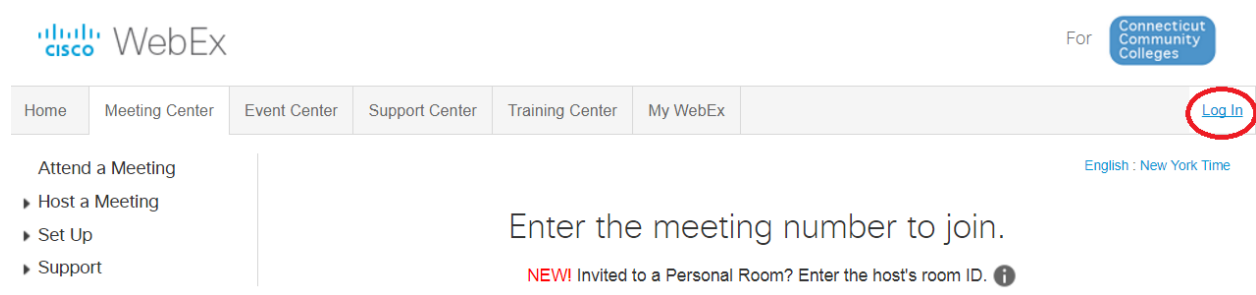
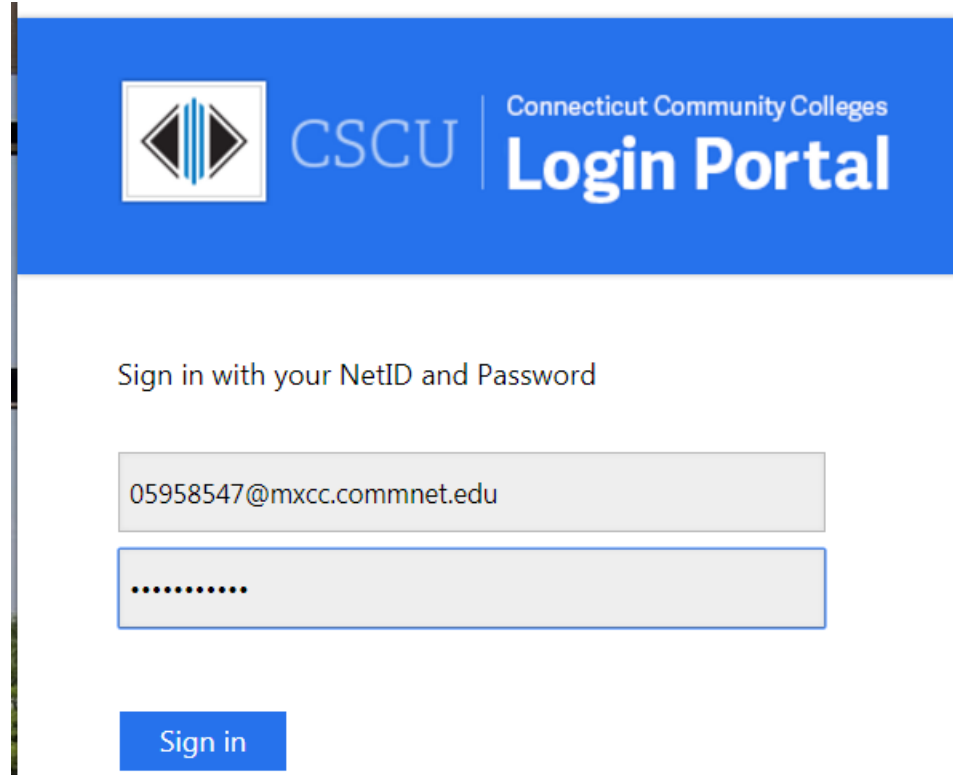


WebEx Conferencing

1. Staff or faculty at MxCC can use WebEX by logging on with their NetID and password*.
 - a. Go to <http://ctedu.webex.com>. Click on “Log in” at the upper right corner of the page.



- b. Enter your NetID and Password and click on “Sign in” button.

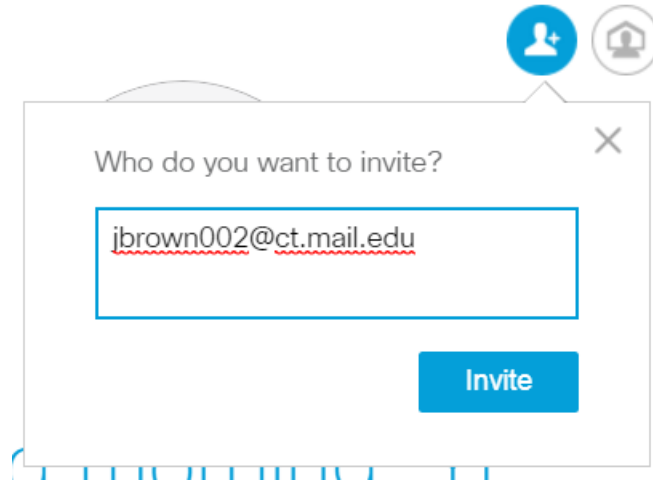


3. Once you have logged on to WebEx, you will land at the Home page in your account. If not, click on “Home” at the upper left corner to enter the Home page. Click on “Start Meeting” to enter your personal room. You will use the “personal room” to host a conferencing session. Before starting a conferencing session, you should send the “personal room” URL to the students in your class. Click on “More Ways to Join” at the bottom of the page, highlight the URL of the personal room and copy the URL by pressing “Ctrl” and “C” key on the keyboard. You may post the URL to an announcement in your Blackboard course shell or email the URL to your students. Another way to inform your students is click on Invite icon.



Invite

Type the student college email and click on “Invite”.



4. Hosting a conferencing session.

a. Go to <http://ctedu.webex.com>. Logon with your NetID and password. At the Home page in your account, click on “Start Meeting”.



Good morning, Yi.

[Start Meeting](#)

b. You are advised to use a headset with a mic to offer the session. Plug in the headset with both jacks to your computer.

c. At the prompt, click on “Connect Audio and Video”.

d. You may test out the volume of the speaker and the mic. Move the mouse over on “Connect to Audio” and select “More Options”.



Connected to Audio

More Options

e. Select “Change settings”.



I Will Call In



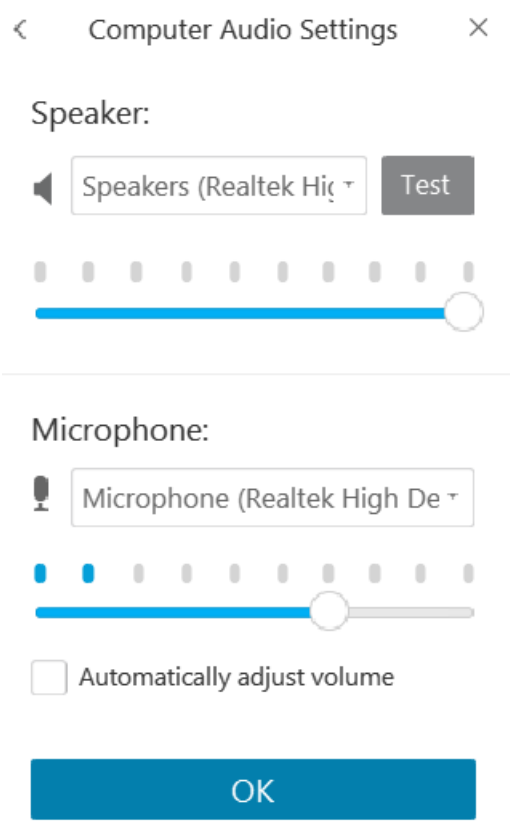
Using Computer for Audio

Change settings

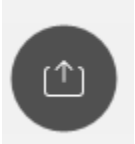
Change settings

More Options

f. Adjust the volume for the speaker and the mic. Click on “OK”.



g. During the session, you may share your computer screen by clicking on the “Share Content” icon at the bottom. Choose the window you would like to share with your students. “Share Content” will show your computer screen to the students. Before the session starts, please make sure that you close out the applications not related to your teaching (personal emails, files, Internet pages, etc.).

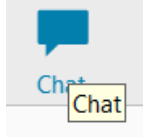


h. If you would like to see the student’s computer screen, you will make the student as a “presenter”. Click on the student name, select “Change Role to”, and select “Presenter”. The student can then click on “Share Content” to share his or her computer screen with you.

i. You or student may stop sharing the screen by clicking on “Stop Sharing” at the top panel.

When you are done with reviewing the student’s screen, the student will need to click on your name, select “Change Role to”, and select “Presenter”. This will change the presenter privilege back to you.

j. You may use “Chat” window to do an online chatting. Click on “Chat” at the upper right panel of the page.



k. At the bottom of the window. Choose the person you would like to chat with and type your message. Click on “Send”.

5. When you are done with your conferencing session, close out the meeting window and click on “End Meeting”. Log out your account by clicking on “Logout” button at the upper right corner of the window.

Technical Help

Should you need assistance with Blackboard or WebEx, please call distance learning at 860-343-5756 or email to mxccdistan@mxcc.comnet.edu (Mon-Fri, 8:00 am – 4:00pm). You may also call the Technical Support Center at 860-723-0221 at any time.