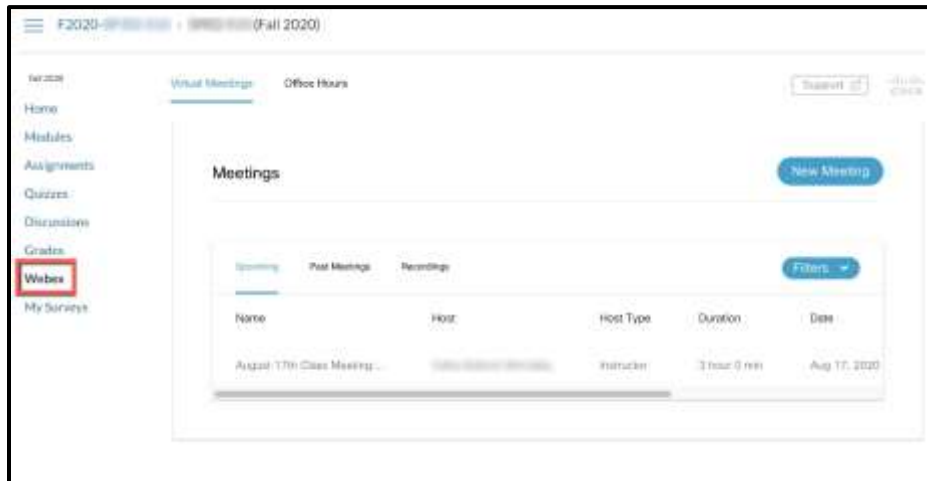
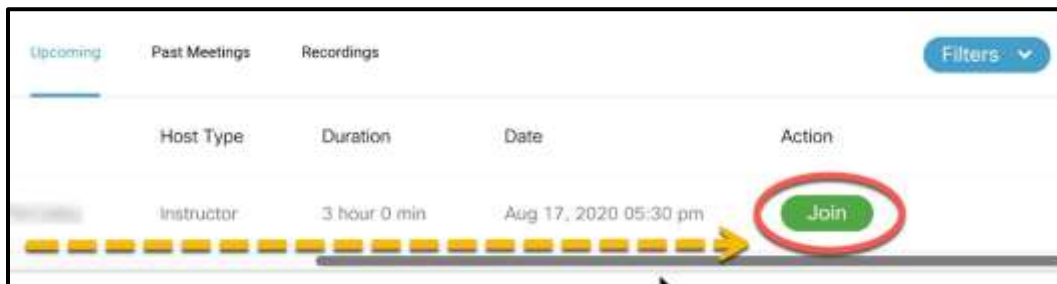


WEBEX: How to Participate in Meetings (Instructor Guide)

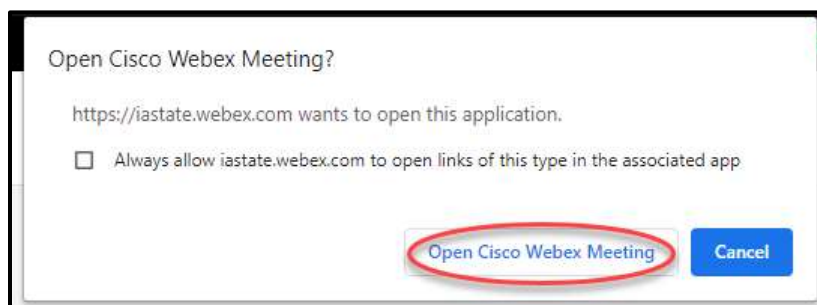
1. Sign in to Canvas and find your class on the Dashboard.
2. Click on WebEx in the Course Menu. You'll see any upcoming meetings listed. **** This page may take some time to load. If nothing appears, you may need enable cookies.**



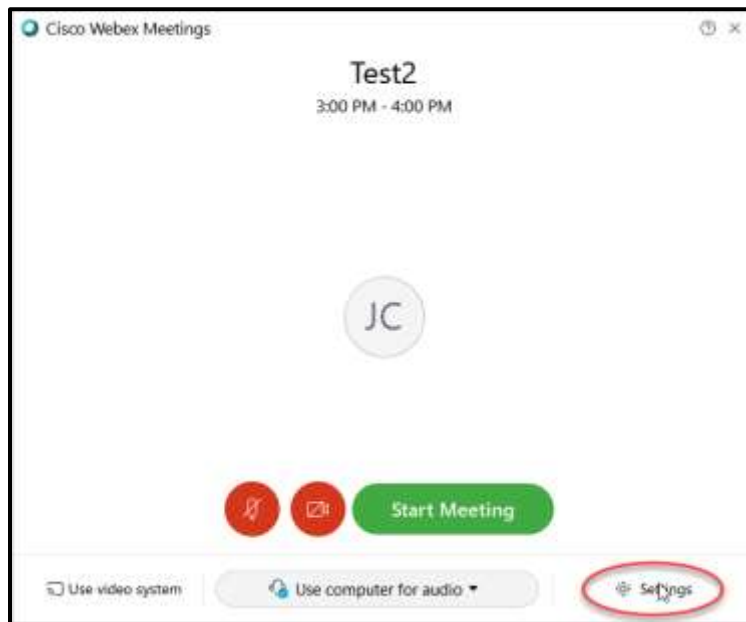
3. Click the green **JOIN** button - you may have to scroll to the right to see it.



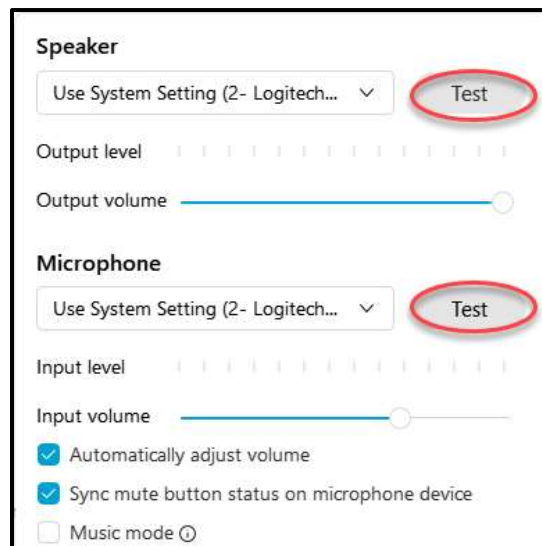
4. Click Host. You may need to click "Open Cisco Webex Meeting" in the pop-up.



5. An intro page pops up that allows you to check your camera and microphone settings before you actually join the meeting. If you hover over the space for the microphone, it changes to Settings - click this to test your microphone.



6. Adjust the settings to make sure you can hear and be heard.
You can also switch to another microphone or speaker from this menu.



7. Decide whether to enter the meeting with your camera and microphone on or off and hit the green **Start Meeting** button.

8. Once inside the meeting, you can choose to mute/unmute the microphone and turn your camera on/off with the buttons at the bottom of the screen.



9. These buttons will allow you to share your screen and to record the meeting.



10. These buttons on the right side bring up a **list of the participants** in the meeting & the **chat** box.



11. Click the big red X to **end the meeting** when you are finished.

