WebEx Student/Attendee Guide | Attending a Meeting

Table of Contents
WebEx Additional Features and Resources ........................................................................................................... 1
Videos .................................................................................................................................................................. 1
Accessing a WebEx Conference Session ............................................................................................................ 2
WebEx Join Meeting Screen .................................................................................................................................. 4
Testing Your Mic Before Joining ......................................................................................................................... 5
WebEx Meeting Screen ...................................................................................................................................... 6
Testing Your Mic After Joining the Meeting ........................................................................................................ 7
Web Camera .......................................................................................................................................................... 8
Sharing your Screen .............................................................................................................................................. 8
Exiting the WebEx Meeting .................................................................................................................................. 10

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 (2:34)
How To Share Content During a Cisco WebEx Meeting (1:55)
How to | WebEx Meetings videos: https://www.youtube.com/playlist?list=PL_YnWo4XhzTfhkcwB6M1a-wJ9dTlz58yz
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 recommend 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.

Install the Cisco Webex Meetings app and start collaborating.

Enter your name and email address then click “Next” to connect to the conference session.
WebEx Join Meeting Screen

The screen below will load. If it is not the 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 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 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. (Note: remember 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.

Click on this to test your mic and speakers
Testing Your Mic before Joining

You should always test your microphone and speakers before clicking on “Join Meeting” by clicking on “Settings” on the bottom right. (This area will scroll through your currently selected mic, speaker and Webcam and change to settings when you hover over it.)

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.
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.
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 “More Options” Button represented by a circle with three dots and selecting “Speaker Microphone and Camera.”

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.
**Web Camera**

When your webcam is active, you will see your image on the bottom to the right of the meeting controls and the camera button will be blue. You can minimize your webcam image, but attendees will still see you unless you click on “Stop my video” by clicking on the grey camera icon. Below is a screen-shot with the webcam active.

- **This means the Mic is on mute. (The mic will be grey when it is unmuted)**
- **The grey camera icon means your webcam is on and the other participants can see**

**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, they will reappear when you hover over the bottom of the window.

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)

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

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