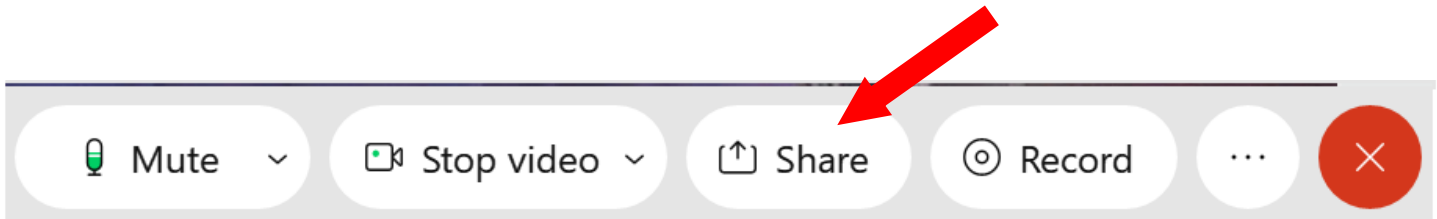
Examples:





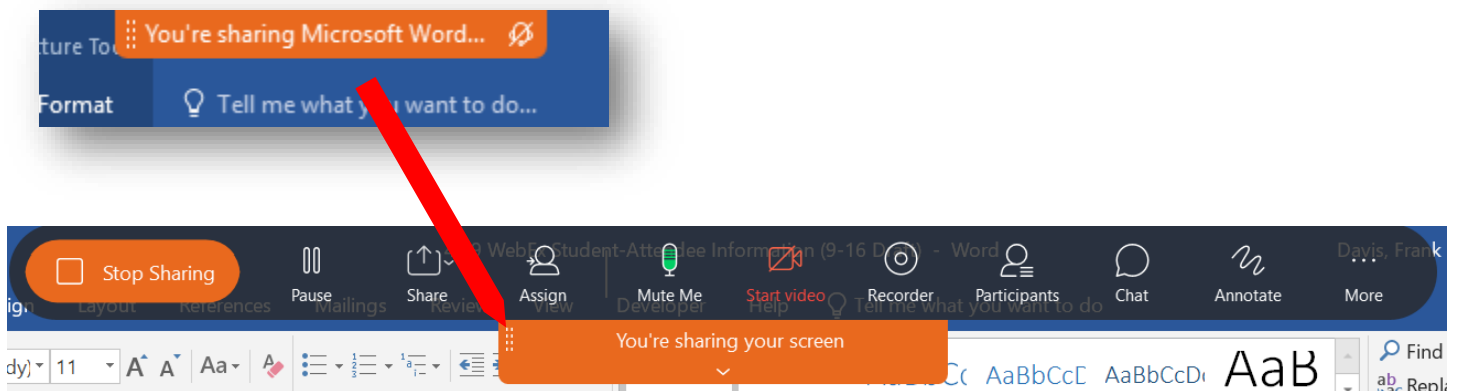
Sharing your Screen

If the Instructor/Host allows it, you can share your screen. Click on the **Share** icon in the middle of the user control area at the bottom of the screen.

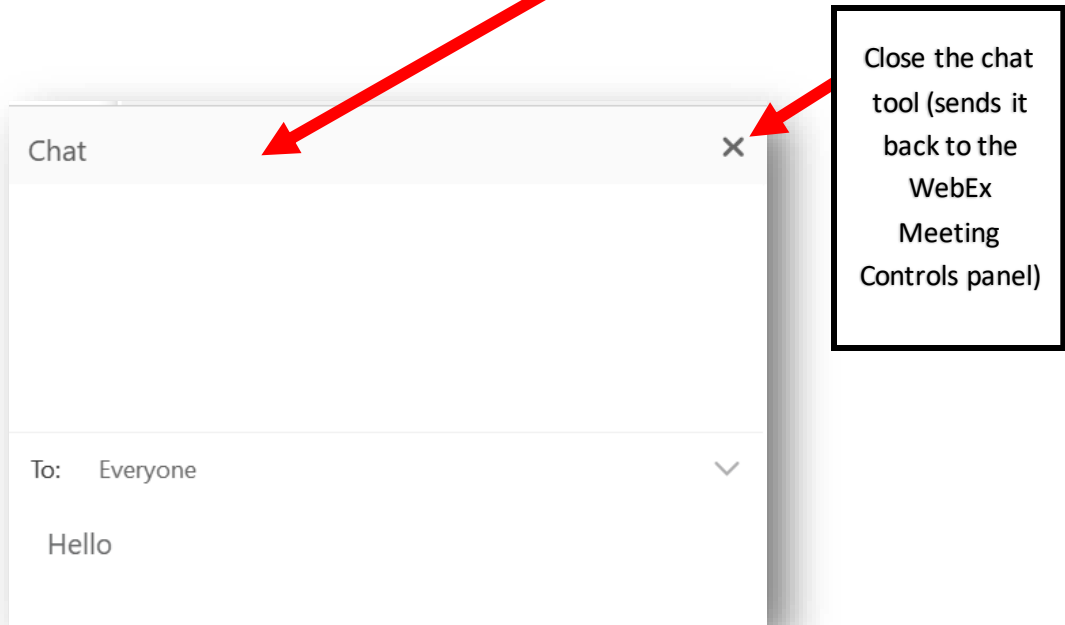
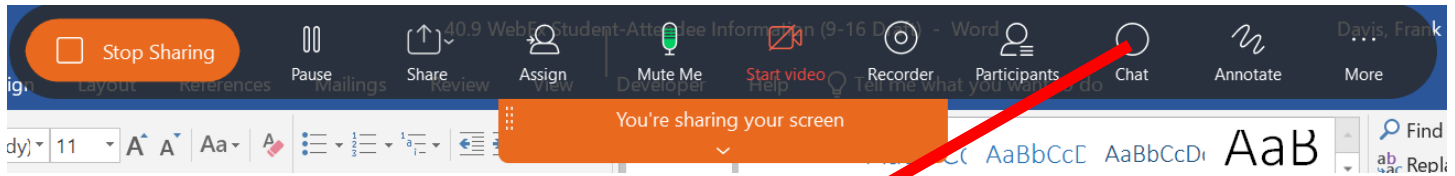


When you click on the screen or program you wish to share, the WebEx screen will disappear, and your desktop will be showing with the WebEx meeting controls panel at the top of your screen.

During the screen sharing, the Meeting Controls panel can be partially hidden at the top of your screen. To open the full meeting controls panel, hover over the orange section of the panel.

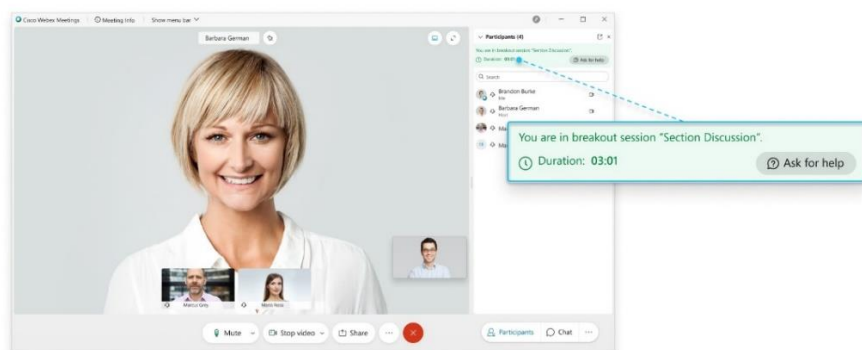


The WebEx Meeting Controls panel will always be on top of your screen when sharing your screen, even if you display PowerPoint full screen. You can open the WebEx Meeting Controls panel and click on Chat, Participants, and other tools to access these options and move the windows around if needed. (see chat window below)



Best Practices for Participating in Breakout Sessions

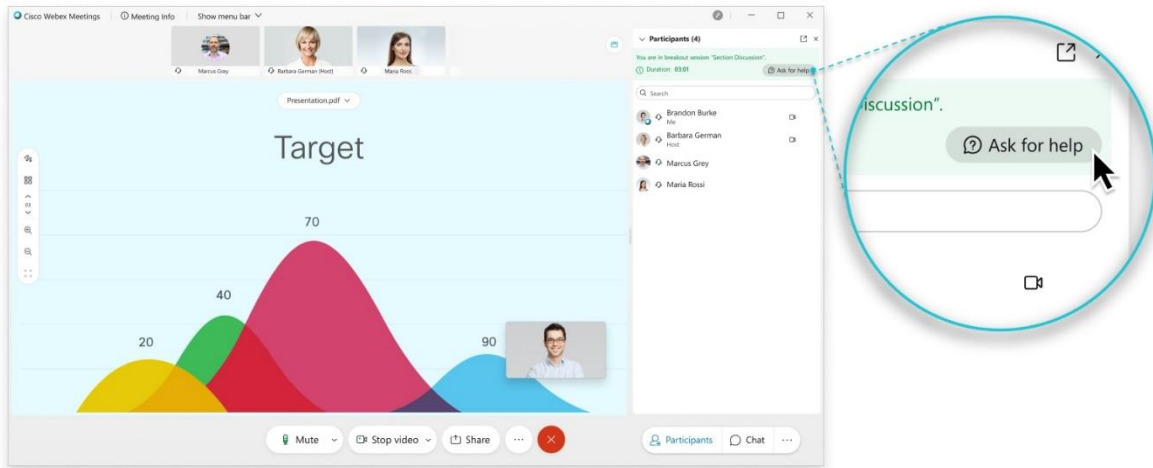
As an attendee in a breakout session, you can move from the main meeting to participate in a more focused group where you can collaborate and share ideas. After you join a breakout session, the **Participants** panel tells you everything you need to know—who's in the session and how much time remains.



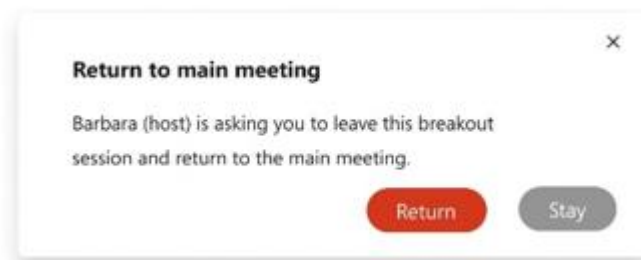
You can start or stop your video and mute or unmute your audio at any time.

Use Chat to message other participants in the breakout session and share content the same way that you share content in the main meeting.

If you have a question or need assistance, ask the host or cohost for help.

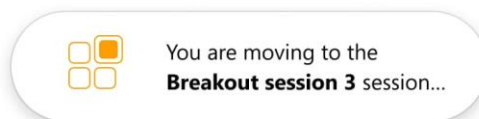


If the host or cohost wants you to return the main meeting, you see a message like this. You can choose whether you want to return to the main meeting or stay in the breakout session.

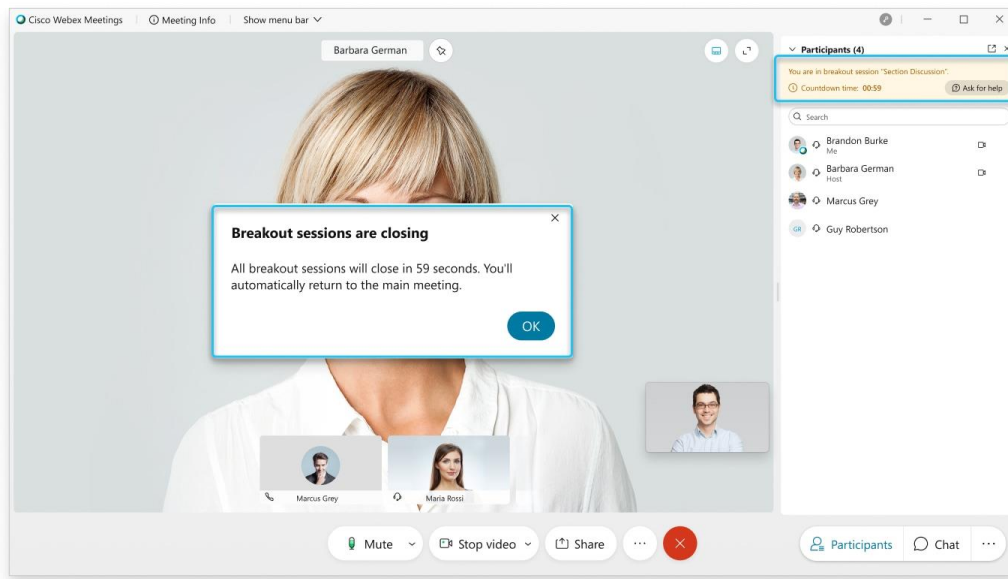


If the breakout sessions have not ended when you return to the main meeting, your audio will be muted in the meeting. If you want to speak in the meeting, remember to unmute your audio.

The host or cohost may choose to move you to another breakout session. If they do, you'll see a message similar to this message and you'll move to the session automatically:



When the breakout sessions end, you'll see a message like this message. Depending on how the sessions were set up, a timer may count down the remaining time so you'll have some time to wrap up. You'll automatically return to the main meeting.



Exiting the WebEx Meeting

To close the meeting, simply click on the **X** in the upper right corner. You can also click on the **red X** button on the bottom of the screen

