WebEx Student/Attendee Guide | Attending a Meeting

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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://help.webex.com/en-us

Videos
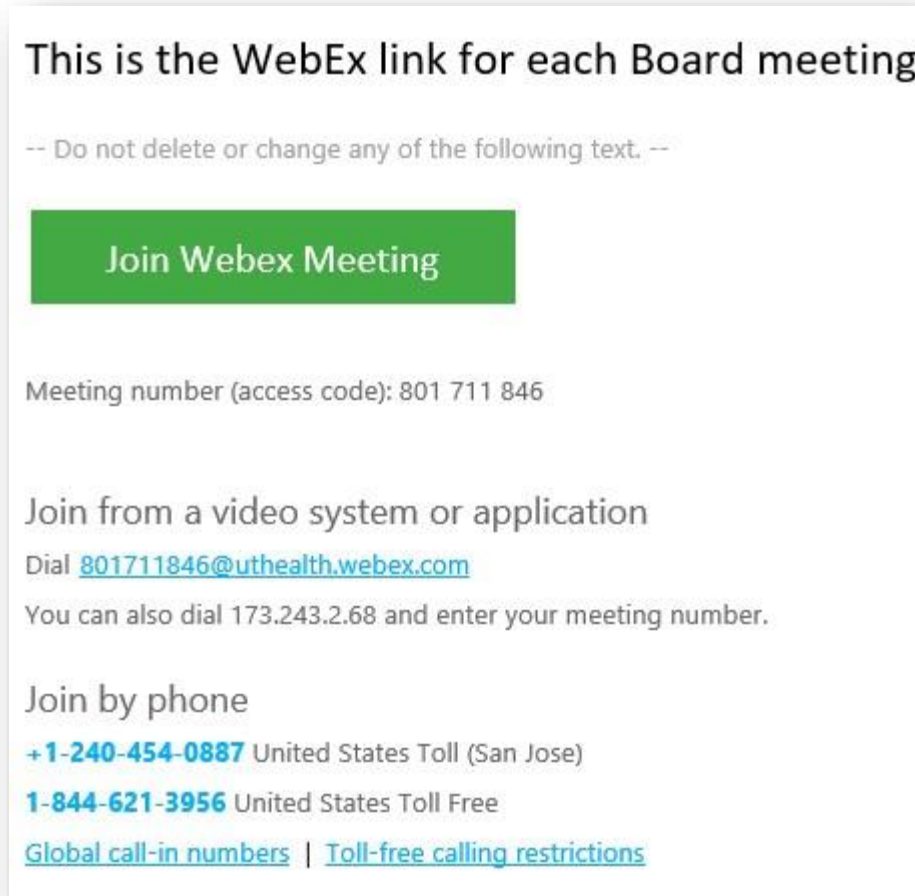
Join a WebEx Meeting (9:32)

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

WebEx How-To Videos

e 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.

This is the WebEx link for each Board meeting

-- Do not delete or change any of the following text. --
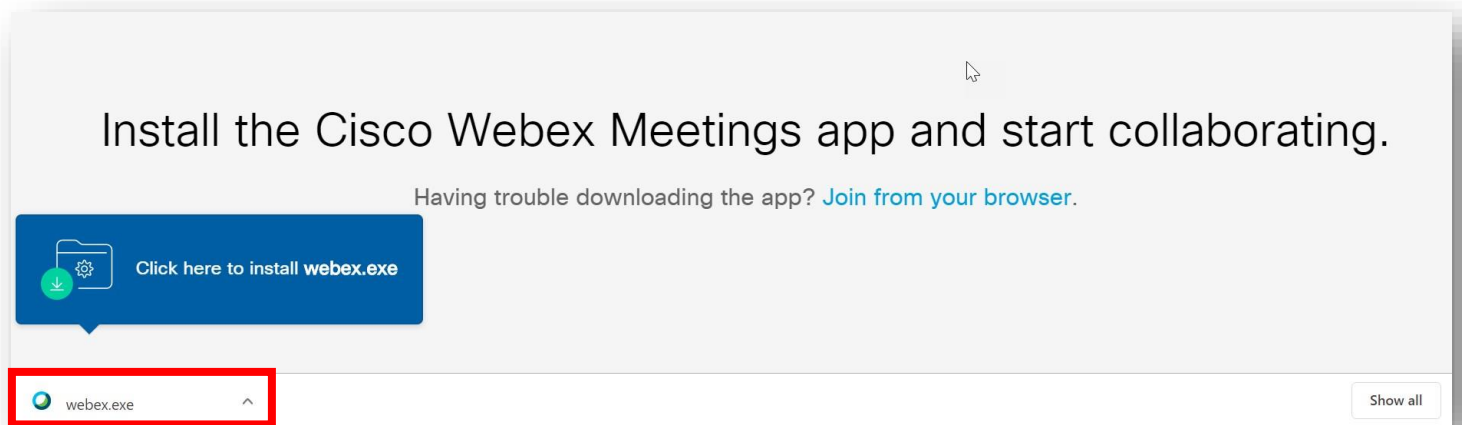
Join Webex Meeting

Meeting number (access code): 801 711 846

Join from a video system or application
Dial 801711846@uthealth.webex.com
You can also dial 173.243.2.68 and enter your meeting number.

Join by phone
+1-240-454-0887 United States Toll (San Jose)
1-844-621-3956 United States Toll Free
Global call-in numbers | Toll-free calling restrictions

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.
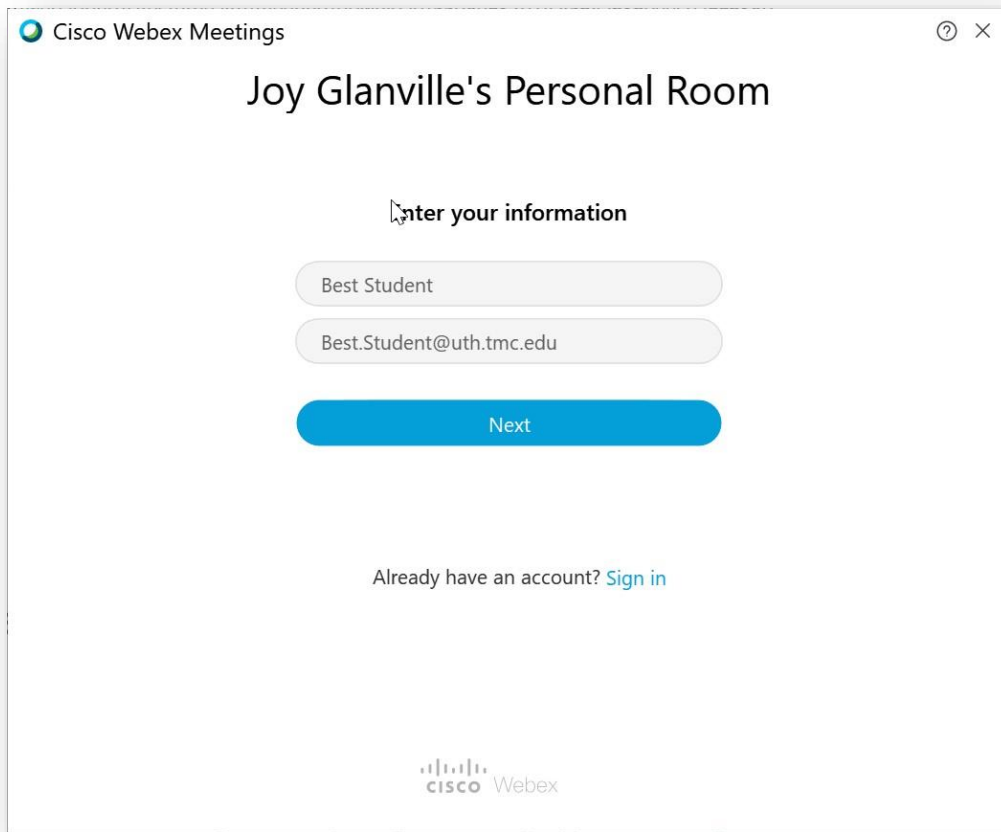

Install the Cisco Webex Meetings app and start collaborating.

Having trouble downloading the app? Join from your browser.

Click here to install **webex.exe**

webex.exe   Show all

Cisco Webex Meetings

Joy Glanville's Personal Room

Enter your information

Best Student

Best.Student@uth.tmc.edu

Next

Already have an account? Sign in

cisco Webex

WebEx Join Meeting Screen

The screen below will load. If it is not time for your web conference to start you will not see the screen below, but instead a message that states, "Meeting has not yet started." When you click "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 and when it is time the "Join Meeting" button will turn green and become active. You can click on this button to go to the "Join Meeting" window below.
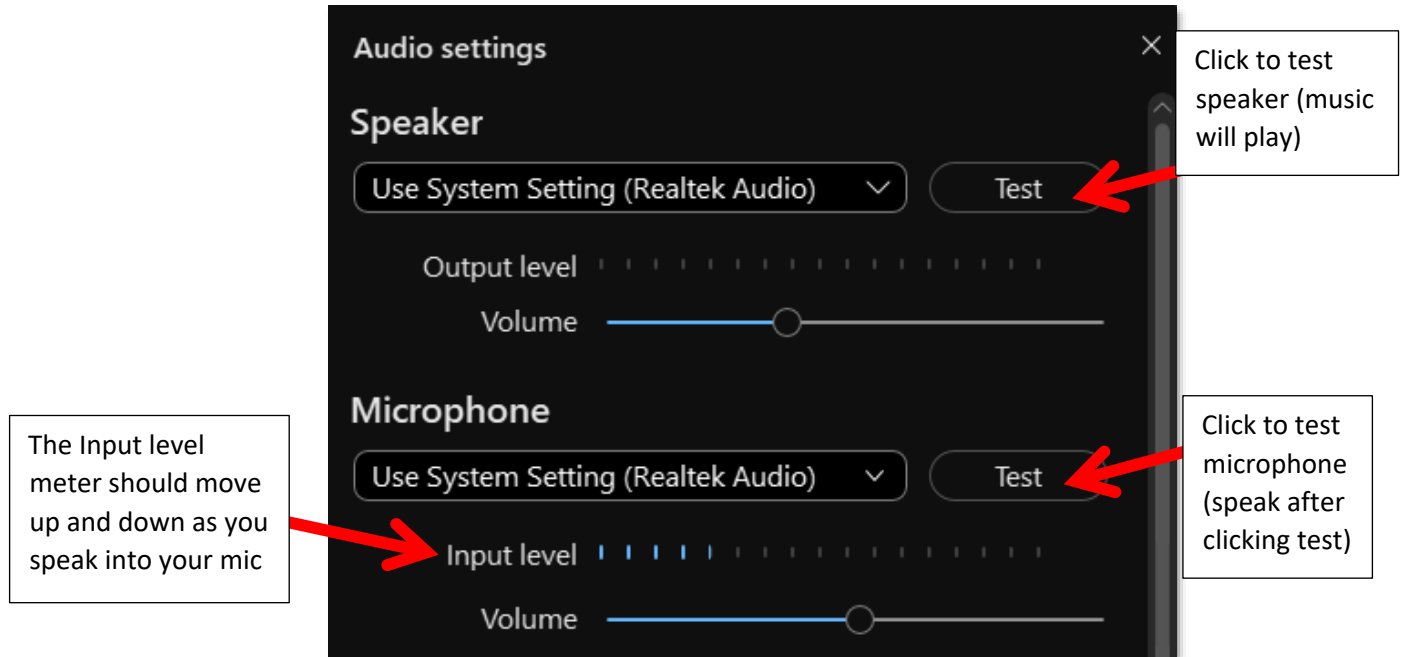
With WebEx, there are two options for audio: (1) connecting via phone (every web conference created in WebEx has a phone number associated with it) or (2) using your computer mic and speakers (recommended). You can select to (1) "Use Computer for Audio," (2) "Call Me" to have the system call your phone, (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 "Test speaker and microphone" on the bottom right.

Click to test speaker and microphone
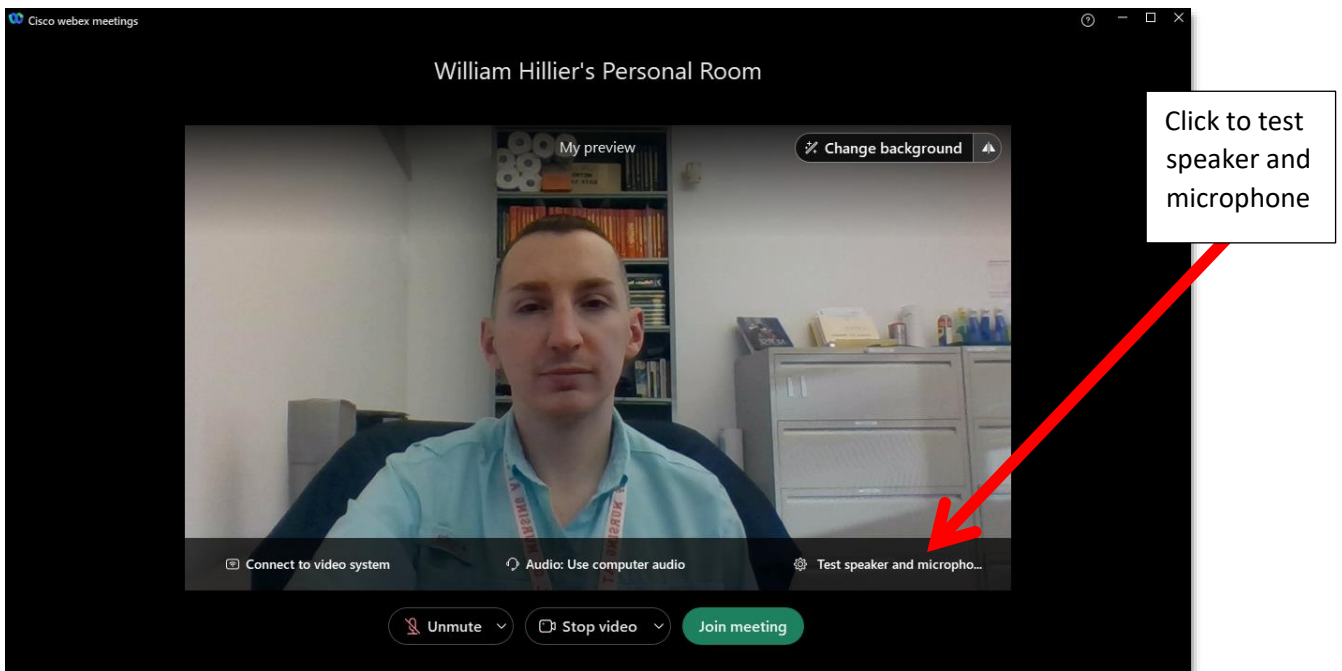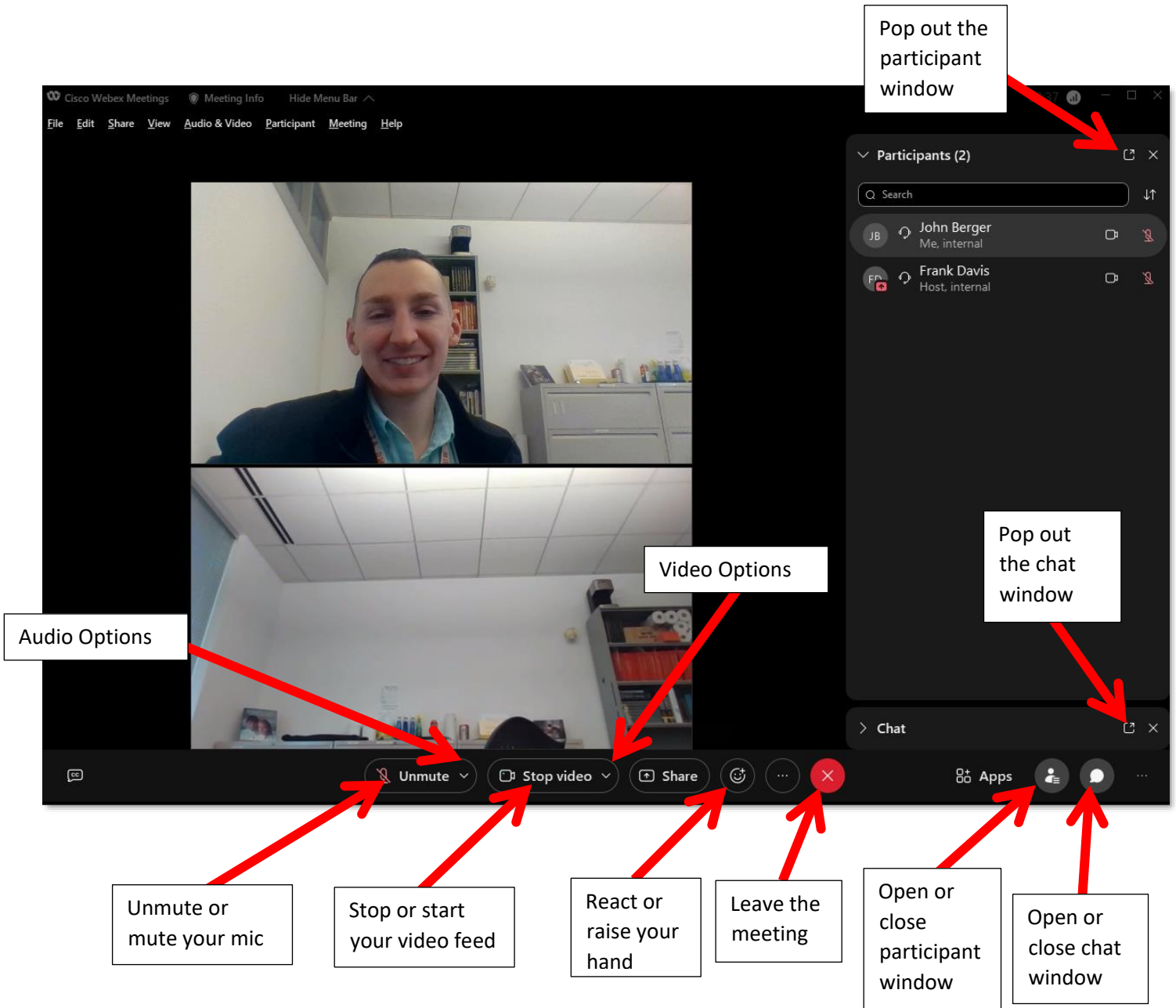
Testing Your Mic before Joining

You should always test your microphone and speakers before clicking on "Join Meeting" by clicking on "Test speaker and microphone" on the bottom right.

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 to test speaker (music will play)

The Input level meter should move up and down as you speak into your mic

Click to test microphone (speak after clicking test)

WebEx Meeting Screen

Once you join the WebEx meeting, you will see the screen below. Unless the host has to 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 with 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 activate your mic and speak.

Pop out the participant window

Pop out the chat window

Video Options

Audio Options

Unmute or mute your mic

Stop or start your video feed

React or raise your hand

Leave the meeting

Open or close participant window

Open or close chat window

Testing Your Mic after Joining the Meeting

After you get into the meeting, you can check your microphone by clicking Audio Options (down arrow next to the mute button) and selecting Audio Settings. Here you can test your mic and speaker settings by clicking "Test". For the mic, speak while the "Test" button changes to "Recording". When it plays back, you should hear what you recorded. For the speaker, click "Test" and a short music loop play through your speakers.
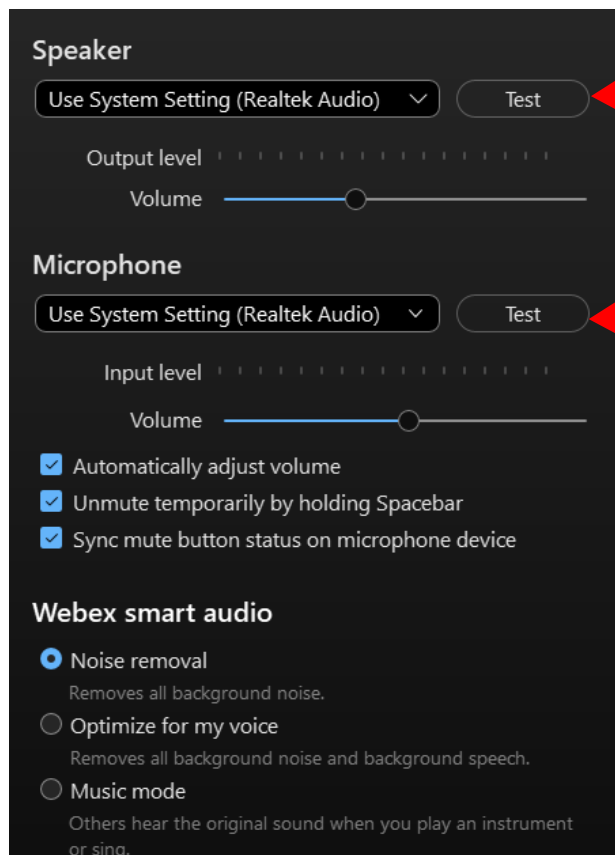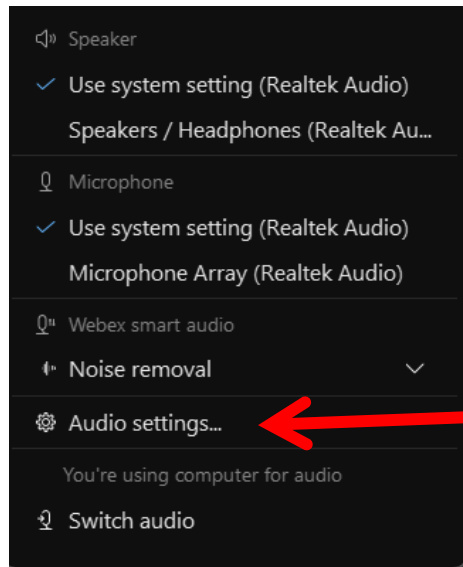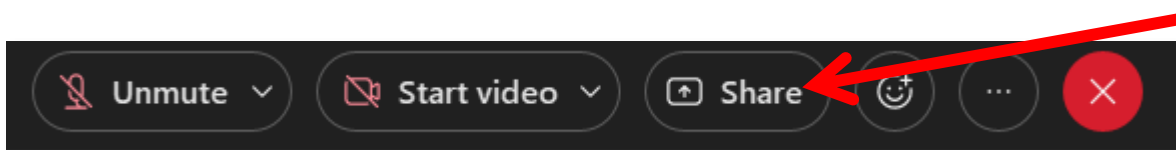
Web Camera

When your webcam is inactive you will see a "Start video" button. When your camera is active the same button will say "Stop video".
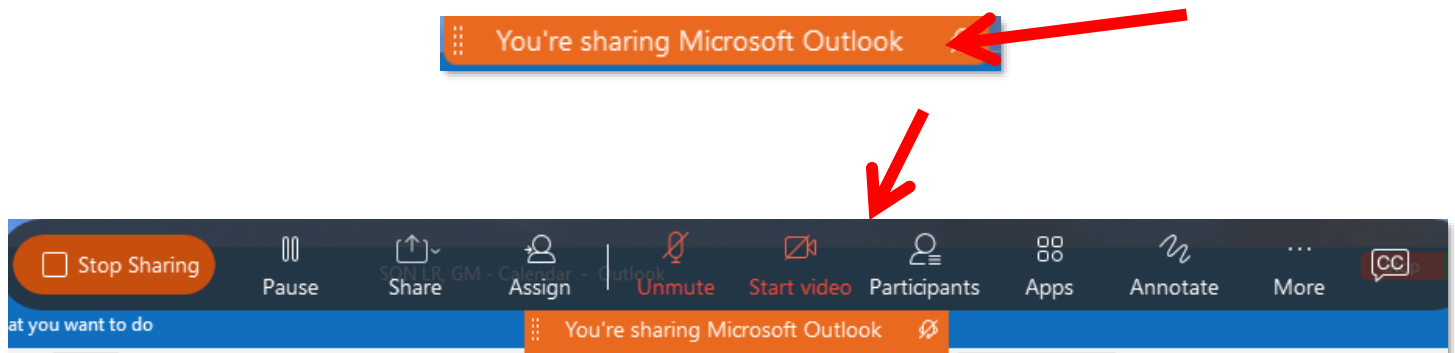

Sharing your Screen

If the Instructor/Host allows it, you can share your screen. Click on the "Share"

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 Participants, and other tools to access these options and move the windows around if needed. (see chat window below)
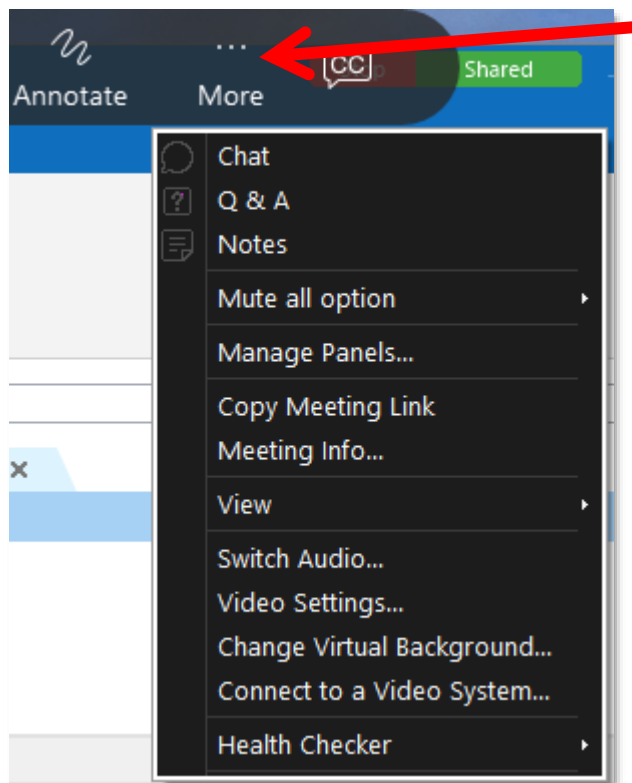
Giving Presenter Role Back to the Host/Instructor

Once you have the presenter role, you can give it back to the instructor/host by clicking on the instructor's icon or initials in the circle on the left of their name and clicking. A box will pop up asking if you want to give them rights. If you select yes, they now have the ability to share their screen.
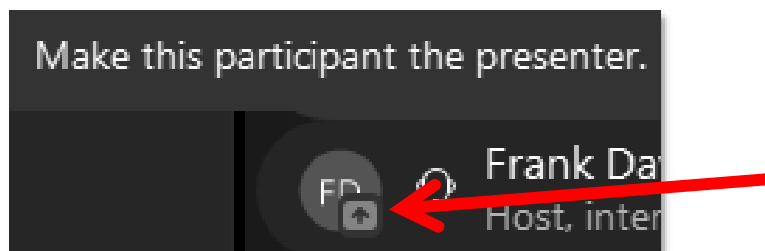
When you click on the instructor to give them present rights the box below will open.
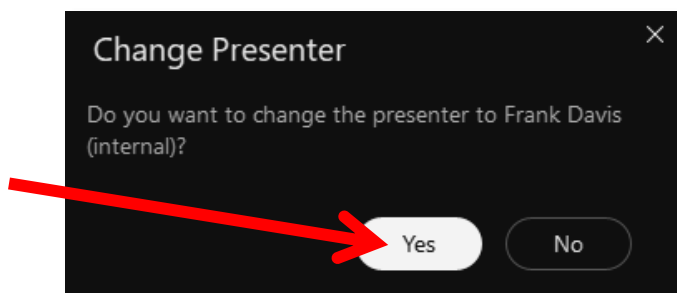
Exiting the WebEx Meeting

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