The elslander’s Guide to Host a WebEx Virtual Session

Step 1: Go to https://tamucc.webex.com [FFIREFOX is the preferred browser] Click on Meeting Center (tab). Click on Host Log In

Step 2: Enter your username and password. Click Log In.
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Step 3: Find your session and Click start.

Step 4: Click on Test speaker / microphone (Mac). (For Windows see Step 4a)
Step 4a: Click Use Computer for Audio (Windows). (For Mac see Step 4)
Click on Test speaker / microphone.
Step 5: Click on Test. Make sure you hear music and that your microphone test meter moves into “Good” range when you speak. Click OK

Step 6: Click Call Using Computer.
Step 7: Click on black camera icon beside your name.
Share application (e.g. ppt) *if you share desktop students will see entire desktop
Click Record to save for asynchronous viewing.

Are you Ready to end session?
If so, Click “End Meeting”

Questions on Scheduling?

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Questions on Attending?

The elslander’s Guide to Attend a WebEx Virtual Session

Courtesy of College of Nursing & Health Sciences