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 Key Features: https://www.youtube.com/watch?v=liEpWoDg9Qw

WebEx Meeting Center Videos: https://view.webex.com/#category/videos/webex-meetings

WebEx Knowledge Base and Support page: https://collaborationhelp.cisco.com/?language=en-us
**Accessing a WebEx Conference Session**

Join the conference session from your computer, tablet or smartphone using the link sent by the instructor/organizer. The invitation will look similar to the image below. You can also dial in using your phone using the number and code provided by the instructor/organizer.

**Join WebEx meeting**

Meeting number (access code): 802 091 651

Join by phone

+1-240-454-0887 US Toll
1-844-621-3956 US Toll free

Global call-in numbers | Toll-free calling restrictions

Can't join the meeting?

You will see the screen below. Enter your name and email address and hit “Join” to connect to the conference session.

*Note: If it is not the time for your Web conference to start you will not see the screen below. You will see a screen with the date and time of when the meeting will be available and the following message, “When it’s time, join your meeting here.”*
**WebEx Audio**

With WebEx, there are two options for audio: connecting via phone (every web conference created in WebEx has a phone number associated with it) or your computer mic and speakers. The recommended method is via your computer mic and speakers.

When you first connect to a Webex Conference, you will see this screen.

Select “Call Using Computer,” “Call Me” to have the system call your phone, “I Will Call In” to call into your conference using a phone or “No Audio.” You can activate your Webcam on this window in the “Select Video Connection” drop down. **Note:** If your instructor or Host has disabled the ability to activate your Camera, you will see the message “The meeting presenter has disabled the option to turn on video.”

Unless the host has to disabled the mic on login, your mic will be active.

You can check to see that the mic is picking up by clicking on the “More Options” Button represented by a circle with three dots and selecting “Audio Connection.”
You will be able to see the settings of the mic and speaker. If the mic is set all the way to the left, slide it to the right to turn up your mic. You can see if the mic is picking up by the mic level bar by clicking on “Change settings.” You will also be able to test your speakers by selecting test.

When your mic is muted, it will be red. *Note the host may mute your mic if there is a problem with background noise or if there is an echo. You can press the mic icon to talk again.
Web Camera

When your webcam is active, you will see your image on the bottom to the right of the meeting controls. You can minimize your webcam image, but attendees will still see you unless you click on “Stop my video” by clicking on the blue Camera Icon. Below is a screen-shot with the webcam active. (Note camera is blue to show web camera is active. (If your image goes away click on the Participants Icon on the upper right to bring it back up.)

Sharing your Screen

If the Instructor/Host allows it, you can share your screen. Click on the “Share content” icon in the middle of the user control area at the bottom of the screen. Note: if the icons are not appearing hover over the bottom and they will show up.

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 is partially hidden at the top of your screen. To open the full meeting controls panel, hover over the blue 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)

Close the chat tool (sends it back to the WebEx Meeting Controls panel Meeting)

Chat

Hello
Giving Presenter Role Back to the Host/Instructor

Once you are given 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 will be given the ability to share their screen.

When you click on the instructor to give them present rights the box below will open.