

webex

GETTING STARTED

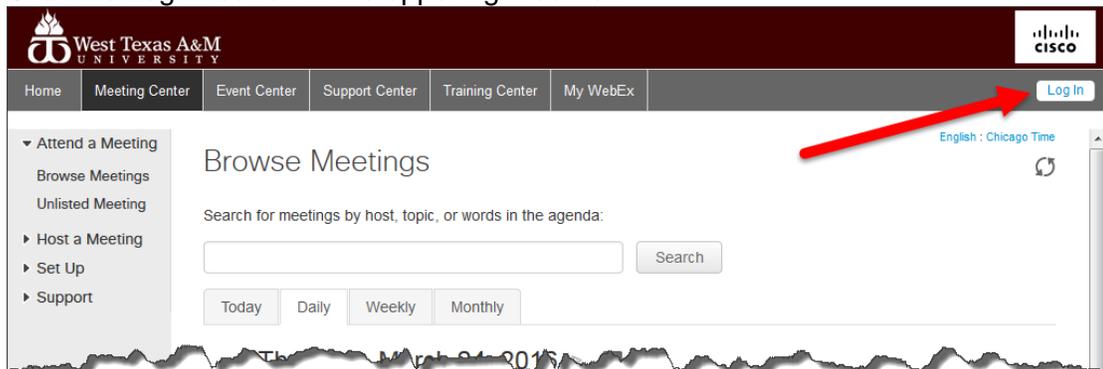
1. Open a web browser. (WebEx will work with any type of computer, PC or Mac.)
2. Go to <https://www.wtamu.edu>, and log into the Buff Portal.



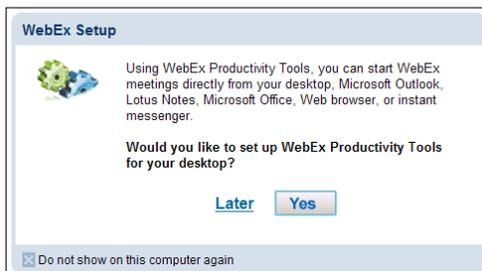
3. Once in the Portal, click on the WebEx icon in the upper right corner of the screen.



4. Click the Log In button in the upper right corner.



5. When you first log into your WebEx account, you may be prompted to install the WebEx productivity Tools. This is an optional step.



CREATING A MEETING

1. Click on **Meeting Center**.

The screenshot shows the Cisco Meeting Center interface for West Texas A&M University. The top navigation bar includes 'Home', 'Meeting Center' (highlighted with a red circle), 'Event Center', 'Support Center', 'Training Center', and 'My WebEx'. The left sidebar contains a menu with categories like 'Attend a Meeting', 'Host a Meeting', and 'Support'. Under 'Host a Meeting', 'Schedule a Meeting' is visible. The main content area features a circular profile picture with the initials 'KF' and a 'Change' link below it. Below the profile is a personalized greeting 'Good Morning, Krista.' and a prominent green 'Start Meeting' button. At the bottom, there is a link for 'More ways to join'.

2. Under “**Host a Meeting**” on the left side of the website, click “**Schedule a Meeting.**” DO NOT click on My Personal Room as this will start a meeting immediately.

This screenshot is identical to the one above, but with a red circle highlighting the 'Schedule a Meeting' option in the left sidebar under the 'Host a Meeting' category. The rest of the page content, including the navigation bar, main content area with the 'KF' profile, and the 'Start Meeting' button, remains the same.

3. Type in the name of your Meeting topic and a Password. (You may want to use a class identifier in the Meeting name, such as BUSI_3312_Course Introduction.)

Screenshot of the 'Schedule a Meeting' form. The form is titled 'Schedule a Meeting' and has a dropdown menu for 'Set options using template: [Meeting Center Default]'. Below the title, there is a link to 'Advanced Scheduler' and a red asterisk indicating a 'Required field'. The form contains the following fields and options:

- Meeting topic: [Text input field]
- Password: [Text input field with value 'VyVScJTM', a lock icon, and an information icon]
- Date: [Text input field with value '03/25/2016']
- Time: [Time selection dropdowns for '9' and '05', and radio buttons for 'am' and 'pm']
- Duration: [Duration selection dropdowns for '1 hr' and '0 min']
- Attendees: [Text input field with placeholder '<Separate email addresses with a comma or semicolon>']
- Buttons: 'Use address book', 'Send a copy of the invitation email to me' (checkbox), 'Change audio conference', 'Save as template', 'Schedule Meeting' (green), and 'Cancel'.
- Audio conference: 'WebEx Audio' with a link 'Change audio conference'.

4. Enter a Date, start time (indicating whether it is am or pm), and the duration of the meeting.
5. Enter the email addresses of the attendees (the people you wish to invite) and separate addresses by using a comma or semicolon.
 - a. If you are planning on inviting your class, you may wish to use just your own email address in the Attendee box and then copy the information into an Email or Course Message to send out to your class inside WTClass.
6. Click the checkbox to “Send a copy of the invitation email to me” so you will have a copy.
7. You can use the default setting for the audio conference at WebEx Audio.
8. Click the “**Schedule Meeting**” button. (This button will say “Start” until you put a date or time for the future.)
9. The Meeting Scheduled page will appear with the meeting details.

Screenshot of the 'Meeting Scheduled' page. The page displays the following information:

- Meeting Title: EDT 6300 Session
- Date and Time: Friday, March 25, 2016 | 9:00 am Central Daylight Time (GMT-05:00) | 1 hour | Not started
- Host: Krista Favela | Edit | Cancel meeting | Add to my calendar
- Buttons: More information (with a red circle containing '11'), Start (green), and Add to my calendar (with a red circle containing '10').
- Footer: By joining this meeting, you are accepting the Cisco WebEx Terms of Service and Privacy Statement.

10. You can add the event to your Outlook calendar with the “Add to My Calendar” button.
11. You can edit the meeting with the “Edit” button.
12. Click the **OK** button to move to the next screen.

EMAIL (OUTLOOK)

1. Login to your faculty email account.
2. You should have received an email from WebEx with the meeting information.
3. You will also get an email that has "Forward to Attendees" which you can forward to anyone who needs to attend the meeting.
4. You can also copy the information to paste in an Email or Course Message to your students in WTCClass.
5. Tips:
 - a. Be sure to check your Junk and Spam email folders if the message does not appear in your inbox.
 - b. Copy only the information your students will need from the message.

RECOMMENDED PRACTICES FOR HOSTING A SESSION

Consider the following recommendations and procedures to prepare for a Meeting session.

BEFORE BEGINNING A SESSION

Remember to do these things before beginning a session:

- Become familiar with the session content.
- Find a comfortable, quiet place to deliver the session.
- Set up the area with a script, notes, water, and a clock.
- Launch any applications to share.
- Check the internet addresses of web sites that will be launched or displayed to the class.
- Have your PowerPoint open.
- Check the audio.
- Speak briefly with the Participants. Make sure Participants can hear the Host and each other clearly. (Send a text message to the class requesting they acknowledge that they can "hear" you.)
- Practice!

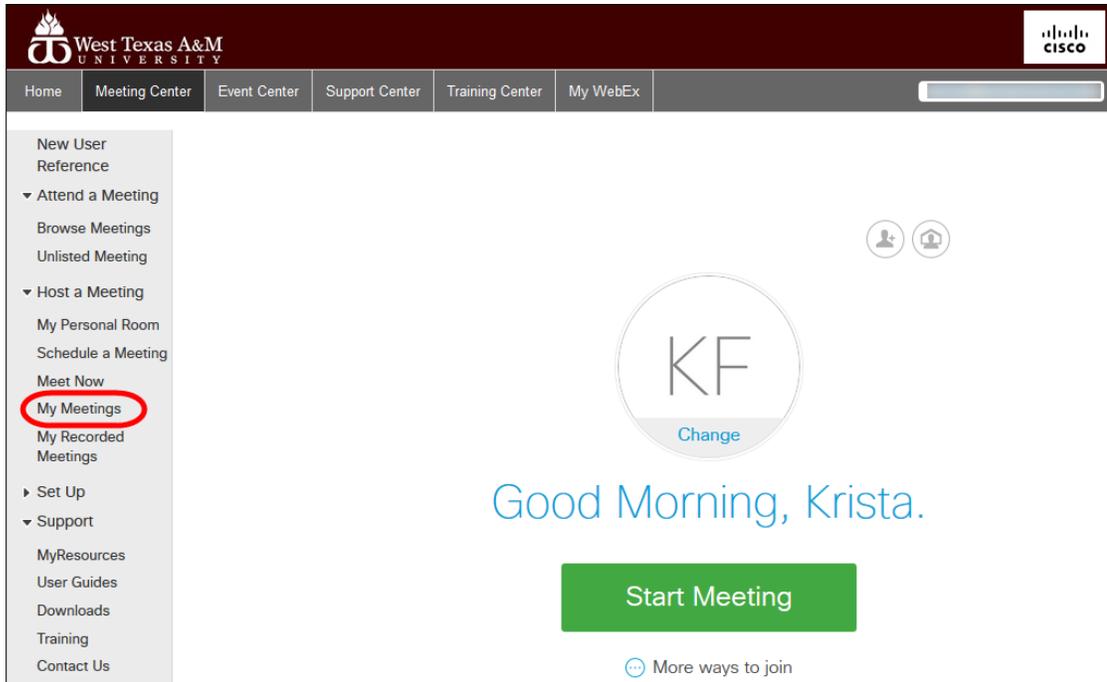
WHILE LEADING A SESSION

Remember to do the following things while leading a Meeting session:

- If working with a Co-Presenter, decide who will do what during the session.
- Speak clearly and with animation.
- Provide frequent and varied interactions.
- Vary tool use (Poll, PowerPoint, website, etc.)
- Ask questions frequently. Encourage participants to respond to the questions.
- Give explicit directions to participants.
- Remind participants that running other applications during session can slow their session.
- Ask participants to send the Host a Text Chat if they experience technical problems.
- If a participant is experiencing a technical problem, suggest closing the session and then rejoin it.
- Look at the whole WebEx window, not just the content.
- Keep total session duration approximately one hour, if possible.

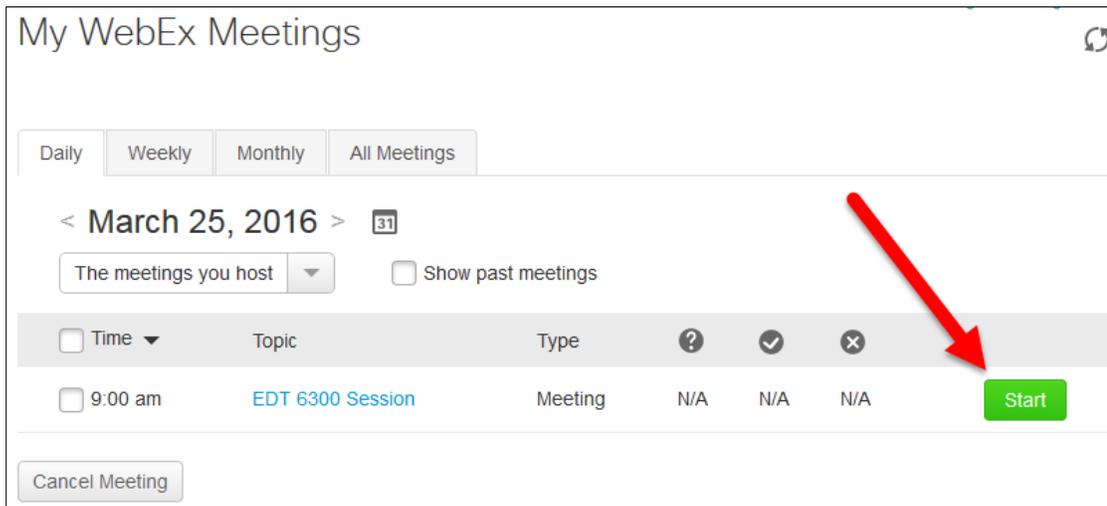
BEGINNING A SESSION

1. Log in to WebEx.
2. Go to the Meeting Center and click on **My Meetings**.



The screenshot shows the WebEx interface for West Texas A&M University. The top navigation bar includes 'Home', 'Meeting Center', 'Event Center', 'Support Center', 'Training Center', and 'My WebEx'. The left sidebar contains various options, with 'My Meetings' highlighted by a red circle. The main content area displays a user profile for 'KF' with a 'Change' link below it. A large green 'Start Meeting' button is prominently displayed, along with the text 'Good Morning, Krista.' and a 'More ways to join' link at the bottom.

3. Locate the session.
4. Click **“Start”** to lead the session.

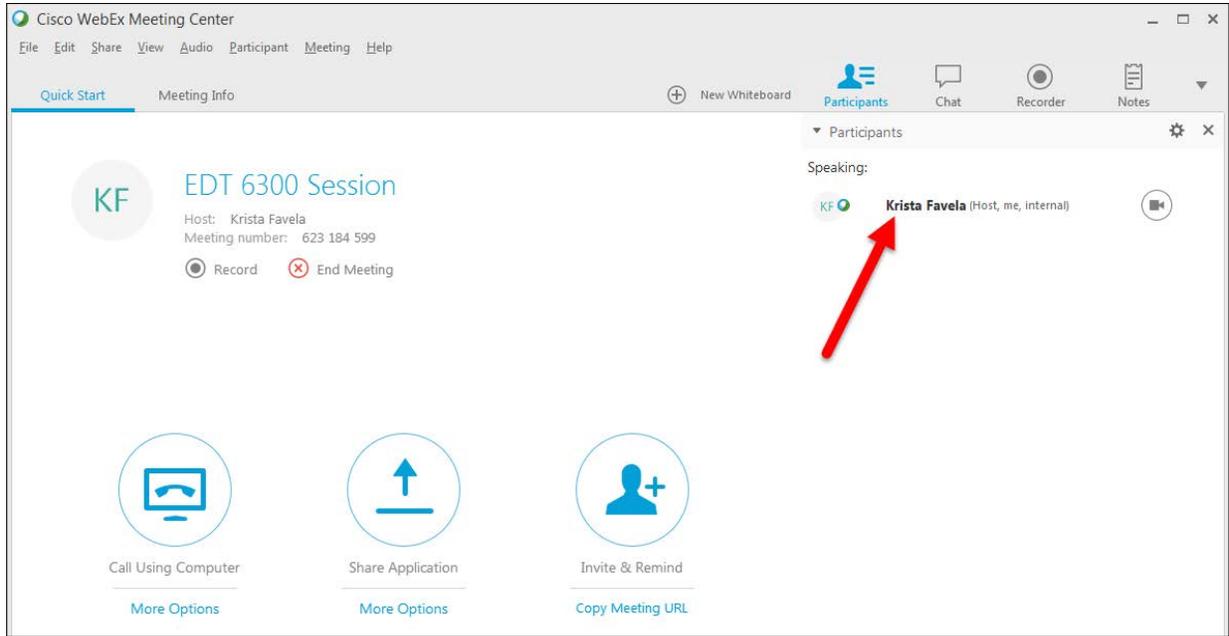


The screenshot shows the 'My WebEx Meetings' page. It features a navigation bar with 'Daily', 'Weekly', 'Monthly', and 'All Meetings' tabs. Below this is a date selector for 'March 25, 2016' and a dropdown menu for 'The meetings you host'. A table lists the meeting details, with a red arrow pointing to the 'Start' button in the final column of the row.

<input type="checkbox"/>	Time	Topic	Type	?	✓	✕	
<input type="checkbox"/>	9:00 am	EDT 6300 Session	Meeting	N/A	N/A	N/A	Start

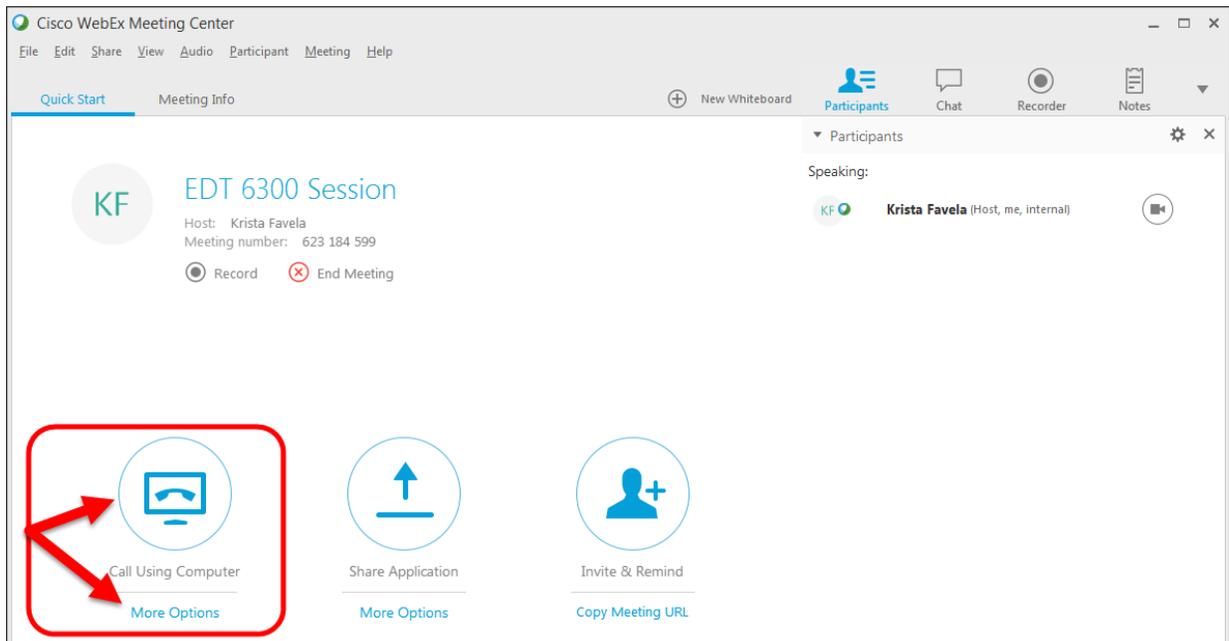
THE WEBEX INTERFACE

The WebEx interface will open after you start the meeting. Your name will be in the Participant's pane.

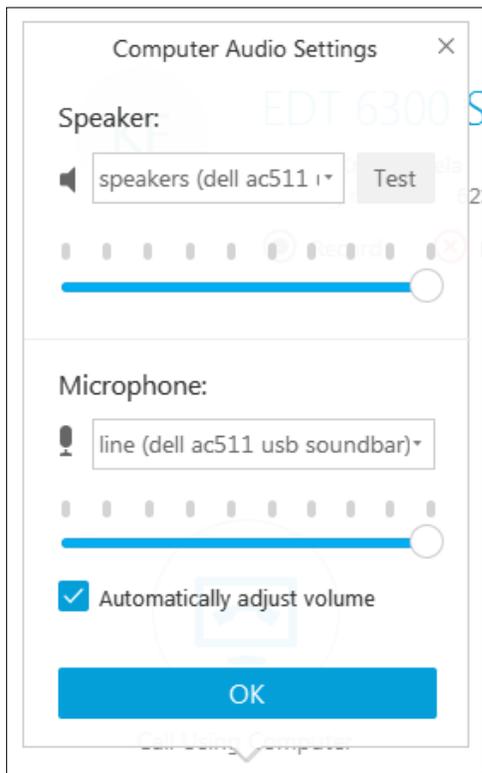


AUDIO CONTROLS

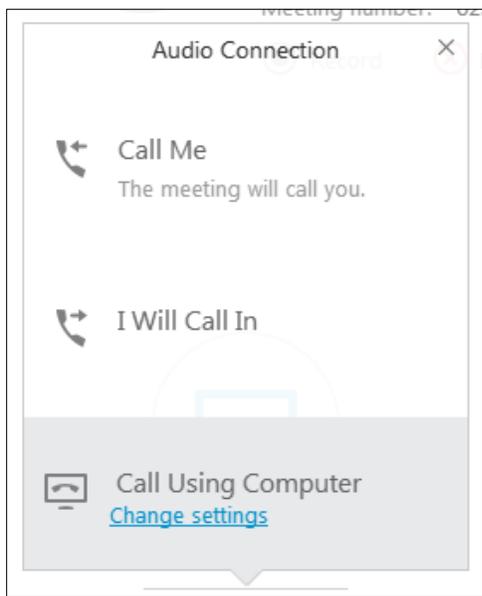
To connect to the audio conference, select either the “**Call Using Computer**” icon, or the “**More Options**” if you would like to use a telephone.



Call Using Computer will open the Computer Audio Settings to allow you to test your Speaker and Microphone.



More Options allows you to select the option for “Call Me” or “I Will Call In”



Call Me – Enter your phone number and WebEx will call the number and connect you to the audio conference.

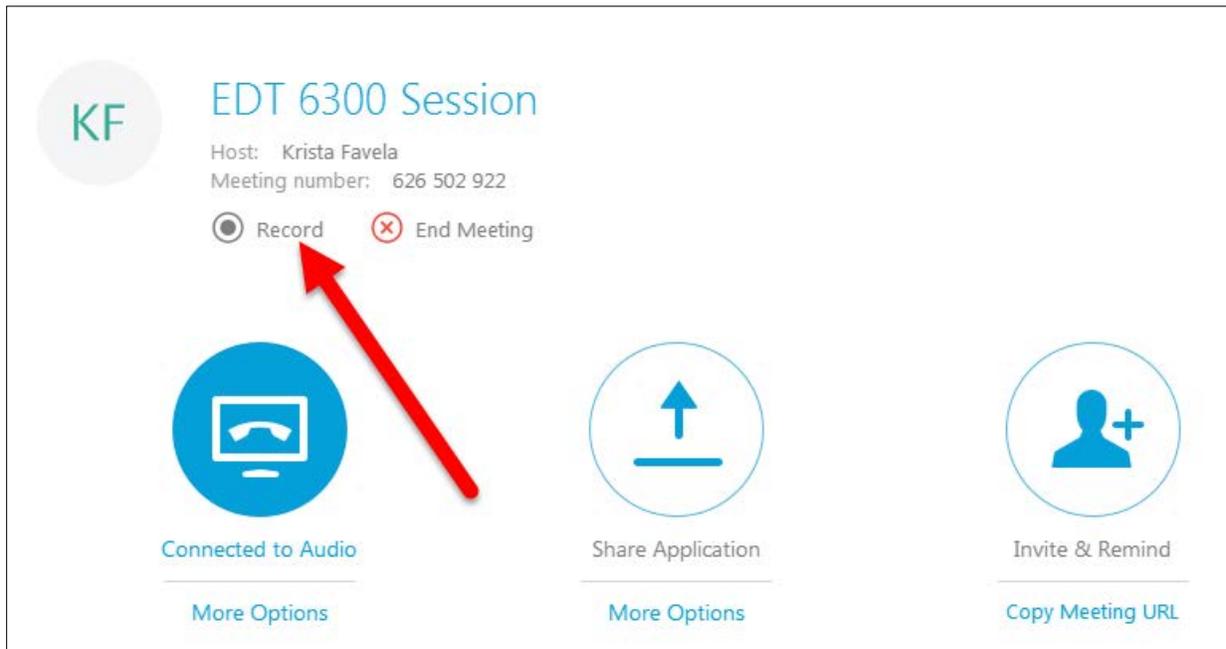
I Will Call In – WebEx will give you a phone number and conference number to call and connect to the audio conference

Look under “Participants” to see that you are connected to the audio conference. When you speak the icon by your name will flash. If you have a webcam available, you can turn the webcam on by clicking on the camera icon. (To turn off the webcam, click the camera icon a second time.)

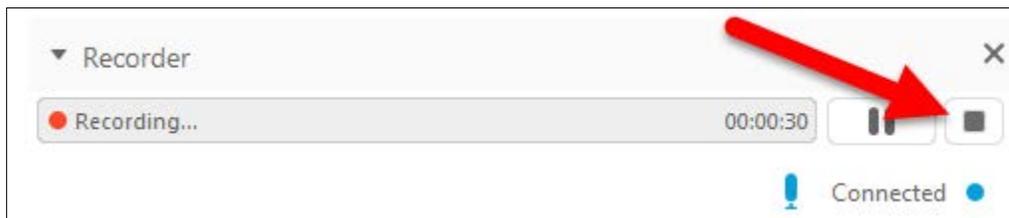


RECORDING

If you plan on recording the session to allow students to view the meeting at a later time, click the **Record** button.



To stop recording click the Stop button on the Recorder area.

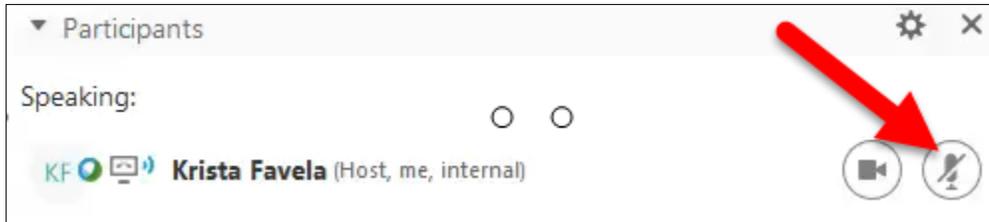


MUTING THE AUDIO

The host (and participants) can mute the microphone. When a microphone is muted, it does not transmit sound. This feature is useful for preventing distracting background noises from being transmitted.

To mute and restore audio transmission:

1. To mute audio, click the microphone icon to the right of the Speaker name.



While audio is muted, the microphone appears “red” and a red “x” appears left to the Speaker’s name on the audio icon (headphones or phone icon).



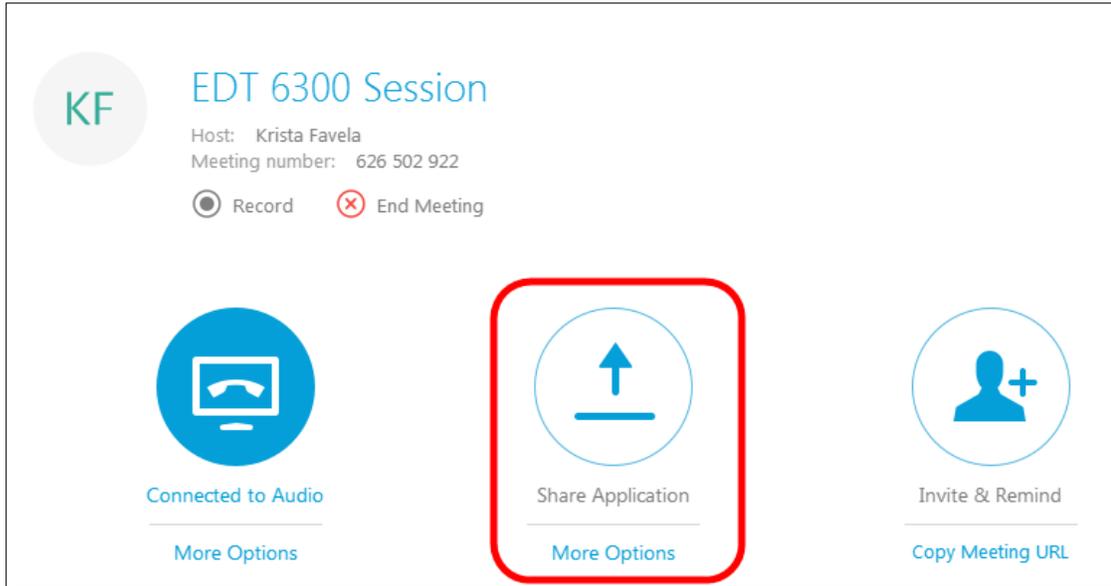
2. To restore audio, click the microphone icon again.

The next section covers how to show a PowerPoint or another application with your students.

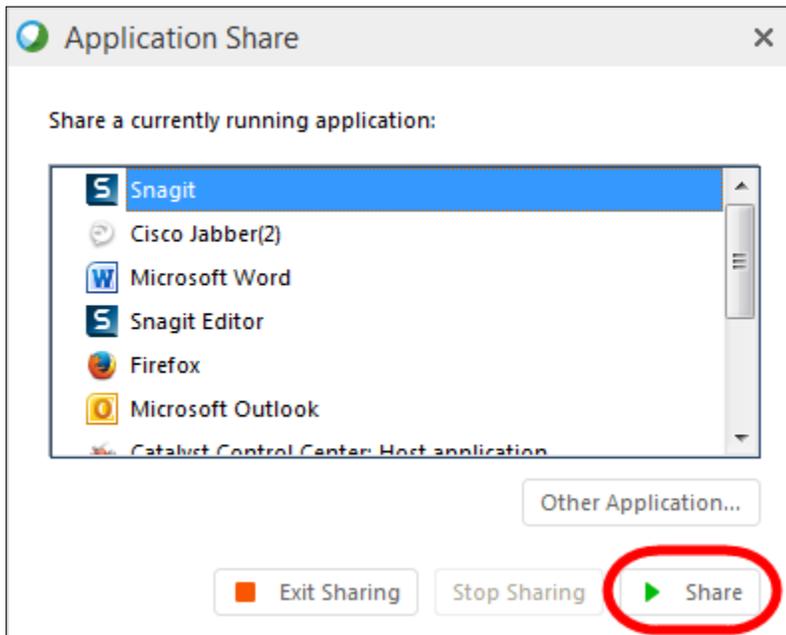
SHARING AN APPLICATION

You can share anything that appears on your computer. This includes your browser (to share a website), a PowerPoint presentation, or an application on your computer.

1. To begin sharing an application, click the **“Share Application”** button on the WebEx window.

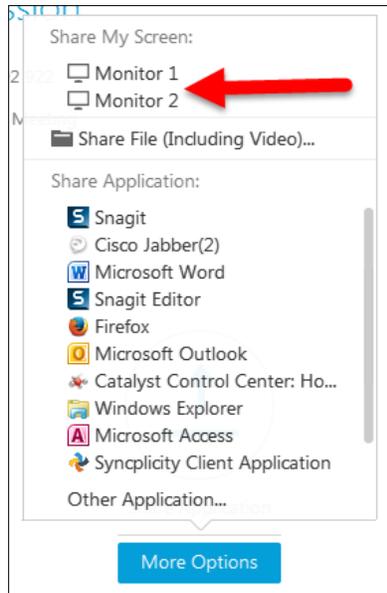


2. Select the application you want to share from the list of opened applications and then click the **“Share”** button.

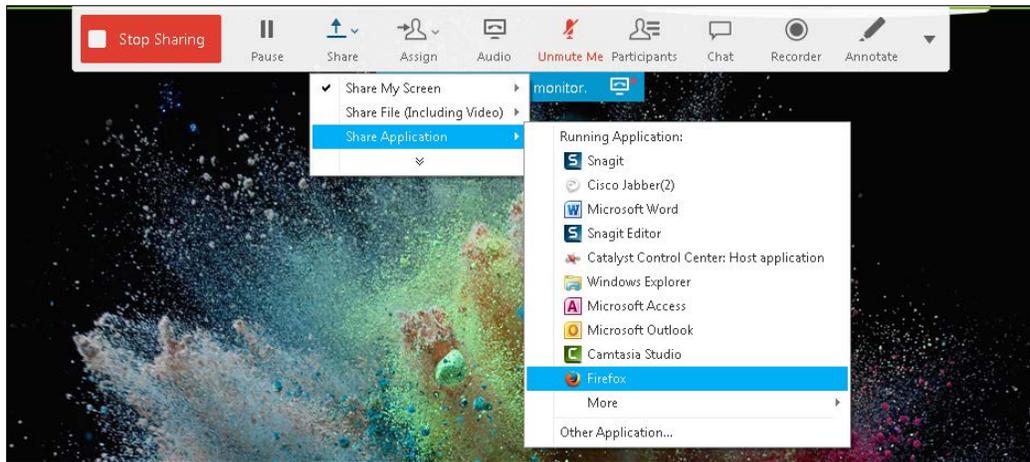


Dual Monitors

Dual monitors require a bit of thinking ahead on how to display materials. If you use dual monitors on your computer, you can select the “More Options” button to select the monitor you wish to share from. It may be easier to share the desktop with this type of computer setup.



When sharing a desktop, move the mouse to the top of the window to view the toolbar and then select the application you want to share.



In a few moments the application will appear.

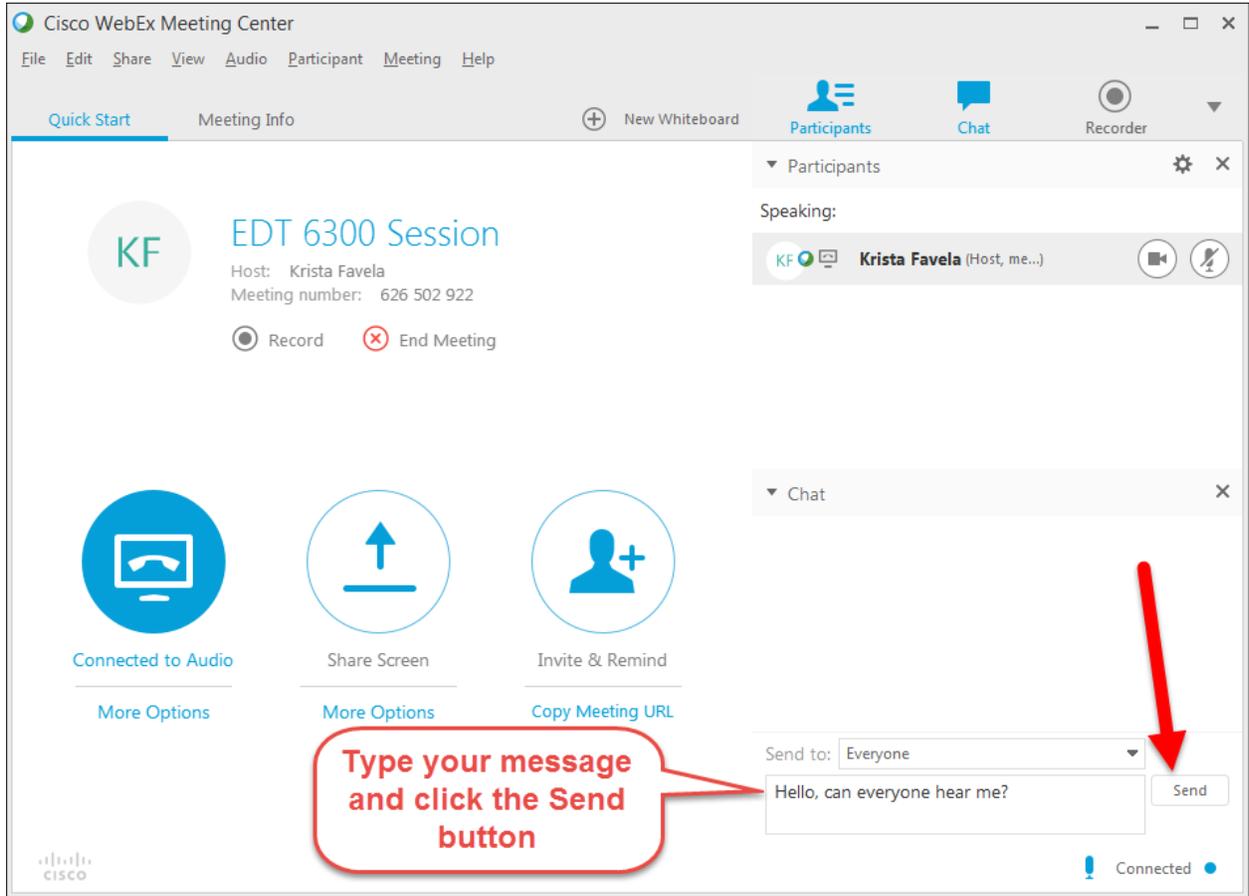
To stop sharing the application or monitor, move your mouse to the top of the window to view the toolbar and click “**Stop Sharing.**”



You are returned to the WebEx meeting page.

CHAT

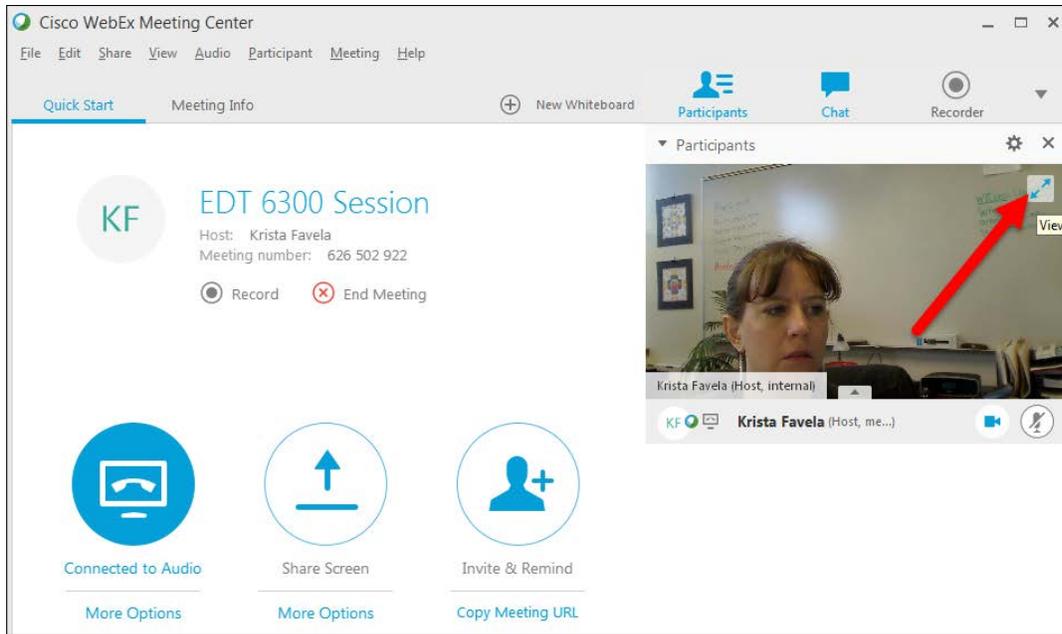
The chat window is effective for having students type their questions to you or to answer questions as a moderator. You can start your session by checking to see if your participants can hear you by asking them in the chat window.



To send a message, type your comments in the textbox area and then press the send button. You can also send a message to a particular user by clicking the dropdown arrow by "Send to:" and select the participant.

VIEWING PARTICIPANTS (REQUIRES WEBCAMS)

If you want to view all participants full screen, click the **Full Screen** mode button. Click **Exit** to escape.



ENDING A MEETING

To end the meeting, click the **“End Meeting”** button or click on **“File”** and then **“End Meeting.”**

