

WebEx Instructions for Students

Stay connected in your online courses by utilizing this web conferencing tool.

What you will need:

- **Web camera (optional video)**
- **Microphone (USB headset/earbuds or mic on webcam)**
- **Telephone (optional if not using computer)**

How to Join a Meeting:

1. When it's time to join your meeting, click the Join WebEx Meeting link in the invitation you received in your student email.
2. When the Join page opens, enter your name and email address. (Note: if a password was provided in the email, enter it here.)
3. If you are using Windows or Mac, click the arrow next to the Join Meeting button. Select **Use web app**. Then click the green Join Meeting button. This will allow the WebEx meeting to open in a browser and you do not have to install anything.
4. Use the toolbar at the bottom of the screen to ensure your audio and video are working properly.

For more information on how to join a WebEx meeting, view this YouTube tutorial:

<https://www.youtube.com/watch?v=fE5FnEUKtaE&feature=youtu.be>

You can also visit the WebEx Help Center (<https://help.webex.com/en-us/>) for articles and additional support resources.