

Webex 101

Connecting Together Across Campus & the Globe

Academic Success Centre

Host: Melissa MacLean

**Everyone has a
first time using
Webex....**

**Let's make yours
easier.**

The Invite

Memorial University of Newfoundland

Finals don't have to be only coffee-fueled late nights, highlighter stained hands, and frustration.

Join us **tomorrow, March 30th at 3pm (NL time)** for our short WebEx Wednesday session. We'll look at creating a crunch time study schedule, the most efficient/effective study strategies, and the vital 24 hour window.

Register at: <https://mun.webex.com/mun/j.php?RGID=rc21ed83d45d9e4022e4bba48ac1d9d8e>

Not sure you can join right at 3? No problem! Jump in when you can.

Have lots of questions? Perfect! The second half of the session is an open Q&A for any and all questions.

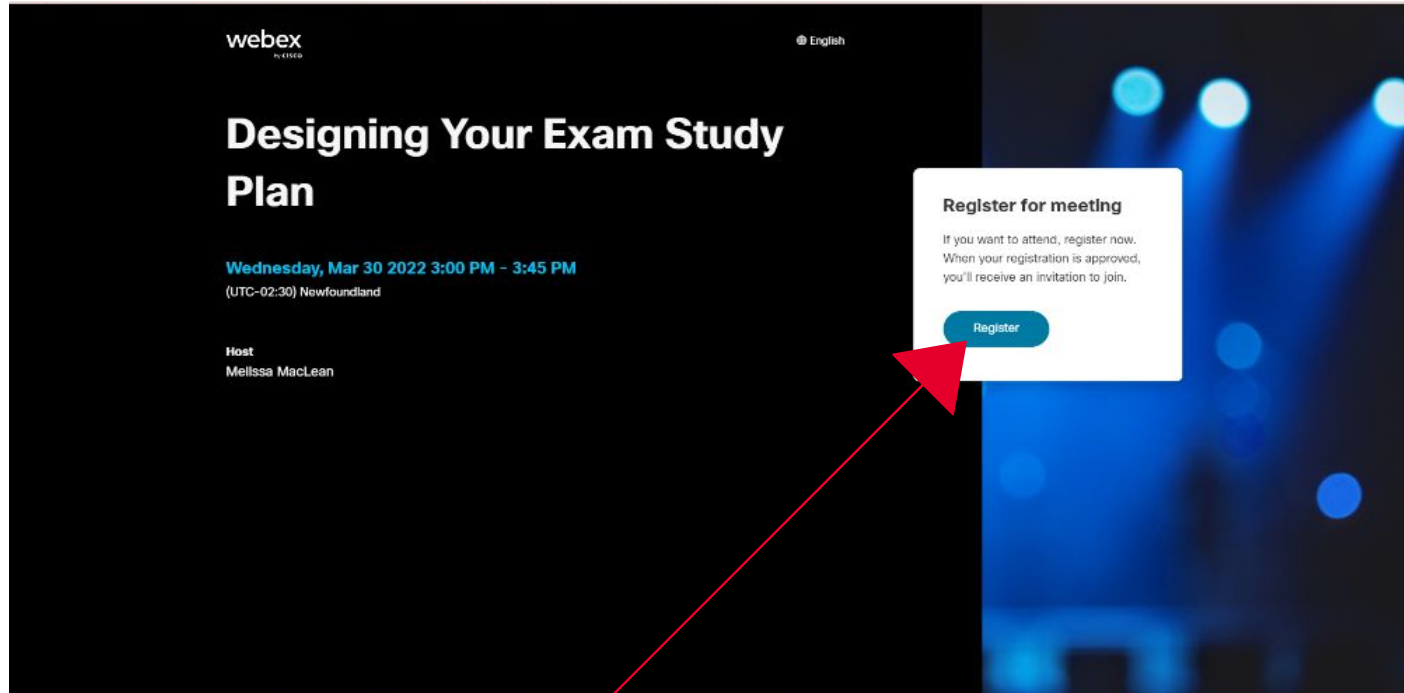
Your exam needs and schedule are unique to you, and your study plan should be too! [Join us tomorrow](#) and let's work on it together!

See you then,
Melissa



In your email, navigate mail, or course mail you may be sent an email like the one above inviting you to attend a Webex meeting or event. Verify the sender is someone trusted (ex. click on their name, is it a mun.ca email?) and then click on the link.

Registration



If you use Google Chrome for your internet browser. Your Webex registration page will look like this. Click on the blue “register” button.

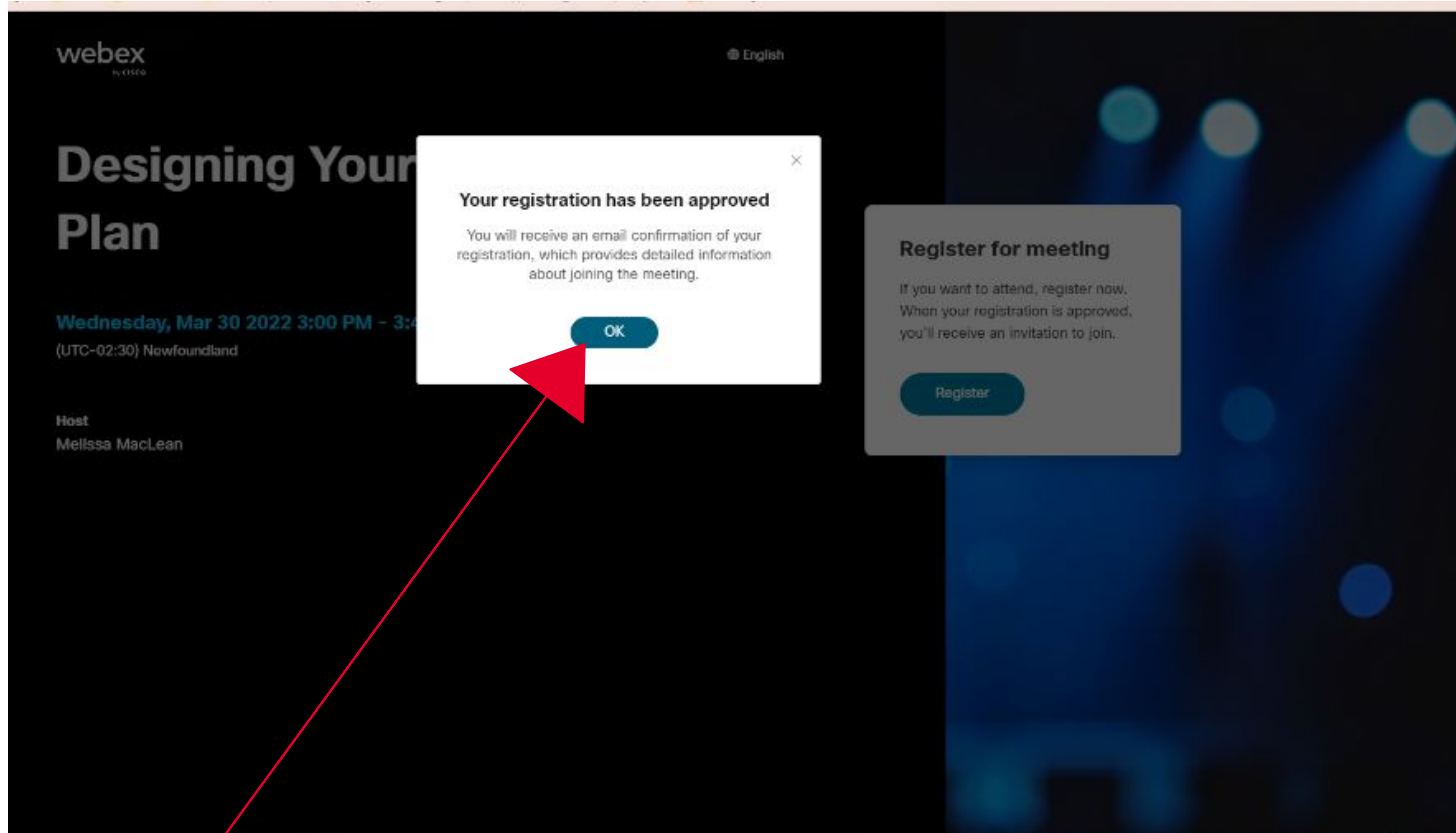
-if you don't see the white box = pop-up blocker needs to be disabled for the site registration to function. Alternatively, you can press and hold “ctrl” on your keyboard and refresh the page; this can temporarily override it.

Registration

The screenshot shows a Webex meeting registration interface. At the top left is the 'webex' logo. The main heading is 'Designing Your Plan'. Below it, the meeting details are: 'Wednesday, Mar 30 2022 3:00 PM - 3:45 PM (UTC-02:30) Newfoundland' and the host is 'Melissa MacLean'. A modal window titled 'Register for meeting' is open, containing the following text: 'Complete this form to register for the meeting. An asterisk (*) indicates required information.' The form has two sections: '*Name' with 'First Name' and 'Last Name' input fields, and '*Email' with an input field containing 'example@email.com'. A blue 'Register' button is at the bottom of the form. A red arrow points from the text box below to this button. To the right of the modal is a greyed-out version of the same registration form.

Now put in your First name, Last name, and your mun.ca email. Click "Register" once done.

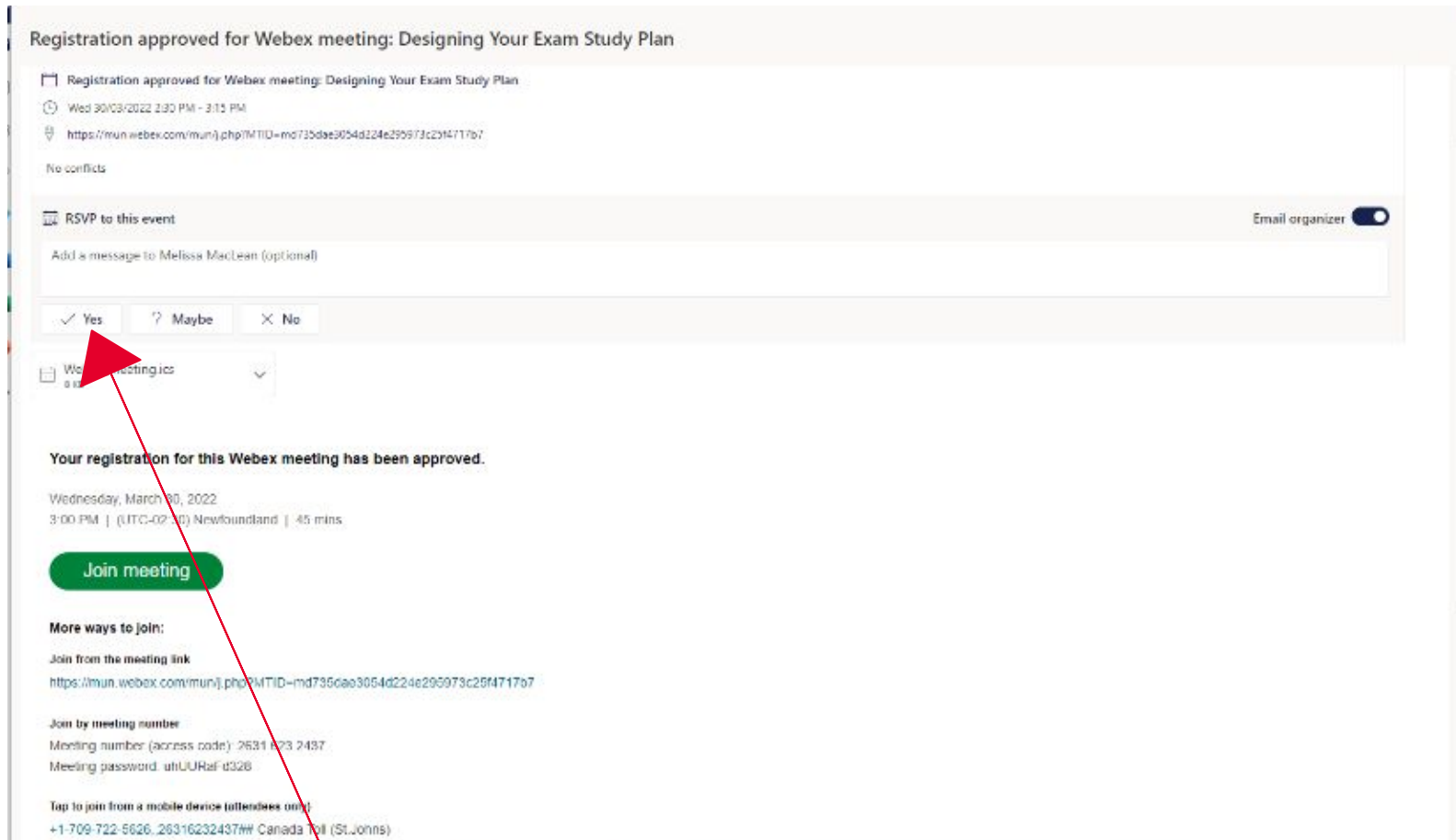
Registration



If done correctly, you will have the “your registration has been approved” screen appear and your meeting/event details should appear in your mun.ca email.

- if you cannot find the email, check your junk folder.
- if it screen says “registration sent”/“registration pending”/etc, your information has been sent and the event organizer will manually approve you.

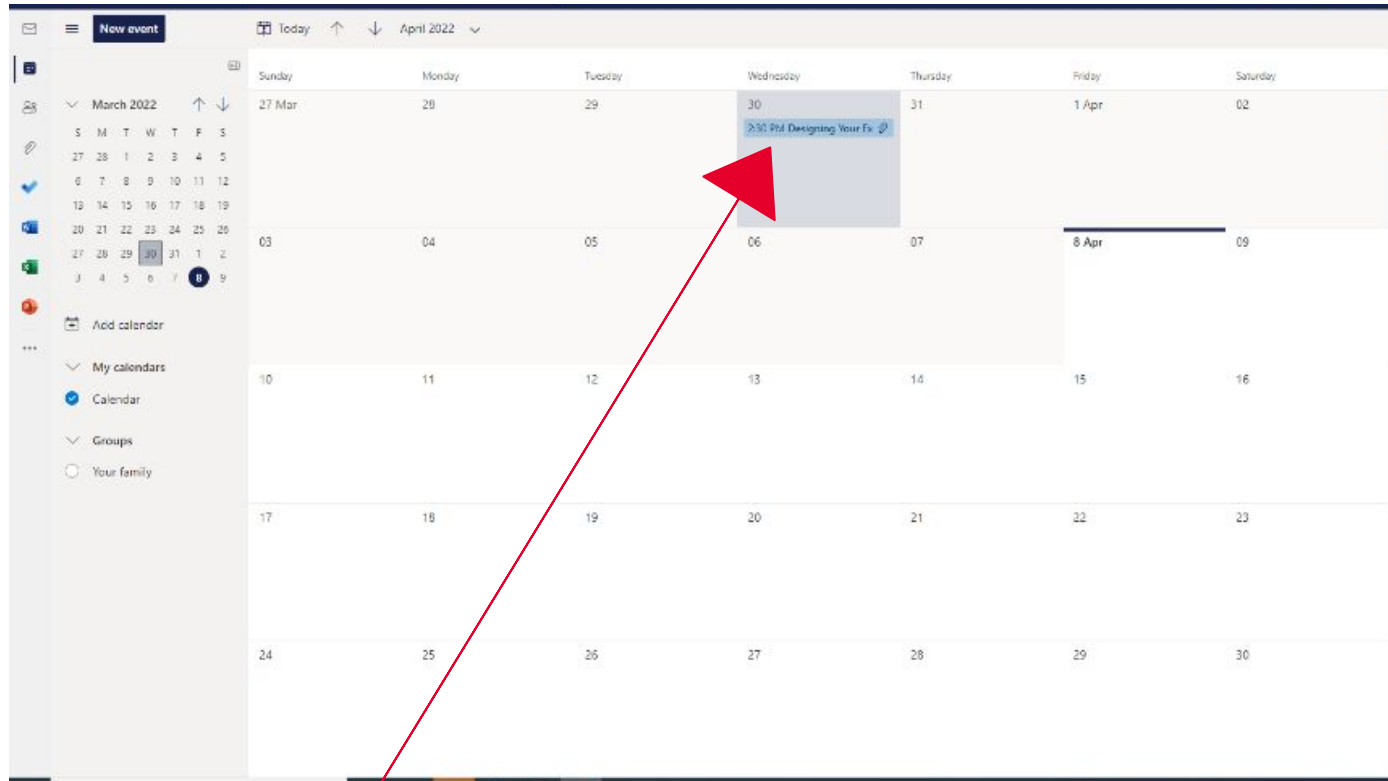
Event RSVP Email



Your RSVP confirmation email will look similar to the above. Click “Yes”. This will add it to your calendar; it also adds you to the organizer’s RSVP list.

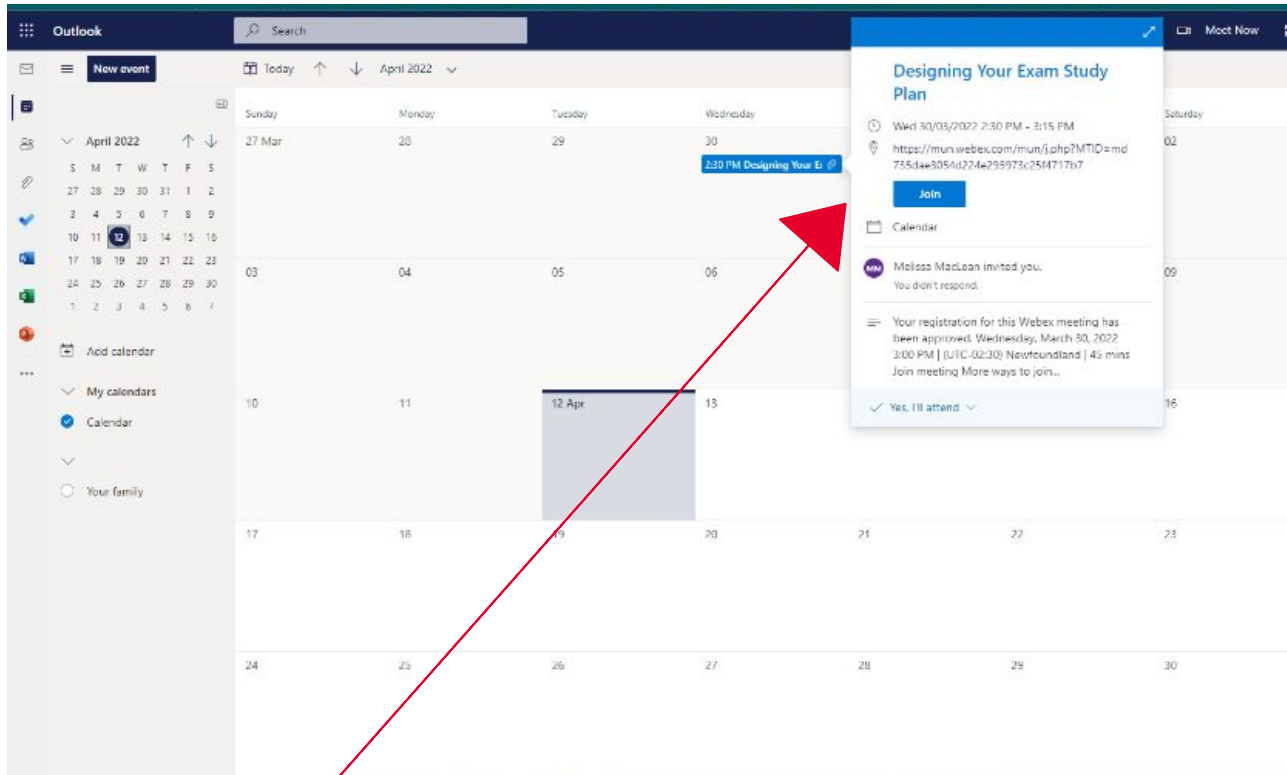
- Warning: for some accounts, once approved, the email may become hidden in your “sent” folder **BUT** the event details have all copied to your calendar.

Event RSVP Calendar



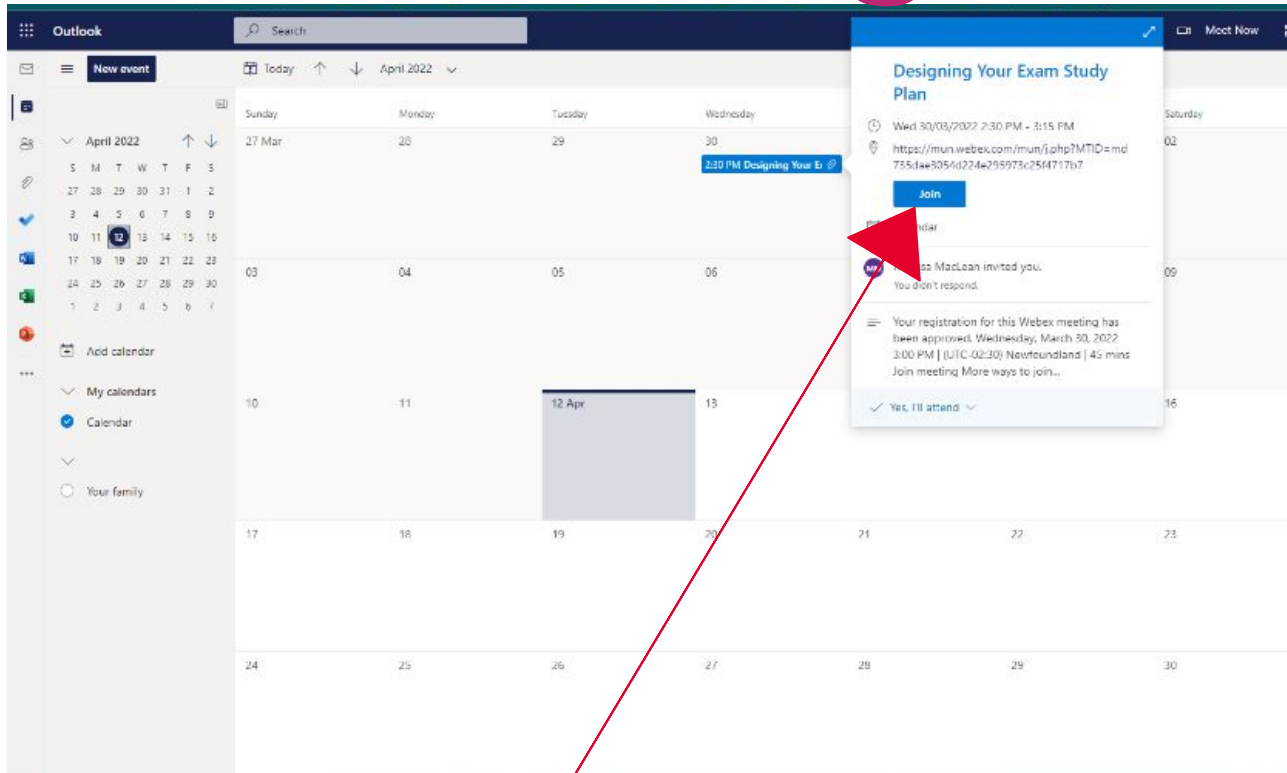
Here it is!
Nice and safe in your email calendar.
If you double click on it, it will open meeting details.

Event RSVP Calendar



The meeting details, URL, and “join” button are all here for you to access any time.

Joining



Go into your email calendar, locate the meeting, and click “join”.

This will either:

- Open your webex app
- Open WebEx in your browser

Both versions work and are fine, it depends on your computer’s settings what happens.

Joining

webex
A CSCO

For 

Click **Open Webex** on the prompt.
If the prompt doesn't appear, click **Launch Meeting** instead.

Launch Meeting

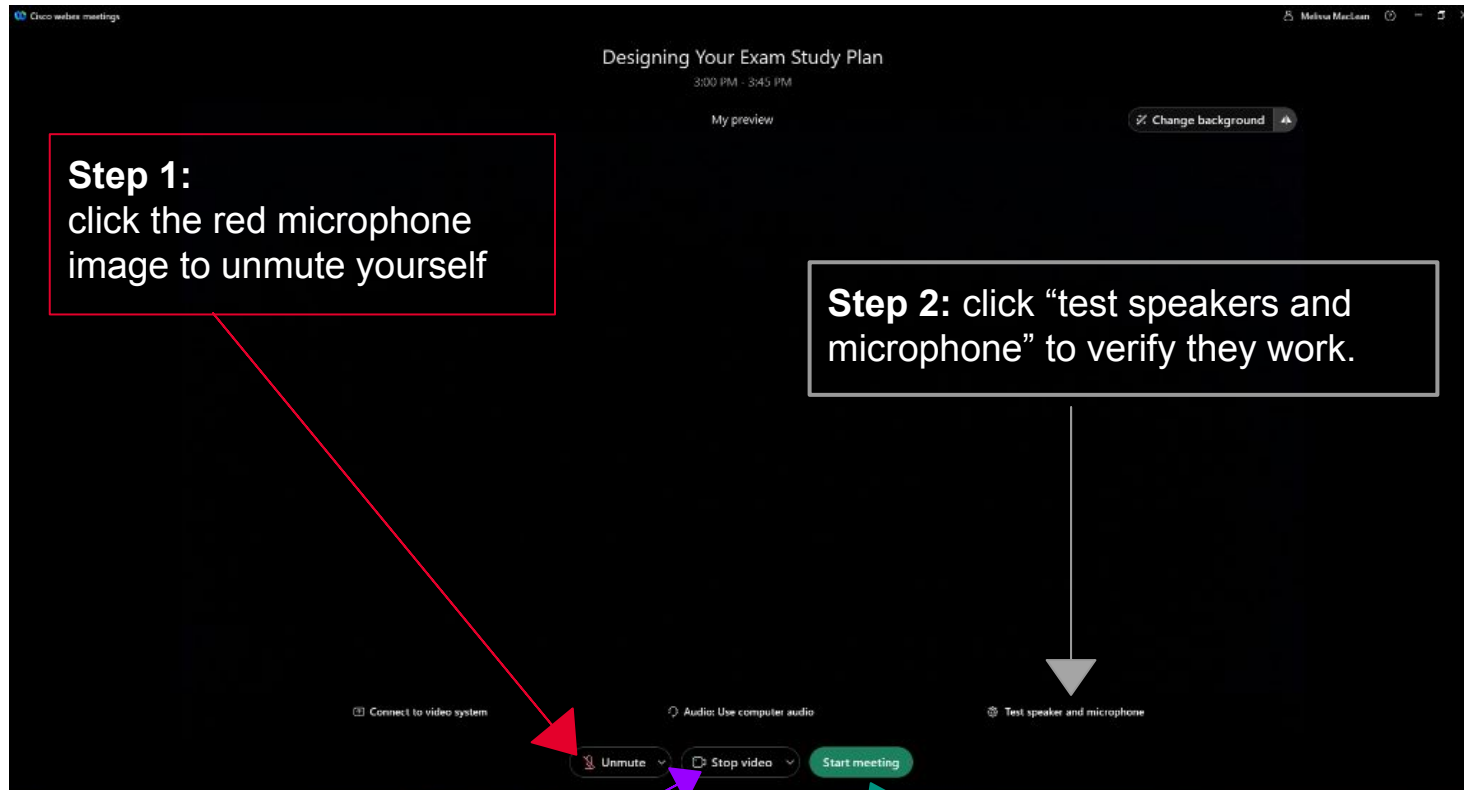
Don't have Webex? [Download it now.](#)

Having trouble with the app? [Join from your browser.](#)

Option A- click “launch meeting” to use your WebEx app

Option B - launch the meeting as a browser-based app, click “join from your browser”

Joining



Step 1:
click the red microphone
image to unmute yourself

Step 2: click “test speakers and
microphone” to verify they work.

Step 3: click “stop video” on
and off to confirm it works and
set your angle up as preferred

Step 4: Click the “join meeting” button to join the
room.

Hint: you may want to turn your mic and camera
off before joining, then turn on once in.

In the Meeting

“Participants” list will show the host/panelists and all visible attendees. In some events or meetings, participants may not be able to see all fellow attendees. If you accidentally close the participants list. Click on the “participants” icon in the bottom right of the screen

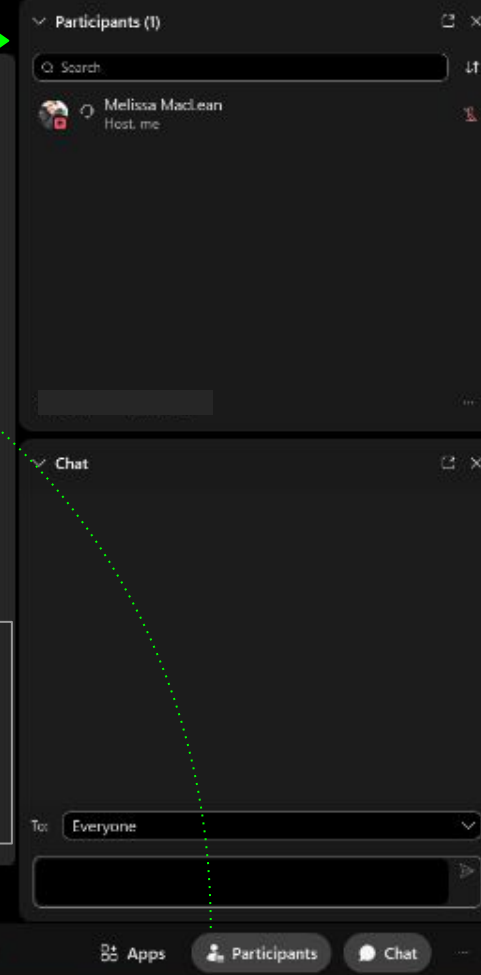


“Share” gives you the option to share your entire screen (aka. monitor), select apps (i.e. google, powerpoint), files, or a whiteboard

Click the “Hand” icon to raise your hand during a meeting. Click the smile “reactions” icon for a menu of emojis you can have appear on screen during the presentation.

Unmute/mute:
When it shows red, you are muted. When it shows green you are speaking

Start/Stop video:
When it is red “start video” your camera is off. When it is green “stop video” your camera is on.



In the Meeting [chat]

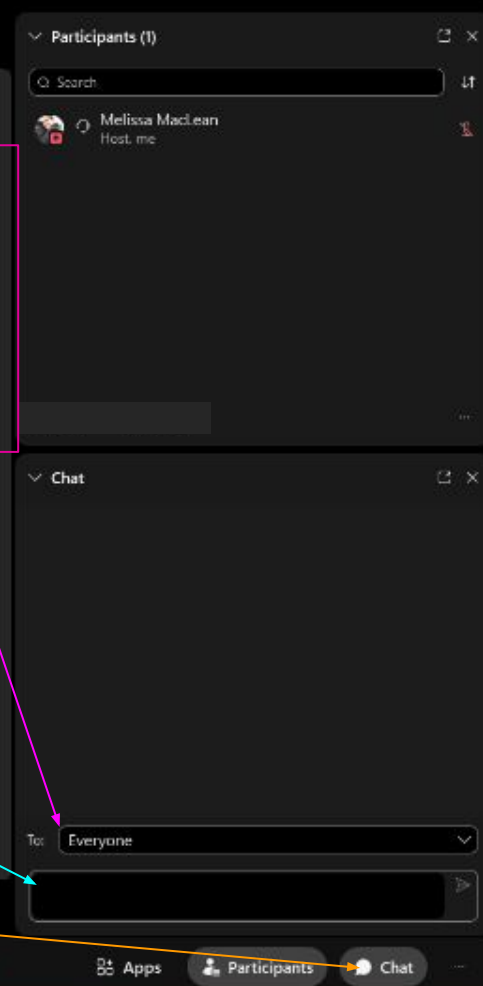
Type in this box the message you wish to send. If you do not change the “to:” option, the message will go to all participants



Click on the drop down box beside “To:” to select if the message you will type should be sent to everyone, all hosts/panelists, or a private message to one of the meeting members that appears in the participants list

If you need to reopen the chat, click on the “chat” icon

click “CC” if enabled, to activate closed captioning



Ending the Meeting

File Edit View Settings Help About Zoom Meetings



Click the red circle with the white "X" icon.
On some apps, this may also appear as a red button with "leave" in white text

Participants (1)

Search

Melissa MacLean
Host, me

Chat

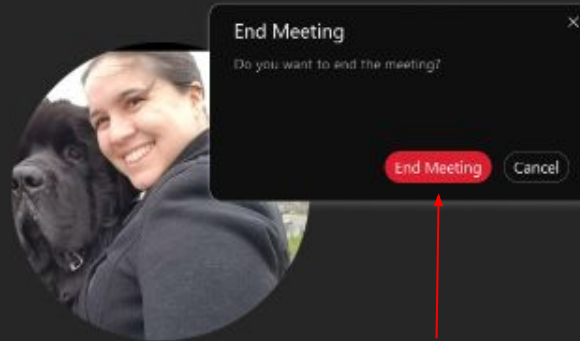
To: Everyone

Unmute Start video Share

Apps Participants Chat

Red circle with white 'X' icon

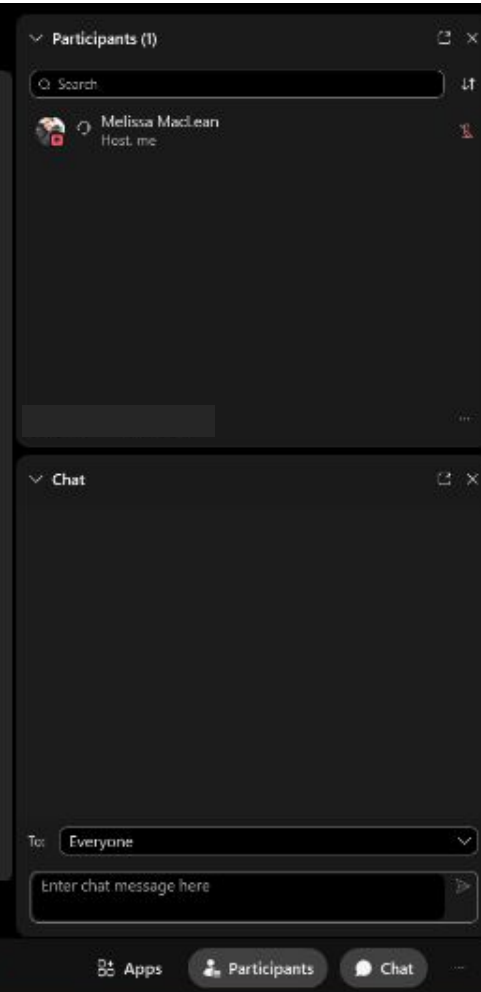
Ending the Meeting



You will now be given a confirmation window pop up with the option to “leave meeting” (end meeting) or “cancel”.

- If you select cancel, the pop up will disappear.
- If you select “leave meeting” (end meeting) WebEx will completely close and the meeting will end for you.

hint: if you accidentally leave and need to rejoin, go back to the invite link in your calendar and join the meeting again.

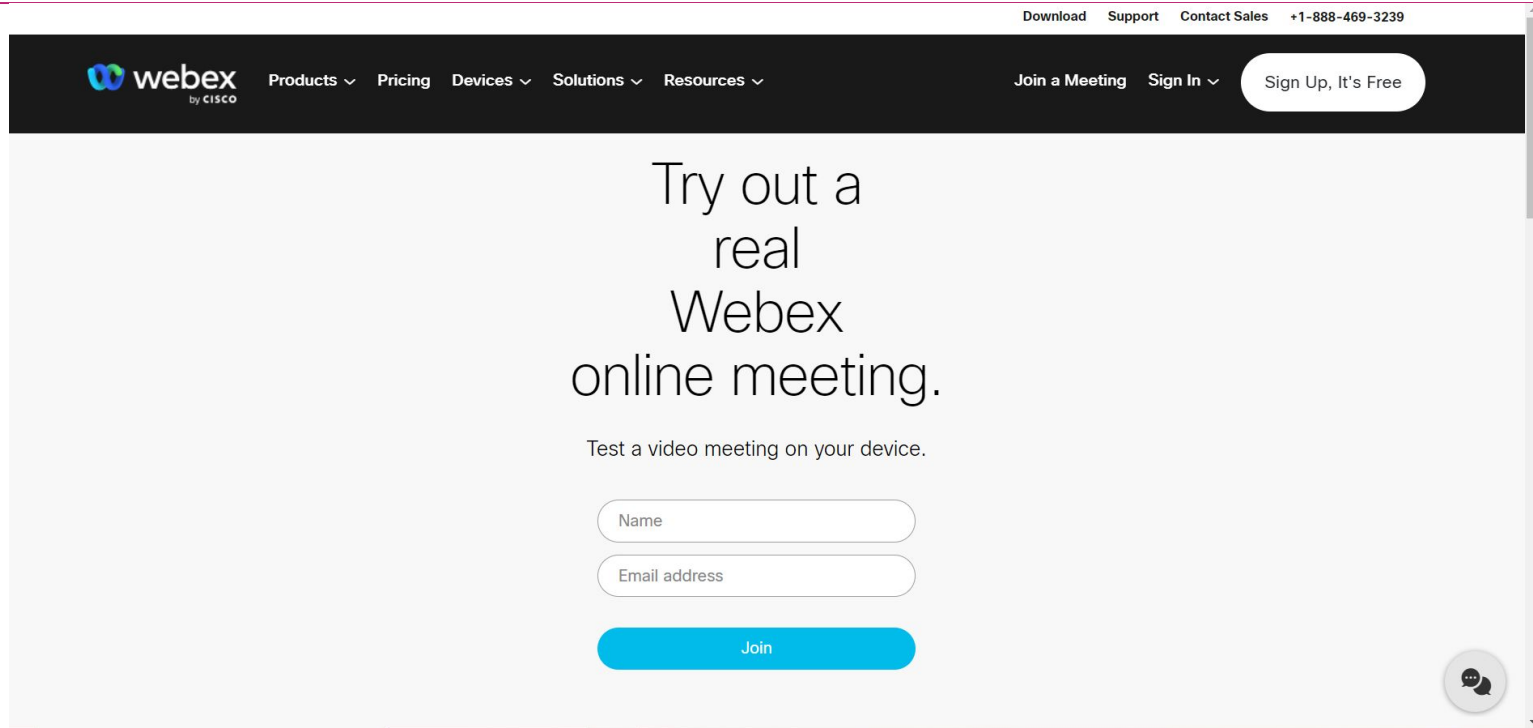


Try a Test Room

<https://www.webex.com/test-meeting.html>

Try using a test room to become familiar with WebEx or if you are going to be using Webex for the first time on a new device, internet connection, or browser.

The test room is free, not monitored, and will let you click on everything and anything.



The screenshot shows the WebEx website's test meeting page. At the top, there is a navigation bar with the WebEx logo (by CISCO) on the left and links for 'Download', 'Support', 'Contact Sales', and '+1-888-469-3239' on the right. Below the navigation bar, there are links for 'Products', 'Pricing', 'Devices', 'Solutions', and 'Resources'. On the right side of the navigation bar, there are links for 'Join a Meeting', 'Sign In', and a 'Sign Up, It's Free' button. The main content area features the text 'Try out a real Webex online meeting.' followed by 'Test a video meeting on your device.' Below this text are three input fields: 'Name', 'Email address', and a blue 'Join' button. A chat icon is visible in the bottom right corner of the page.

Extra Help

WebEx's Help Page for Troubleshooting

<https://help.webex.com/en-us>

CITL Support Centre for Students:

“Our Support Centre is available during extended evening and weekend hours for inquiries related to teaching and learning, technical support for learning technologies (e.g. Brightspace, Online Rooms, Webex, etc.) and examinations for online courses.”

<https://citl.mun.ca/support/>

Using WebEx with low bandwidth:

https://www.mun.ca/cio/media/production/memorial/administrative/cio/itservices/network/webex/Low_bandwidth.pdf

Best practices when working remotely on WebEx:

https://www.mun.ca/cio/media/production/memorial/administrative/cio/itservices/network/webex/Remote_working_Best_Practices.pdf