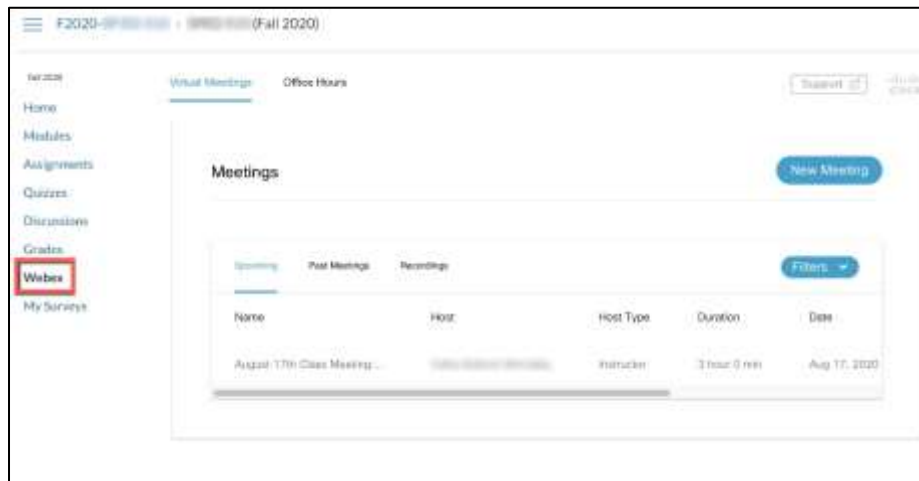


## WEBEX: How to Host a Webex Training session

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 and trainings you've created. .... **This page can take some time to load. If nothing appears, you may need to enable cookies.**



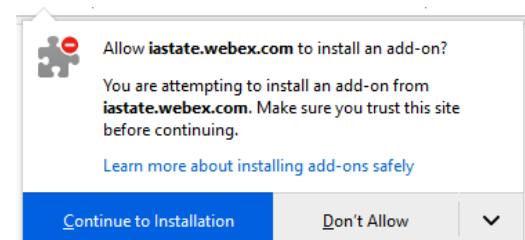
3. You may have to scroll to see the HOST button:



4. You may be prompted to download a program. You can choose to add it to your web browser or run a temporary application as prompted.



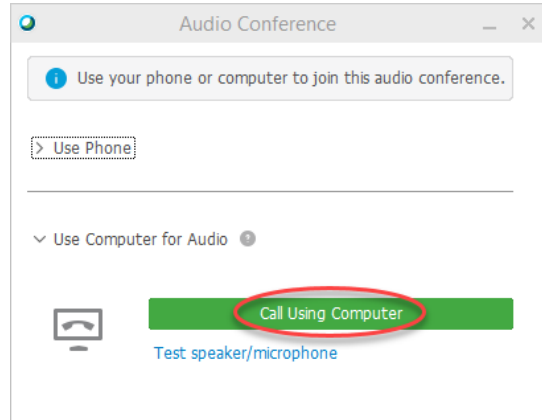
If you choose to **add it to your web browser**, it will need to install a program.



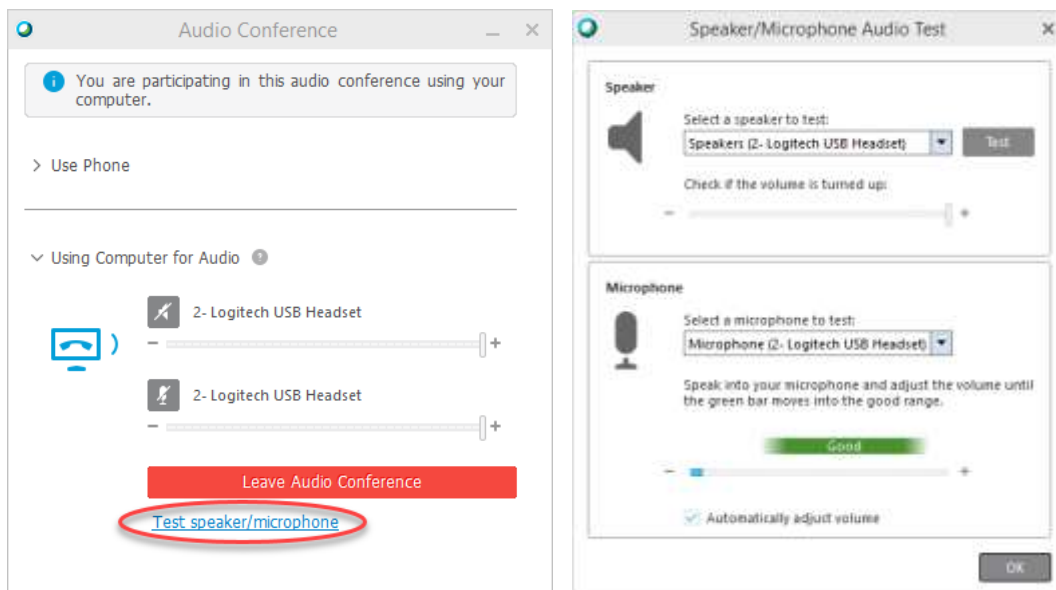
If you choose to use the **temporary application**, save the file and open it.



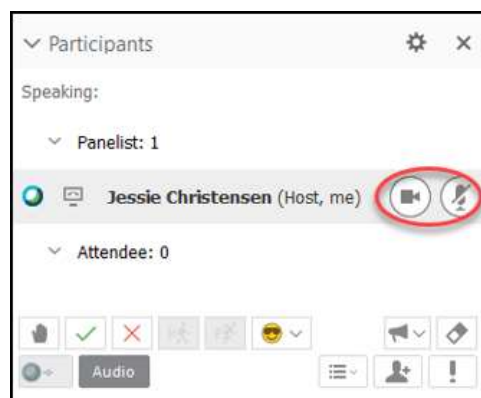
5. Training should open in a separate window. Click to call using computer audio.



6. Click Test speaker/microphone. Follow the prompts to test both the speaker and the microphone.

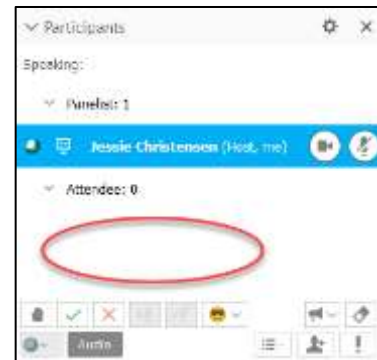


7. Click here to start your video and to mute/unmute.



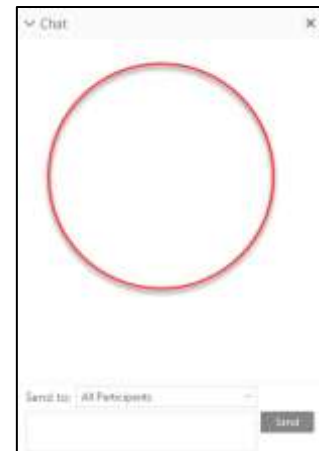
8. Participants appear in a panel that can be expanded and collapsed.

If the participant list doesn't appear for you, click this button.



9. Chat appears in a Chat panel that can be expanded or collapsed.

If you don't see the chat panel, click this button.



10. Click here to share content from your computer.



11. Click in either spot to open the record panel.



12. Click here to begin the recording.



13. Click here, in the lower right, to end the Training.

