WebEx Meeting Basics

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. When you first time log on to WebEx, you are prompt to verify your account. Click on Verify. Then a verification email will be sent to your college email. Logon to your college email at portal.office.com – logon with your NetID and password. Click on Verify on the email.
4. 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. There are two ways to host your meeting (1) Use your personal room at any time whenever you are ready (2) schedule a meeting at a certain time.

(1) Use your personal room to host a meeting.
   a. Sending the meeting URL
Before starting a meeting using your personal room, you MUST send the “personal room” URL to the meeting participants. 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 participants is to send the participants an invitation. Click on the “Invite” icon.

Type (or copy/paste) the participant email and click on “Invite”. Use a “;” between the emails.

b. Hosting a meeting using personal room.
At the Home page of WebEx account, click on “Start Meeting”. You are advised to use a headset with a microphone. Plug in the headset with both jacks to your computer.

Good morning, Yi.
In default, the video feed is off – the video button is in red. If you would like to show your video, click on the video button to turn it on.

Cisco Webex Meetings

Yi Guan-Raczkowski's Personal Room

Before you start the meeting, you may test out the volume of the speaker and the mic. Move the mouse over to the bottom right corner or the screen and click on “Settings”. Adjust the volume for the speaker and the mic. Click on “OK”.

Computer Audio Settings

Use System Setting (Realtek Audio)

Automatically adjust volume
d. When you are ready to start the meeting, click on “Start Meeting”. Use the default meeting window – participants are listed at the upper right. The meeting control buttons are at the bottom of the window.

Control Panel
The control Panel is at the bottom of the window – you may need to move the mouse over to the bottom of the page to see the control panel. The control buttons from the left to the right are: audio, video, share content, record, participant panel, chat, more options, and end/leave meeting.

Mute All Participants: during your lecture, if you would like to mute all participants, click on Participants, and select Mute All.

Lock the Host Screen, if you are teaching a class, you would like the front screen shows only you -the instructor, you can lock your screen. Click on the Lock Video icon and select Everyone under “Who do you want to lock the video view for?” Check your name -host under “Which participant do you want to lock the video on?”
e. **Share Content**

“Share Content” button will show your computer screen to the participants.

Before the session starts, please make sure that you open up the necessary files (.ppt, MS Word, .pdf) or web pages/youtube videos and close out the applications not related to your teaching (personal emails, files, Internet pages, etc.). You may share your computer screen by clicking on the “Share Content” icon at the bottom of the page. Choose the window you would like to share.

f. You may use “White Board” to type or draw. Click on the “Share Content” icon and select New Whiteboard.

f. If you would like to see a participant’s screen, you will make the participant as a “presenter”. Click on the participant name, drag the presenter ball and drop it to the participant. Click on Yes when prompt - if you would like to change the presenter. The participant can then use “Share Content” to share his or her computer screen. You or a participant 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 drag the presenter ball and drop it to you (hand the ball back to you). This will change the presenter privilege back to you.
g. You may use “Chat” window to do an online chatting. Click on “Chat” icon at the bottom of the page.

For a private chat, at the bottom of the window, choose the person you would like to chat with and type your message. Click on “Send”.

h. Lock Meeting
You may lock your meeting after you have all your participants are in the meeting. Click on the “more options” icon at the control panel and select Lock Meeting.

i. Expel a Participant
During your class, if you have a disruptive student or an intruder coming to your meeting, you can expel the participant- right click on the participant name and select Expel.
(2) Hosting a Scheduled Meeting
a. You may schedule a meeting at a certain time – a scheduled meeting is associate with a random URL. In the Home page of the WebEx, click on WebEx Meetings and select Schedule a Meeting. Fill out the meeting information. Click on Schedule Meeting.
*Please be aware that for a scheduled meeting, your participants cannot join the meeting until the meeting starts.

b. To send an URL of a scheduled meeting, click on WebEx Meetings and select My Meetings, All Meetings. Click on the Topic of the meeting. Click on More Information. Copy the meeting link and paste it to an email or a calendar invitation.

c. To start a scheduled meeting, click on WebEx Meetings, select My Meetings, and All Meetings. Click on Start icon next to the meeting.

5. When you are done with your conferencing session, click on the large red circle icon at the bottom of the page and select “End Meeting”. Log out your account by clicking on “Logout” button at the upper right corner of the window.

**WebEx Resources:** [http://supportcenter.ct.edu/Service/WebExForHosting.asp](http://supportcenter.ct.edu/Service/WebExForHosting.asp)

**Technical Help**
Should you need assistance with WebEx, please call distance learning at 860-343-5756 or email to mxccdistant@mxcc.commnet.edu (Monday to Friday, 8:00 am to 5:00 pm). You may also call the Technical Support Center at 860-723-0221 at any time.