

Teaching With WebEx – Conducting a Meeting Online

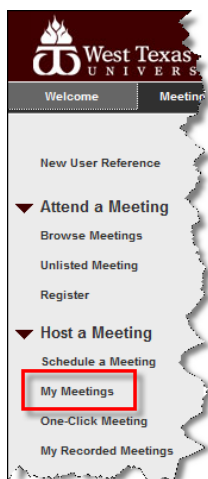
Before you begin...

- 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.

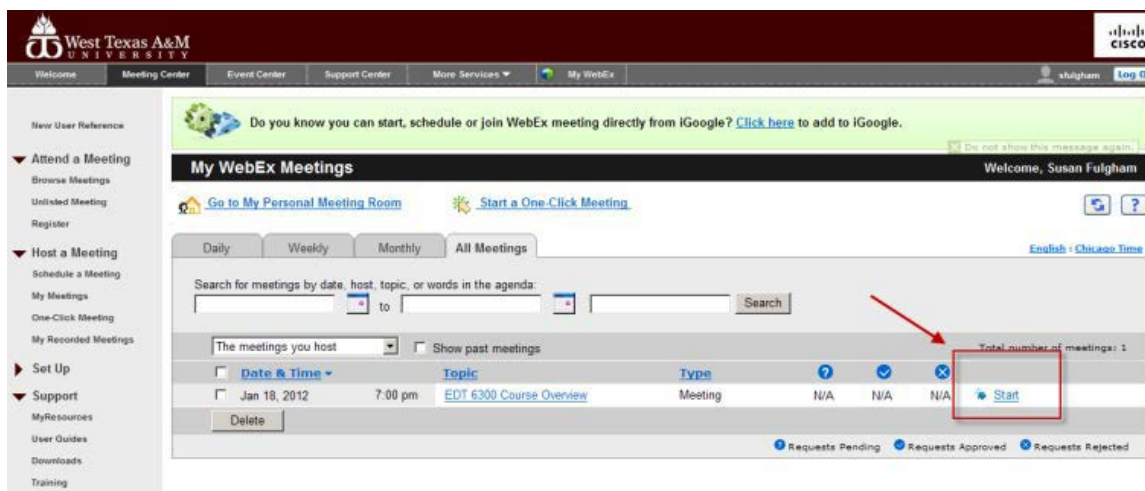
Lead a Meeting

See the handout “How to Create a Meeting” for directions on how to setup a meeting.

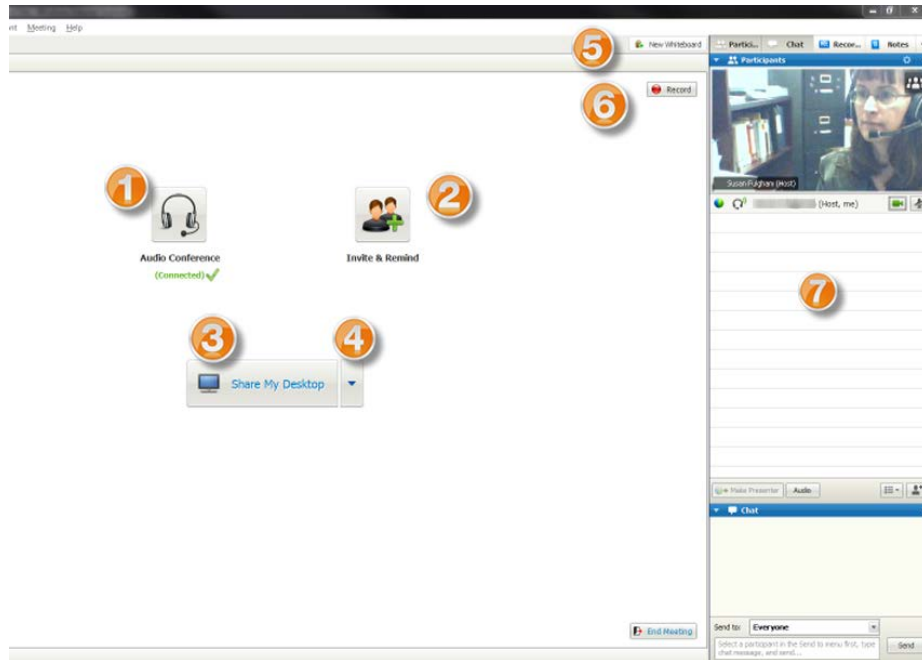
Step 1: On the **Meeting Center** tab select **My Meetings**



Step 2: Next to the meeting you want to begin, click **Start**

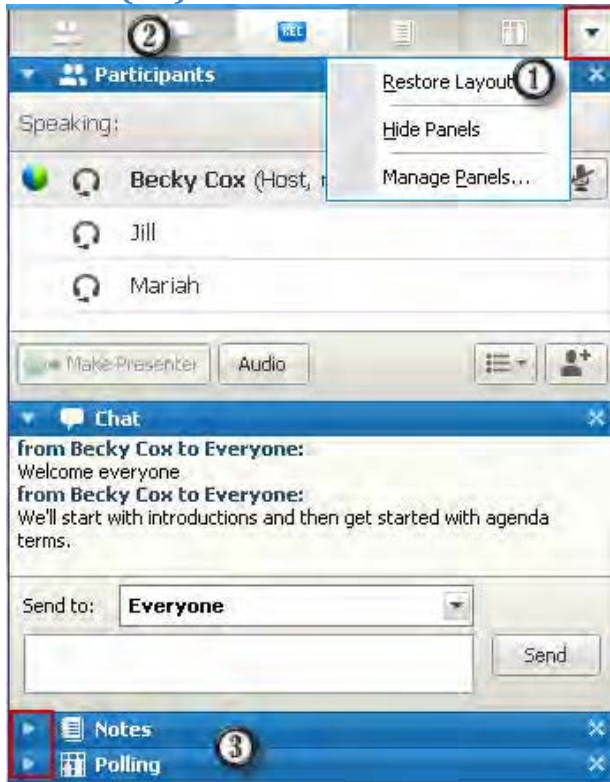


Meeting Window



1. Audio
2. Invite
3. Share application
4. Share a file
5. Whiteboard
6. Record the meeting
7. Participants
8. Chat

Panels (PC)



1. Use down arrow to display panels options
 - a. Restore Layout – returns panel layout to default
 - b. Hide Panels – hides all panels from view, select Show Panels to make panels reappear
 - c. Manage Panels... - allows you to change which panels participants (students) have access for students
2. Use Icons to open/close panel by selecting to deselecting panels.
3. Manage Panels... - By default the following panels are disabled to participants (students):
 - a. Notes
 - b. Polling

Panels (Mac)



1. Options icons
2. Select icon
3. Use arrow to expand the panel

What you can do

PC



1. View list of participants
2. Use video (webcam)
3. Make someone else presenter
4. Chat
5. Invite someone
6. Mute microphones
(Right click on participant's name)

Mac



1. View list of participants
2. Use video (webcam)
3. Chat
4. Mute microphones
(Right click on participant's name)

Meeting Controls (Sharing)

If you are sharing applications, desktop, etc. with participants (students) the following controls become available.



At the top of the screen is the main control display. This display may not always be visible, but will become visible by moving your mouse over the green tab visible at the top of your screen.





Control

1

Displays icons for working with attendees

2

Displays a maximum of 4 panel icons. You can open any remaining panels from the menu that appears when you select the down arrow.



Stops sharing and returns to the Meeting Window



Provides access to meeting controls and panels that are not usually displayed on the Meeting Controls panel, such as Polling and Notes.



Displays the Participants panel



Displays the Chat panel



Displays the Annotation Tools panel



Displays the Recorder panel

If an alert is made, you will see an orange alert if a panel is collapsed or closed.

