Faculty - Getting Started With WebEx

http://www.webex.com/how-to/index.html

The link above is a WebEx training resource. This link contains multiple videos showing different steps on how to get started with WebEx.

Items of interest from the above link include –

- Attending a meeting
- Setting up your audio
- Recording a meeting
- Sharing your computer’s desktop
- Sharing your webcam (if using one)
- Choosing what to share (applications)
- Sharing files
- Using the whiteboard
- Hosting a meeting on a mobile device
- Sharing video from a mobile device

The link above contains two videos that deal with scheduling. As Online Education will be handling the scheduling of the WebEx conferences, there is no need to attempt to schedule a session.

Forms and Emails

In order to schedule a WebEx session, go to this form (http://goo.gl/forms/TjjspWibbY) and fill out the required information. After the form is submitted, we will receive notification and schedule your meeting for you. Once the meeting is scheduled, you will receive two emails. One email will contain a notification just like the one shown below.
The other email will contain the URL to your WebEx session (to be shared with anyone you’d like to attend) and your host key, which you will use to take control of the meeting to assume host capabilities (allowing you full control, more on this later). An example of that email is below.

Dear Professor (Insert Name),

You should have received an email from Cisco Webex with information regarding your upcoming course meeting. The purpose of this follow-up email is to provide you with the host key, which you'll need to gain hosting privileges (it will give you additional features like recording the meeting, inviting others to participate, etc.)

**Host Key:** (Insert Host Key)

This key is used when you first enter the conference to assume host capabilities. Please DO NOT share this code with your students this is for your use only.

**Link to Meeting:**

It’s recommended that you place the following link and call-in information in an email to your students as well as in an announcement posting in your course.

(Insert web URL to WebEx conference)

Audio Connection

+1-415-655-0001 US TOLL

Access code: (Insert Access Code)

**Link to Archived Training Session:**

If you are new to WebEx, it highly recommended you watch training session archived at the following link to familiarize yourself with the interface and the functions you'll need to have full control of the conference.

https://meetings.webex.com/collabs/files/viewRecording?encryptData=1_532C6B3B886A2EECCF43E66D34189ABF94869B84DC7D090824FA875268EDF0BB9A516A677F2F0C0EC1233D81008F3224A4C284B9F859C4009DF8705D1BC8A84EB9B63DA43E04B972AAF6D84A0A96EEF_E5CCF4CC7D9D93E89BE452B1D8A049337E3D8A1C

**Toll Free Number for Support:**

For 24/7 from WebEx, call 1-866-863-3905

If you have any questions, feel free to contact Jon Apisa <jon.apisa@unlv.edu> or Patrick Rios <riosp7@unlv.nevada.edu> for assistance.
Joining a Session

When you click the join button, you will find a screen like the one shown below. Make sure that you insert your name and the email you input into the google form that you scheduled your meeting through. As long as you have not signed up for an account, you will be able to join as a guest. Keep in mind that you also will not be able to join the session any earlier than 15 minutes before start time. If you try to join earlier, the join button will be grayed out.

If you have signed up for an account, you will likely see this prompt.
At that point, click Sign In & Join, and you will be taken to this screen. Your email will already be populated. Input your password, click Sign In, and you will join the session.
When you go to join the meeting, you may be prompted to allow a plug-in to run. Make sure you click ‘Always run on this site’ to ensure that you can join any future WebEx meetings with no issue.

Controlling the Session

At this point, you will want to make sure before the session is officially started that as the instructor you have claimed hosting roles. Use the host key provided in the email.
Once you put the code into the box and hit ok, you will be able to have full control of the WebEx session.