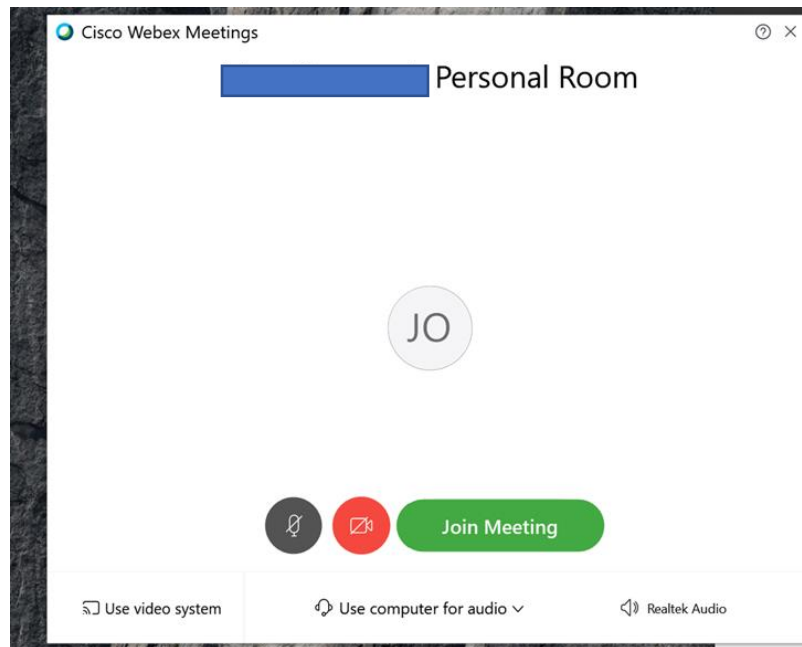


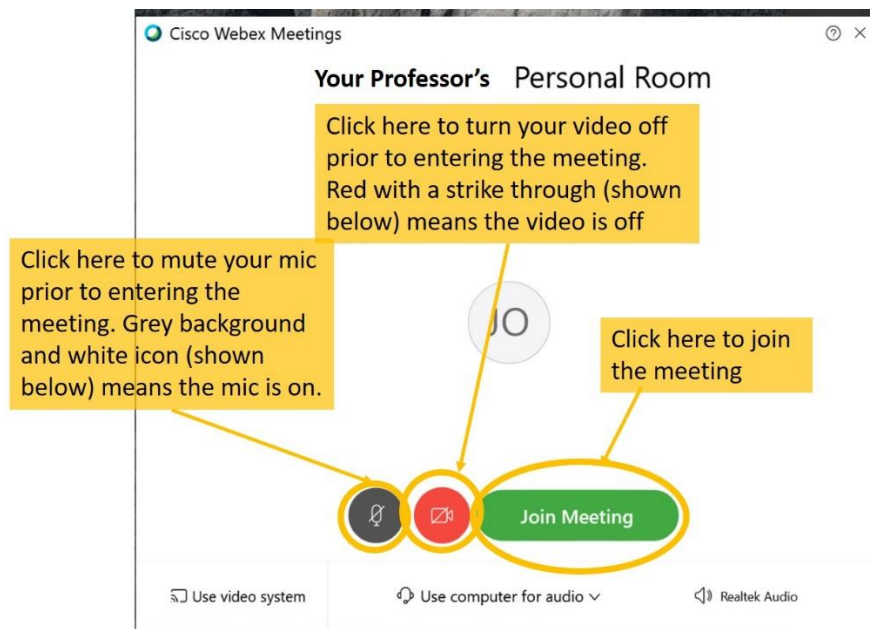
What students need to know about using WebEx

This is a program that is for collaboration. You will need to accept the meeting invitation by clicking on it each time to use it for the duration of the semester – try it out here! <https://www.webex.com/test-meeting.html>

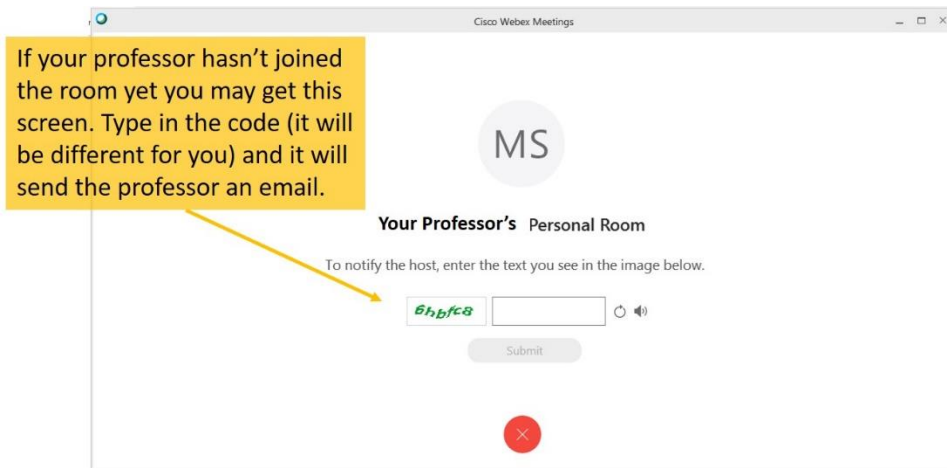
This is what you will see when you join a meeting:



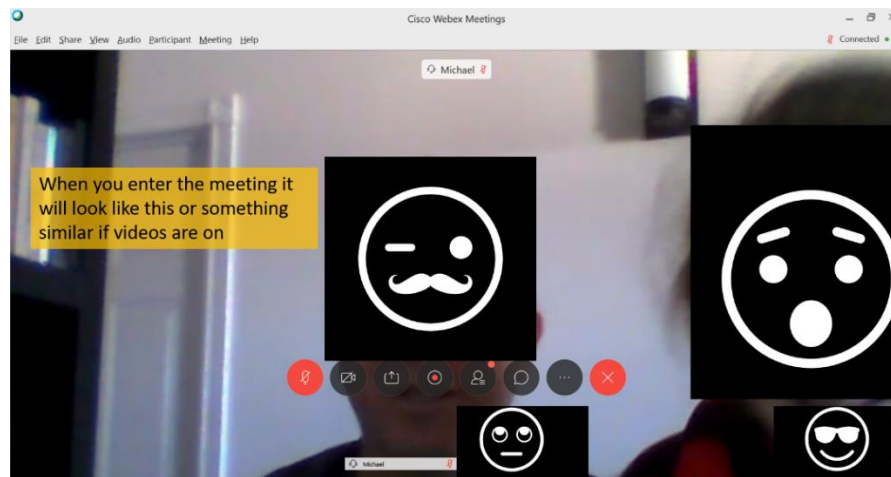
Here's what the buttons mean:



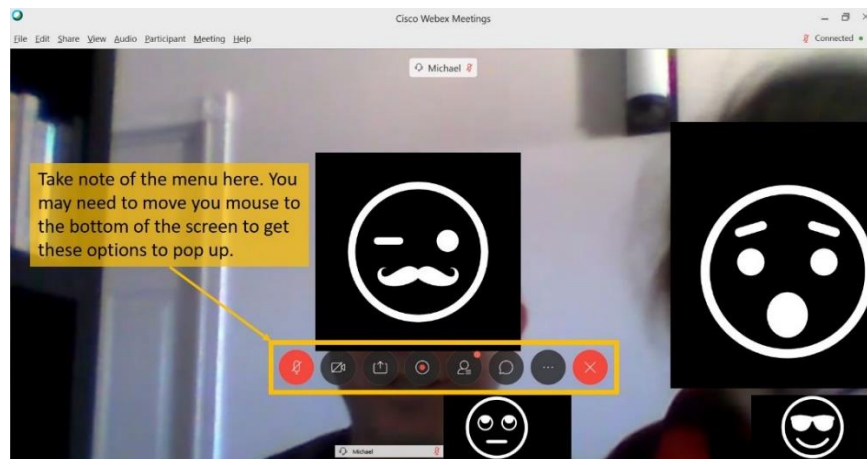
You may get this image if your professor has not logged in yet:



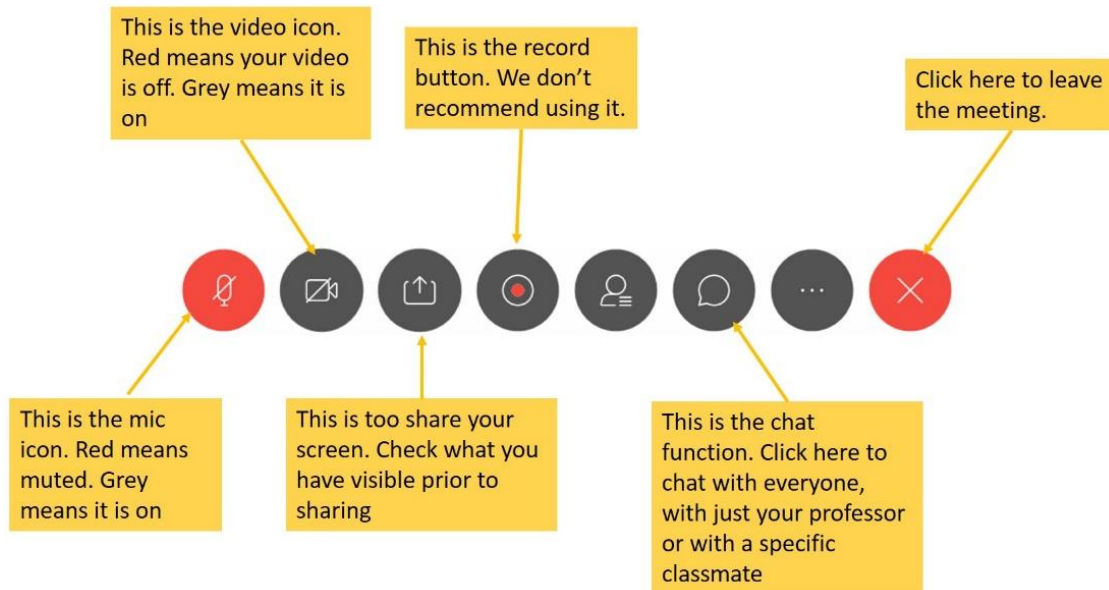
When you enter the meeting you will see something like this:



Take note of the menu bar:



Here is what the different icons on the menu bar do:



Tips for Using WebEx

1. We recommend using this on your laptop instead of your phone. You can use it on your phone, but it will be hard for you to see a shared screen.
2. When you add yourself to the WebEx meeting please use your **GEORGIAN COLLEGE** email address.
3. Most laptops should have the functionality to use this program - please contact IT (Phone: 705.728.1968, ext. 1732 or TOLL FREE 1.877.374.3224) ITSupport@georgiancollege.ca if you are unsure **WELL PRIOR** to the start time of the meeting.
 - a. You may want to have headphones that has a mic (the ones you use with your cell phone). This will limit the amount of clutter that you hear during WebEx sessions.
4. Mute your mic when you are not speaking.
5. Unmute your mic when you are speaking.
6. You may choose to use for video or not during these meetings, your professor may also request video or ask for audio only.

*****IMPORTANT!** If you use your video please know that everyone in the virtual meeting can see you, please dress and behave appropriately, and ensure you have an appropriate background***
7. There is a chat function – you can use it to type to your professor, everyone, or each other.
8. This can be used for individual meetings if necessary.
9. Please be aware of the environment when using this tool; background noise may affect how you and others are able to concentrate. Please also be aware of pets, children, or roommates in the background.