

Title: Webex - Student / Meeting Participant Guide

Purpose: This document will guide you through the basic process of joining a webex meeting hosted by someone else.

Prerequisites:

1. It is generally recommended to use a Windows or macOS computer, rather than a phone or tablet or Chromebook. These instructions will not cover the Cisco Webex apps available for various phones and tablets, and those devices may not allow all functionality to work.

Details:

Please note that these instructions were created on a Windows computer using the Google Chrome browser. Other browsers and operating systems will work in a similar manner but images and options may vary slightly.

Software vs Browser:

If you will be taking a class in which meetings are frequent or you're a frequent participant in meetings held by an office, we recommend that you install the Cisco Webex software on your computer. This provides the most functionality for you.

If you are using a computer that you don't have access to install software on, are using a different computer than usual temporarily, or simply don't want to install the Cisco software, you can use just a web browser to join the meeting. Some features, such as changing the view of the meeting and "raising your hand" to get the instructors attention are lacking in the browser only version of webex however.

Installing the Software.

Before you need to join a meeting you can setup the software.

In your web browser visit <https://uticacollege.webex.com>

Do not attempt to sign in, only hosts of meetings are permitted to do so.

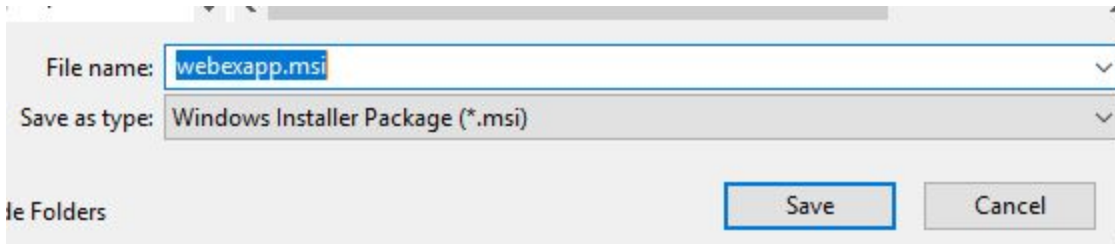
On the left side click on the three lines menu button. Find the link that says "Download".

You have a choice here for the Webex Meetings Desktop app, the Webex Productivity Tools, or the Mobile Apps. These instructions will only cover the Webex Meetings Desktop app, so click the first Download button.

Chrome instructions are available below, if using another browser the same concept will apply but buttons may be in different locations.

For the Google Chrome browser:

You'll be presented with a popup box prompting you to save the installer file. Just press the Save button on the open window.



When the download completes, click on the area that says “webexapp.msi” in the lower left of your browser as the depiction below shows. You may be prompted to press the Run button too.

Proceed through the on screen steps, which usually include pressing Next and accepting the terms, then Install. If prompted to allow the installation you can do so.

It may take a few minutes to run the installation. When it finishes you’ll be shown a confirmation screen like this:

The InstallShield Wizard has successfully installed Cisco Webex Meetings Desktop App. Click Finish to exit the wizard.

A Cisco Webex Meetings window may appear. You can close this, we will not be using this to access meetings.

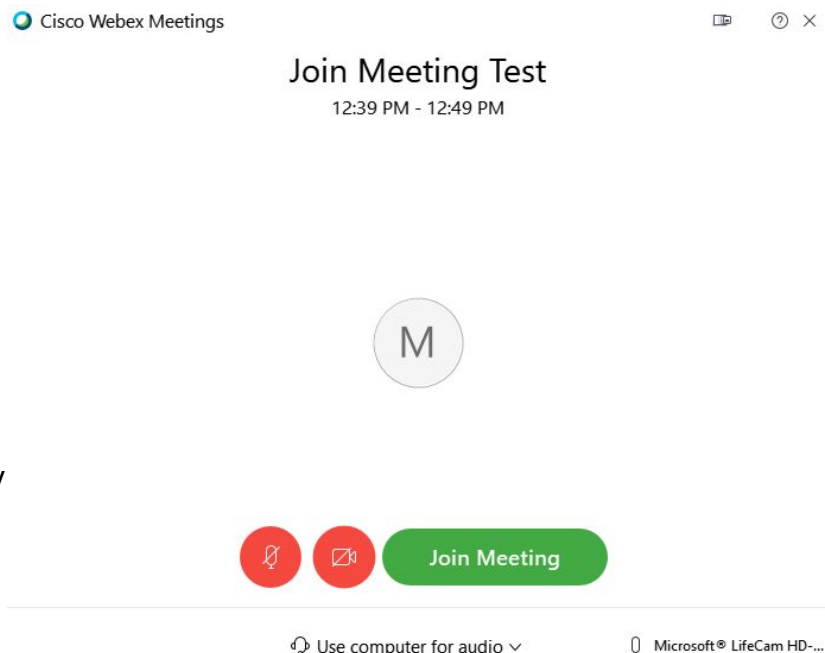
Testing the Software:

With the software setup it is recommended that you do a test meeting.

Visit <https://www.webex.com/test-meeting.html>

Enter your name and email address.

Now press the Join Meeting button and the application should open. Notice at the top of the window it says Cisco Webex Meetings and you are no longer within your web browser.



If this does not launch, reboot your computer and try again. Try a different web browser if the problem persists.

You’ll be prompted with an option to connect your audio and video. This may or may not be required for the meeting you are participating in. Only computer speakers or headphones are required to hear the meeting host and participants. If you will be using audio and video in

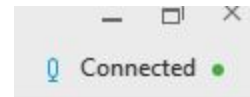
meetings now is a good time to connect it and make sure they are working.

Press the red icons to enable the mic and/or camera. Your camera video will appear in the screen. If it does not make sure your camera is not covered, reboot and try again.

Hover over the audio option in the lower right and press Settings. Here you can confirm that the mic is working. You'll see blue lines as you speak. From this menu you can also test your speakers, or change the speaker and mic Webex should be using (for instance you have a headset and do not wish to use a built in laptop speaker or mic.

Press the green button to proceed into the meeting.

At the top right you'll see "connected". Next to this is a colored dot, if the dot is green your connection is good and all is working properly.



Joining a Meeting:

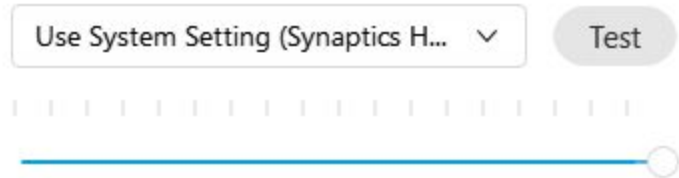
Generally when invited to a meeting you'll be provided a link via email or in your online course. Just click that link to be taken to a screen similar to this:

Alternately, you may be provided with a meeting number and meeting password. If that is the case visit <https://uticacollege.webex.com> and enter the meeting number in the Join Meeting box. Followed by the password on the next screen.

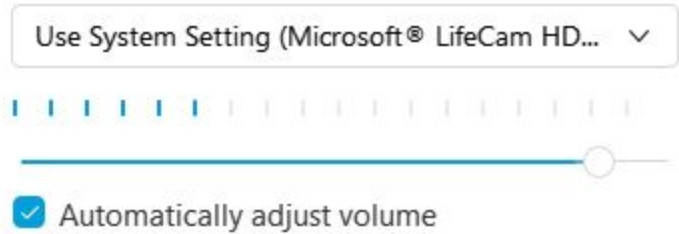
Enter your full name (it will be displayed to all joining the meeting) and email address.

Press the Next button.

Speaker



Microphone

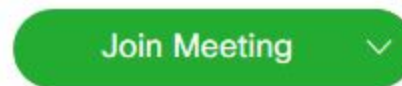


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Example Meeting

Hosted by Mike Clapsadl

● 4:00 PM - 5:00 PM | Monday, Jan 6 2020



Enter your information

Using Webex:

Along the bottom you'll see a number of icons. The ones you see will vary depending on what you are allowed to do in the meeting.



Microphone: The first icon will let you mute your microphone so no one can hear you. This is red when you are muted. Press it to toggle mute on and off.

Camera: The second icon will allow you to start or stop your video.

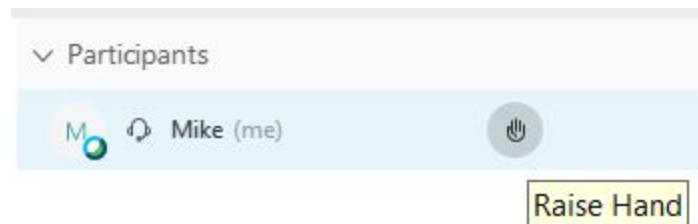
Sharing: The third icon lets you share content such as a file or your screen with the meeting.

Participants: The icon with the silhouette on it toggles the list of meeting participants.

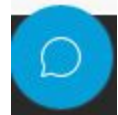
Chat: The speech bubble icon turns on or off the chat window. Turn this on to see chats.

End Meeting: The red X icon lets you leave the meeting.

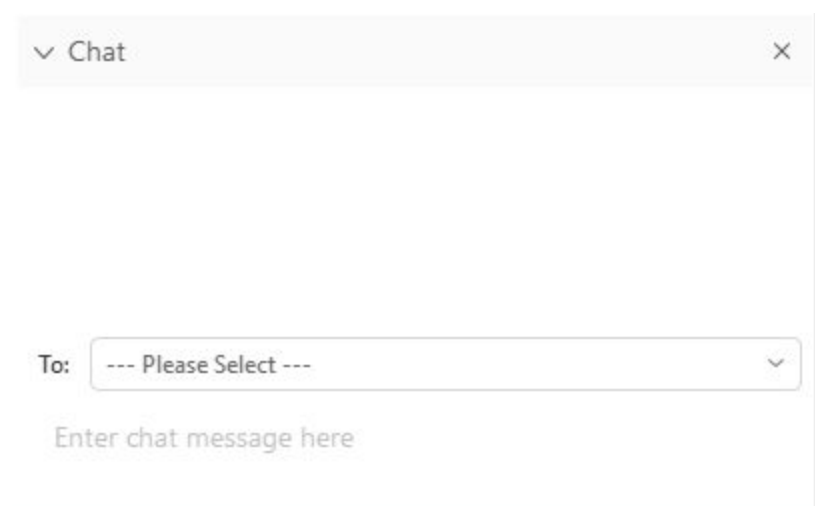
If you need to get the attention of your instructor or meeting host, use the Raise Hand button located on the right side of the screen in the participants list. Click this again to turn it off after you were answered.



To text chat with the meeting, make sure the chat window is open by pressing the chat icon. It should be blue and the chat window will be visible in the lower right of your screen, below the participants.

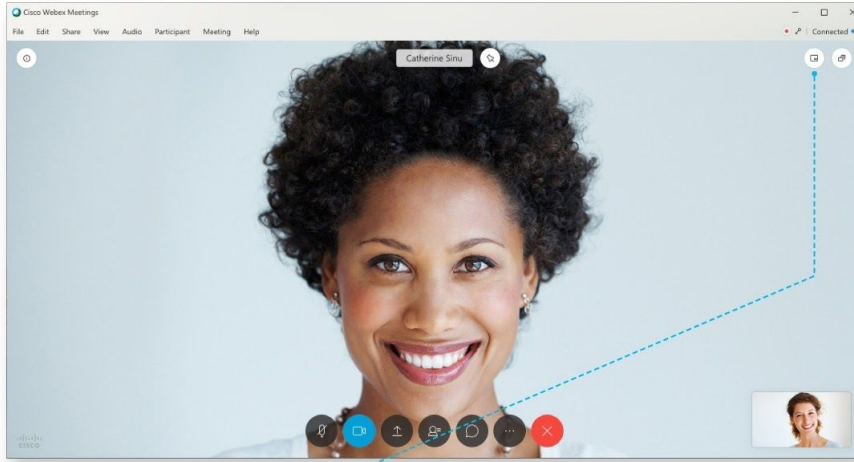


In the "To" box, select if you want to chat with the entire class or just a single person, then type in your message.



Adjusting to different view layouts:

Depending on the number of participants in a meeting a few different view layouts may be available to you. At the top right of the main video window may be two small buttons. The first allows you to change between three views.



Active Speaker
Video View

Grid View

Active Speaker
and Thumbnail View

The other button there is Floating Panel View.

This lets you change the video to full screen and the Participants and Chat windows can be moved around as you desire. Press this button again in the top left to go back to normal.

