WebEx Faculty Guide | Hosting 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

Creating a WebEx Meeting (1:23): https://www.youtube.com/watch?v=mLuHPSvlii8

WebEx Key Features (8:08): https://www.youtube.com/watch?v=liEpWoDg9Qw

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

WebEx Knowledge Base: https://support.webex.com/MyAccountWeb/supporthome.do

Support: https://support.webex.com/MyAccountWeb/supporthome.do

WebEx also has features such as polling, file and video share, annotating, file transfer, a whiteboard, and more. If you are interested in the expanded features, please contact CEIR to arrange a training session and demo.
Creating a New WebEx Conference

If you are in your office, you can create a new meeting using Microsoft Outlook. Once you are in outlook, you should see the WebEx Tools installed.

You can click on “Meet Now” to open up your personal room. The web address uses the following format:

https://uthealth.webex.com/join/firstname.Middleinitial.lastname

Example: https://uthealth.webex.com/join/william.b.hillier

This room is good for Ad Hoc web meetings and conferences or for faculty starting online office hours.

You can also click on the Schedule Meeting button to schedule an upcoming meeting.

Once you click on schedule meeting, the following window will open that will allow you to change setting for the meeting. You can simply click on OK to proceed.
If you are scheduling a meeting, simply type in an email addresses and proceed with scheduling the meeting. The meeting invitation will be sent and will have the WebEx Links and connection information. If you just want to create a web conference you can type in your own email address as the only attendee.

**Note:** For classes, you will want to select a reoccurring appointment that does not end so that you can use the same web address for every web conference. This address should be posted in Canvas for students to access.

This is an example of a recurring meeting.

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**Join WebEx meeting**

Meeting number (access code): 804 147 640

**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?

If you are a host, go here to view host information.

**IMPORTANT NOTICE:** Please note that this WebEx service allows audio and other information.

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Accessing a WebEx Conference Session
There are various ways to access a WebEx Conference session

1) Login to the WebEx System by going to the webpage: https://uthealth.webex.com (Login on the upper right-hand side of the webpage) Use your university email address and password to login. Once logged in, you can access your meetings by clicking on the “Meeting Center” tab, and then click on the “My Meetings” section, find your meeting and select “Start.”

2) You can also click on the web address (URL) of the meeting you will be hosting. When WebEx meetings are created, typically a meeting request will be sent and you can access the URL from your Outlook calendar. The meeting URL is usually posted in Canvas as well for online classes. Click on “Start your meeting” this will bring you to the login screen and then launch your meeting.
**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 with a phone or “No Audio.” You can activate your Webcam on this window in the “Select Video Connection” drop down.

Your mic will be active, and you can check to see that the mic is picking up by clicking on the “Connected to Audio” Button.
You will see the mic is picking up by the mic level bar and you can test your speakers by clicking on “Change settings” and selecting test.

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

Click on this to test your speakers.

When your mic is muted, it will be red.
Web Camera

When your webcam is active, you will see your image on the right. You can close it, but students will still see you unless you click on “Stop my video” by clicking on the 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

To Share your Screen, click on the Share Screen icon in the middle of the WebEx program.

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)
Participant Menu
The Participant menu is where you can adjust what Participants or students are able to do. You can set everyone’s mics to mute when they login by selecting “Mute on Entry”. You can turn the entry and Exit Tones off by clicking on the “Entry and Exit tone”. You can turn on and off the ability for students to share their screen or other documents by clicking on “Anyone can Share”.

![Participant Menu Diagram]
Managing Attendees/Students

To mute all participants/students open the Participant menu and select mute All to mute all Participants. Be aware that students can unmute themselves, but you can always just mute them or click “Mute All” again. It should be stressed that students should mute when requested.

- Select “Mute All” to mute all Participants
- This will unmute all attendees/students

Controls panel

This section will show whose mic is being picked up at any point.

You can mute anyone individually by clicking on his or her microphone icon
Participants/students may activate their cameras. You can ask participants/students to turn the camera off if it causes a disruption or one option is to disable the cameras for everyone. (This includes your web camera as well). You can turn cameras off in the “Meeting” menu under “Options” in the general tab.

Unchecking this will remove all active web cameras and will disallow the ability to turn a webcam on.

You may also want to disable the ability for students to share their screens (you can give participants/students access as needed or give a certain participant/student presenter rights). To remove share rights click on the Participant menu and deselect “Anyone Can Share.”

Click to take away the ability for everyone (except presenters) to share.
Giving Students the Presenter Role

You can give students/participants the presenter role by clicking on the student’s 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, the student will be given the ability to share their screen.

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

Click on the students initials in the circle to give them presenter rights.
Click on your initials or picture to take away these rights and get the presenter ability back.

Students can also perform this function and can hand the presenter rights back to you. Student’s mics and webcams may still be active, but you can mute the student’s mics independently in the Participant’s section if needed.

If you want to remove a disruptive student from the conference, you can also do this by right-clicking on the student’s name in the participant window and selecting expel to remove them from the conference. You will be given a warning before proceeding. This will remove them from the meeting, but they can always reconnect unless you lock the meeting.
Recording the Session Video, Audio, and Screen Share.

To record WebEx systems we will be using Panopto. This will allow you save the recording directly into your course folder, which is accessible from Canvas. Just remember to select Capture Computer Audio so students or attendees will be recorded. If you are recording from home, you will need to download the Panopto Software. If you need help with this process, we have help documents available and can assist as needed.

In Panopto Click “Capture Computer Audio” to capture students or attendees.
Closing the WebEx Meeting

To close the meeting, simply click on the X in the upper right. You can end the meeting or leave it active when you leave (You will need to choose a host.)

The Leave Meeting dialog box will pop up. If you select “Leave Meeting,” then a random participant receives the Host rights (this includes students). If you would like to continue the meeting after you leave, it is better to choose a host before you exit. If you simply want to end the web conference, select “End Meeting”. This will force everyone to exit.