Using WebEx

WebEx is a virtual video conferencing tool. Users can hold meetings with multiple participants in a WebEx meeting room. WebEx offers both a web application and an integrated tool in the Canvas LMS. In a WebEx meeting, participants can use video and/or audio to communicate with each other as well as share their screens, annotate, and text chat with each other. Meetings can also be recorded. WebEx can be used to:

- Conduct synchronous classes online
- Hold synchronous meetings online
- Provide proof of engagement through recorded meetings
- Allow students to meet with each other to discuss group projects
- Hold live work sessions

This page describes using both the WebEx web application and WebEx in Canvas. You will need a Canvas account and/or a WebEx account to use WebEx. Please contact Service Now to request access to these programs, https://wakehealth.service-now.com/sp

Using the WebEx Web Application

Step-by-Step Guide
1. Navigate to wakehealth.webex.com

2. Click **Sign In** to sign in using your Wake Health email address and password

3. You can either start a meeting immediately by clicking **Start a Meeting** or schedule a meeting for a future date and time by clicking **Schedule**

4. Select either a Pro meeting or a Personal Conference meeting from the **Meeting Type** drop down menu
   *Pro meetings allow you to require participants to enter a password to join the meeting, a Personal Conference meeting only needs the link to your WebEx room for participants to join

5. If you are scheduling a meeting, enter the meeting topic, date, and time
6. It is recommended that if you are scheduling a Pro meeting you enter the email addresses of all attendees so they will receive an email with the meeting password

7. When it is time for your meeting navigate to the WebEx home page by clicking **Home** on the left side menu

8. Click **Start** beside your meeting under the Upcoming Meetings section
9. Make sure Computer Audio is selected

10. You can also mute your microphone and turn your webcam on/off before entering the meeting by clicking the microphone/webcam icons

11. Click **Start Meeting**

12. If no one else has joined the meeting yet you will see Waiting for others to join

13. To mute/unmute your microphone click the Mute icon

14. To turn your webcam on/off click the Start my Video icon

15. To share your screen, click the Share Content icon at the bottom of the WebEx meeting window

16. To record the meeting click the Record icon at the bottom of the WebEx meeting window

17. You can see a list of participants who are currently in the meeting by clicking the Participants icon at the bottom of the WebEx meeting window
18. You can choose to either record to the cloud, which is accessible through the WebEx web application or record to your computer by clicking on the drop down arrow in the Recorder pop up window
*videos recorded to the cloud can take several minutes to hours to upload after the meeting has ended depending on the length of the video

19. Click **Record**

18. Stop or pause the recording by clicking the Stop or Pause buttons in the recorder window

19. To end the meeting click on the **X** in the upper right corner of the screen
Using WebEx in Canvas

Step-by-Step Guide

1. Navigate to your Canvas course

2. Select WebEx from the left side menu
   *if this is your first-time using WebEx in Canvas you will be asked to install the WebEx application to chrome and select your time zone
3. You can either launch a meeting immediately by clicking **Quick Launch** or schedule one or several meetings for a future date/time by clicking **Schedule**

4. If scheduling future meetings, enter the meeting information

5. Click **Save**
6. When you navigate back to WebEx in Canvas you will see a list of your upcoming meetings on the left side of the screen.

7. To start your meeting click **Prepare**
   *if it is less than 15 minutes before your meeting is scheduled to start you will see “Start” instead of “Prepare”*

8. If no one else has joined the meeting yet you will see **Waiting for others to join**

13. To mute/unmute your microphone click the **Mute icon**

14. To turn your webcam on/off click the **Start my Video icon**

15. To share your screen, click the **Share Content icon** at the bottom of the WebEx meeting window

16. To record the meeting click the **Record icon** at the bottom of the WebEx meeting window

17. You can see a list of participants who are currently in the meeting by clicking the **Participants icon** at the bottom of the WebEx meeting window
14. You can choose to either record to the cloud, which is accessible through the WebEx web application or record to your computer by clicking on the drop down arrow in the Recorder pop up window.
*videos recorded to the cloud can take several minutes to hours to upload after the meeting has ended depending on the length of the video.

15. Click Record

16. Stop or pause the recording by clicking the Stop or Pause buttons in the recorder window.

17. To end the meeting click on the X in the upper right corner of the screen.