

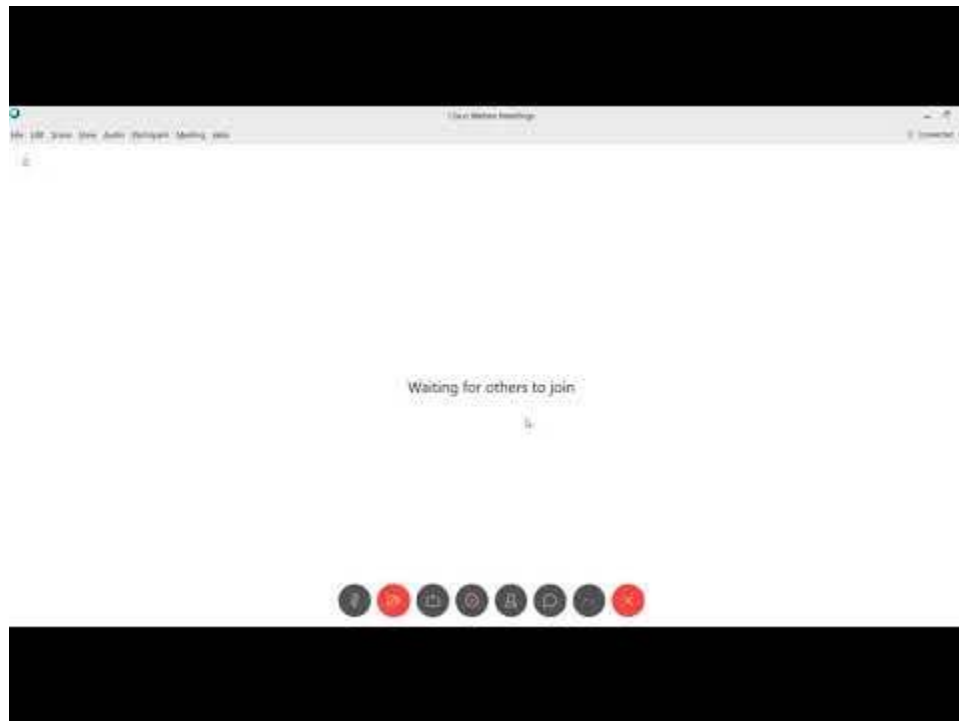
## Using WebEx

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

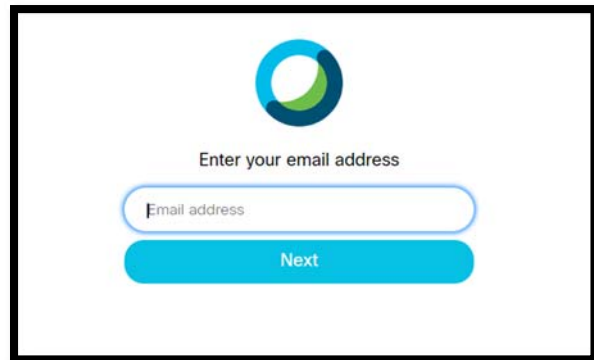
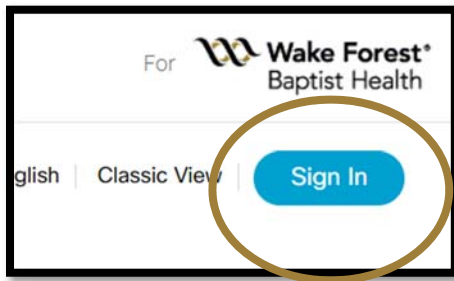


Step-by-Step Guide

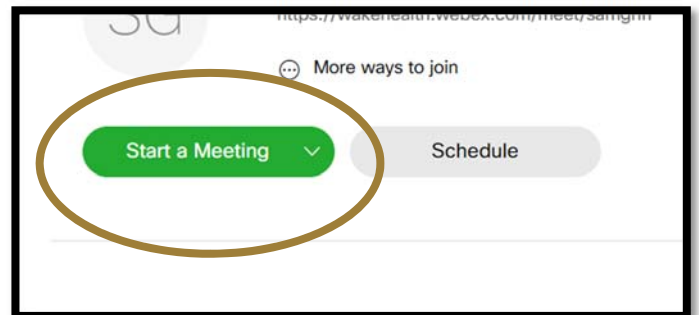
1. Navigate to wakehealth.webex.com



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

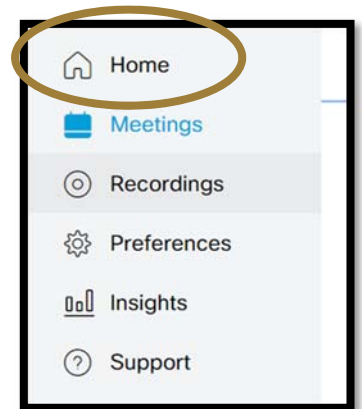
5. If you are scheduling a meeting, enter the meeting topic, date, and time

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

A screenshot of the WebEx meeting scheduling form. The form is enclosed in a black border. On the left side, there are five brown circular callouts with white numbers: 4, 5, 5, 5, and 6. The form fields are as follows:

- 4** Meeting type: A dropdown menu showing "Webex Meetings Pro Meeting" with a downward arrow.
- 5** \* Meeting topic: An empty text input field.
- \* Meeting password: A text input field containing "EDzKnhGD225" and a refresh icon on the right.
- 5** Date and time: A text field showing "Monday, Mar 23, 2020 9:35 am Duration: 1 hour" with a downward arrow. Below it, "(UTC-04:00) Eastern Time (US & Canada)" with a downward arrow. There is also a checkbox labeled "Recurrence" which is currently unchecked.
- 6** Attendees: A text input field with the placeholder text "Separate email addresses with a comma or semicolon".

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



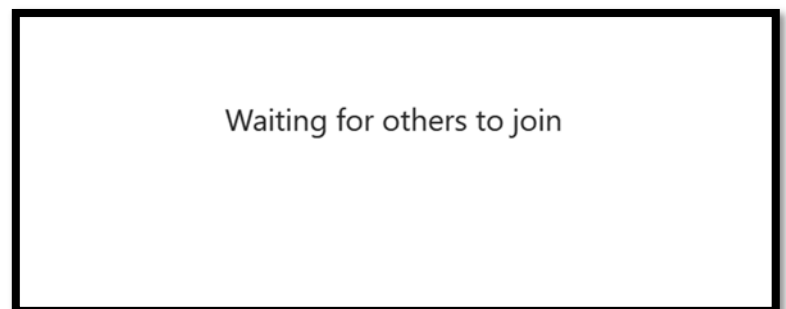
9. Make sure Computer Audio is selected

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



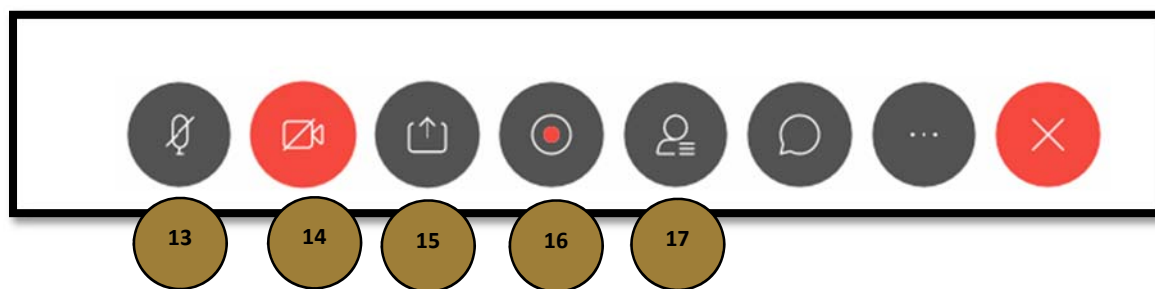
13. To mute/unmute your microphone click the Mute icon

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

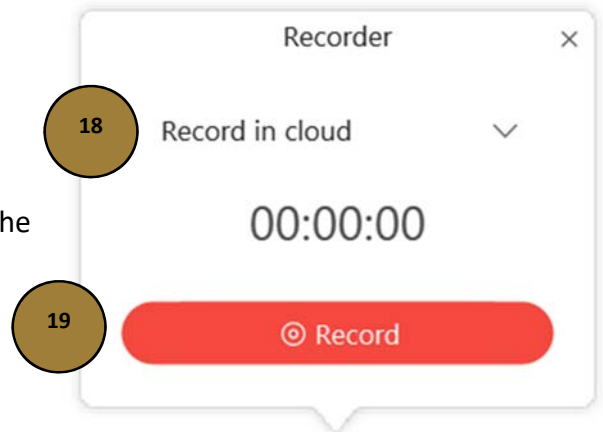
17. You can see a list of participants who are currently in the meeting by clicking the Participants icon at the bottom of the WebEx meeting window



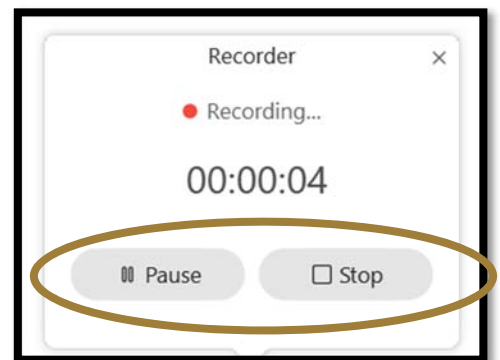
18. You can choose to either record to the cloud, which is accessible through the WebEx web application or record to your computer by clicking on the drop down arrow in the Recorder pop up window

\*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

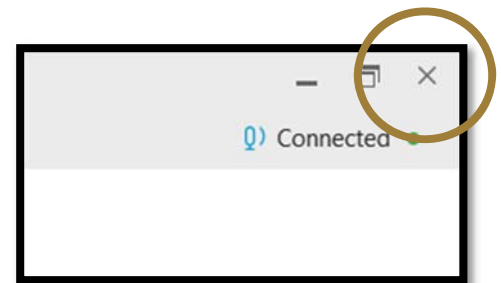
19. Click **Record**



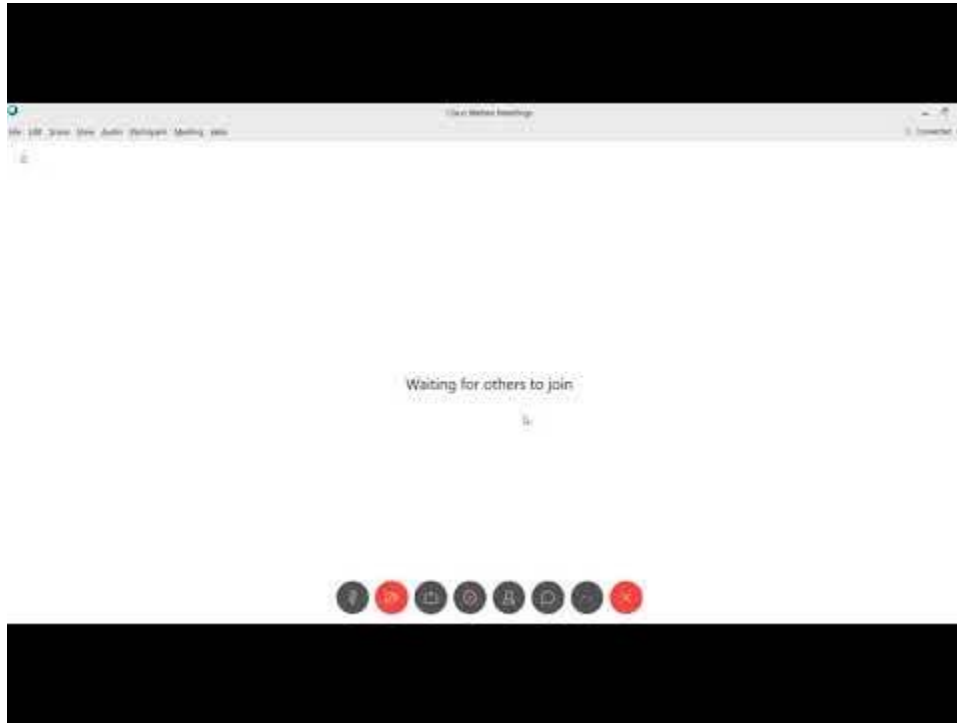
18. Stop or pause the recording by clicking the Stop or Pause buttons in the recorder window



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



# Using WebEx in Canvas

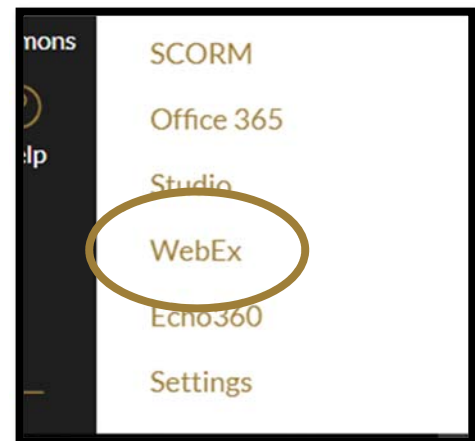


## Step-by-Step Guide

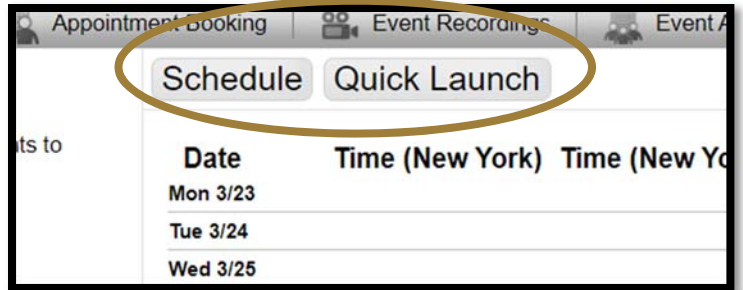
1. Navigate to your Canvas course

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

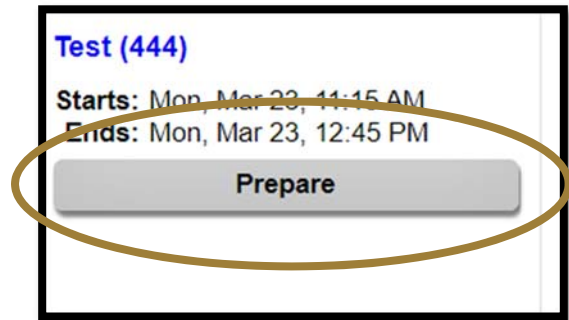
A screenshot of a 'Schedule new event' form. The form contains the following fields and options:

- Name\*:** A text input field containing 'Test'.
- Description:** An empty text input field.
- Repeat\*:** Three radio button options: 'Single' (selected), 'Daily', and 'Weekly'.
- Time Zone\*:** A dropdown menu showing '-04:00 America/New\_York'.
- Date\*:** A dropdown menu showing 'Mon, Mar 23, 2020'.
- Time\*:** Three input fields: '10', '15', and 'AM'.
- Duration\*:** Two input fields: '1' hours and '30' minutes.
- Hosted By\*:** An empty text input field.

5. Click **Save**

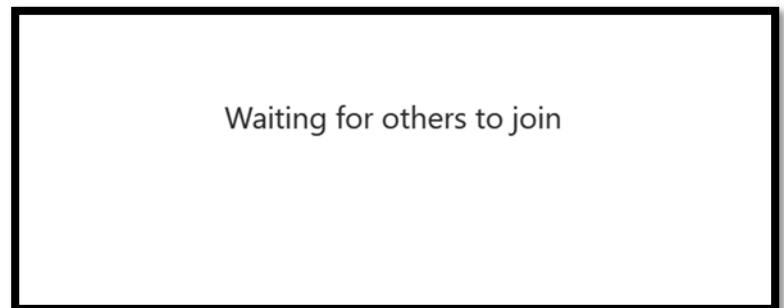
A screenshot of a 'Conferencing Account' section. It displays the text 'Webex Meetings (samgriff@wakehealth.edu)'. Below this text are two buttons: 'Discard' and 'Save'. The 'Save' button is highlighted with a yellow circle.

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



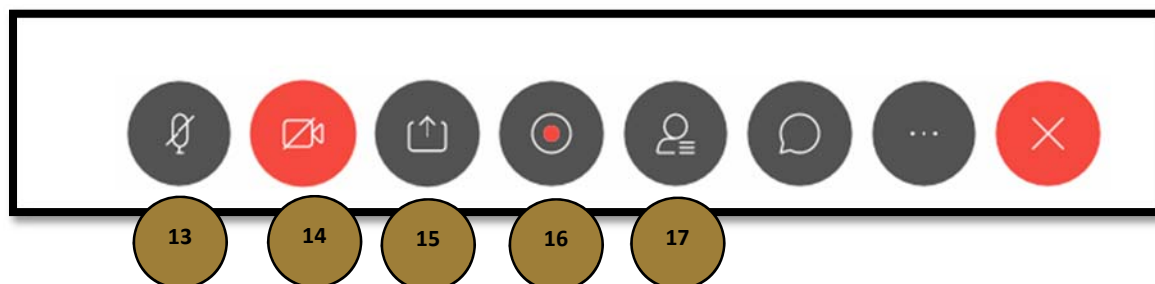
13. To mute/unmute your microphone click the Mute icon

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

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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

