

# WebEx Virtual Meeting Instructions

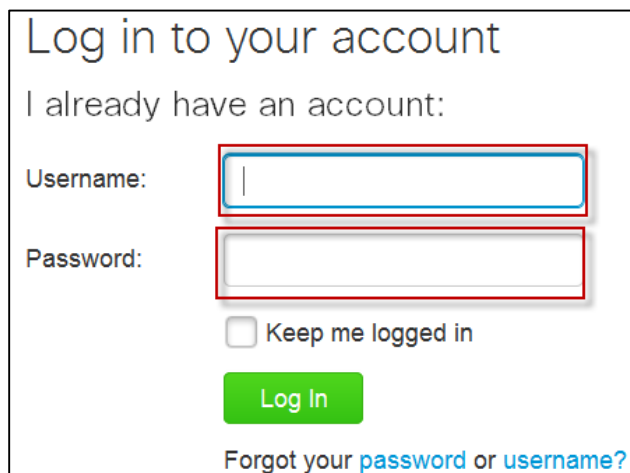
In virtual meetings, faculty may present narrated course content to their students. In WebEx, faculty may display a Word document, PowerPoint presentation, spreadsheet, graphic, video, and etc. The virtual session may be recorded and shared with students.

## Setup

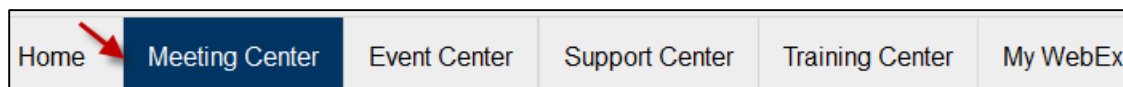
1. Open the content you want to share with your students such as course content (often PowerPoint presentation), syllabus or Blackboard course.
2. Open <https://austincc.webex.com> in your web browser.
3. Click on the **Log In** button on the right side of your screen.



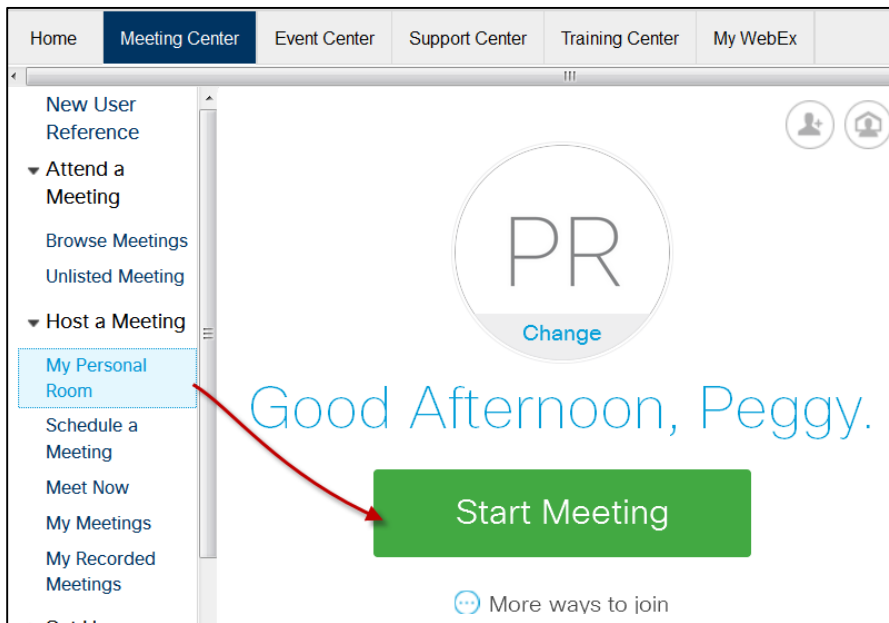
4. Under **I already have an account**, enter your username, password and then click the **Log In** button.



5. Click on **Meeting Center** on the top WebEx menu bar.

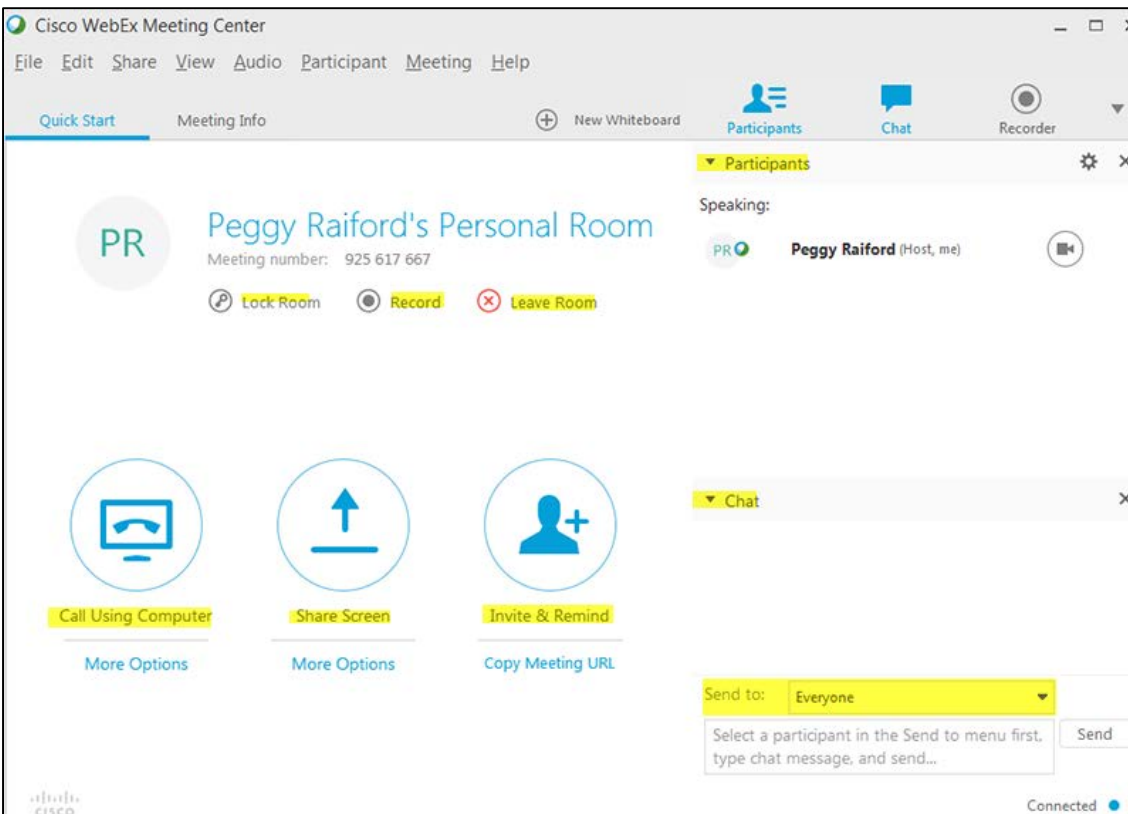


6. Click on **My Personal Meeting** on the left under **Host a Meeting** and then **Enter Room**.

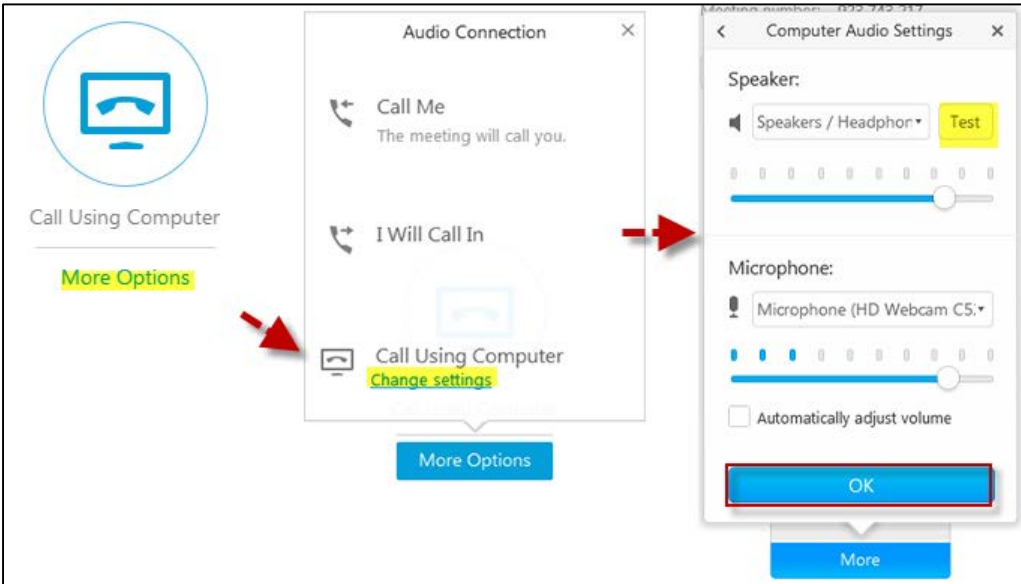


## Present

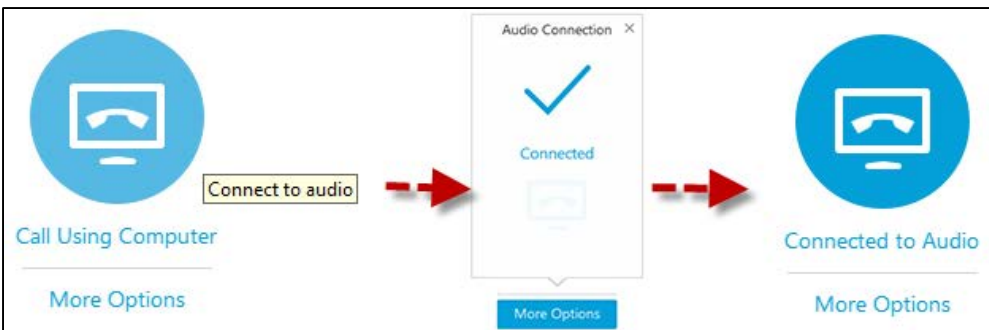
1. WebEx opens in your browser.



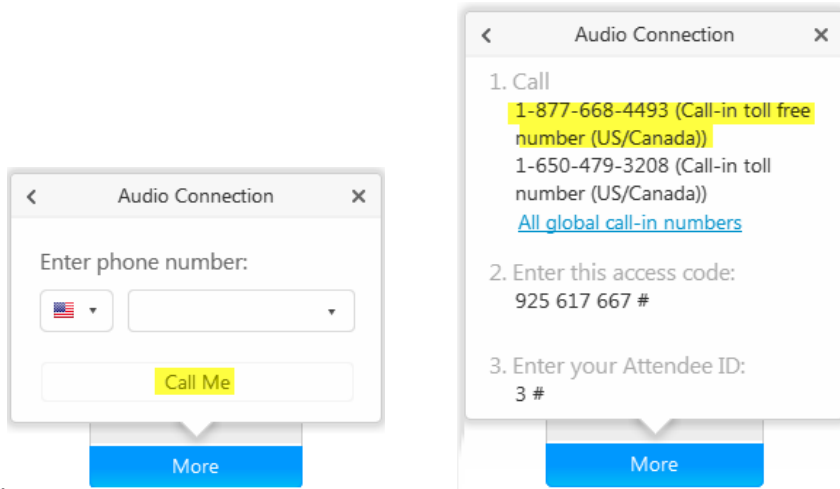
2. To setup computer audio, click on the **More Options** under the bottom of **Call Using Computer** option and then click on **Change Settings**. Select your speaker and microphone from the drop-down lists. Click the **Test** button to the right of **Speaker**. You should hear some music and see the wave in the blue bars. You should see the wave in the **Microphone** blue bar move up/down when you speak.



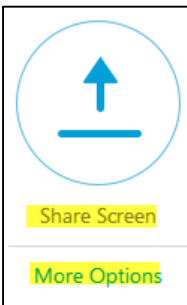
3. Click on the **Call Using Computer** top section. A window displays stating **Connected** and **Connect to Audio** displays.



4. If you use the phone options, you could incur charges such as data or roaming on your device. You can choose either the **Call Me** option or **I Will Call In** option using the toll free number



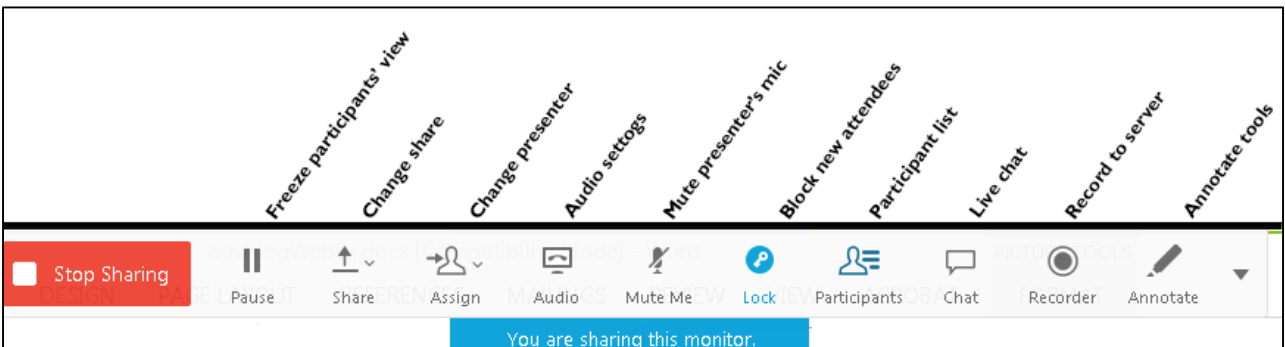
5. Click on **Share Screen** and choose your **monitor** or **More Options** to share an **application** or **file**. Your computer screen will probably go black for a short time.




6. Your host toolbar displays across the top of your computer screen. Move your mouse over the blue tab, **“You are sharing this monitor.”**

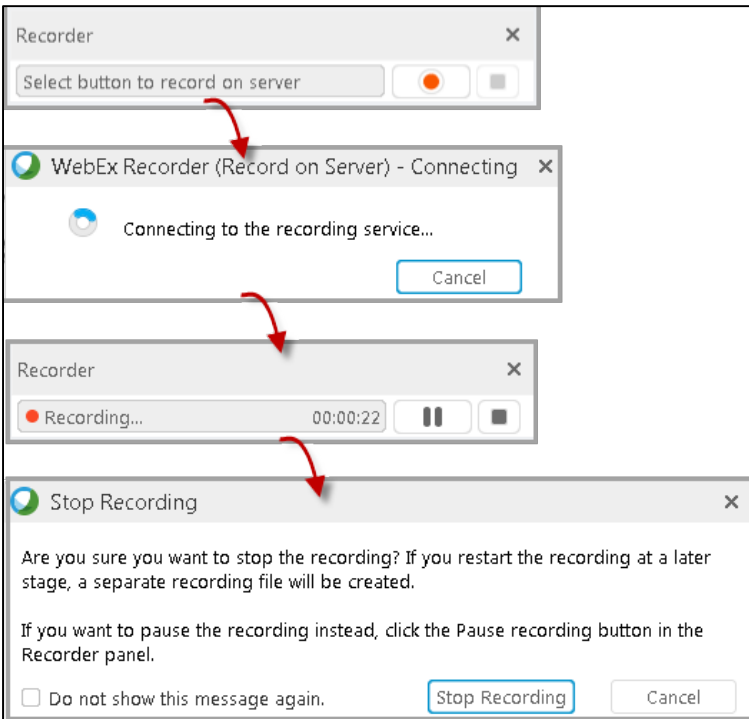


7. Presenter’s **toolbar** displays.



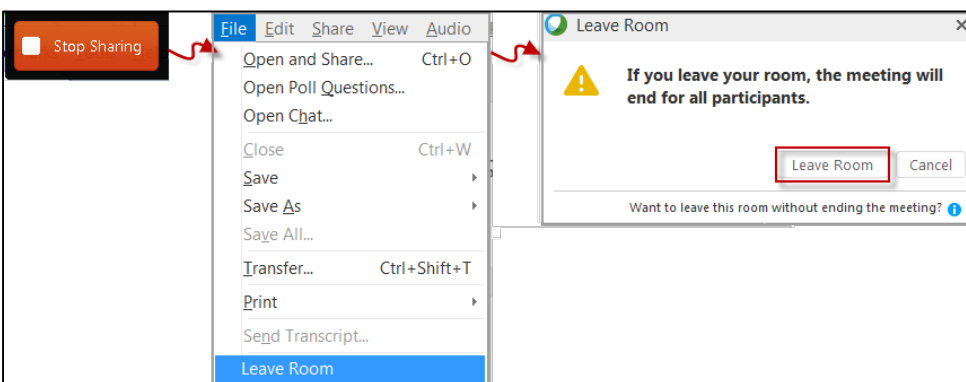
## Record

1. To record your session, click the recorder icon  on the presenter's toolbar and the **Recorder** window displays. Click the **red** record button, connecting window displays and then the recorder window displays with the dynamic time recording. You may click the pause button to pause recording and click again to continue recording. Click the stop button to end the recording. A **Stop Recording** window displays. Click the **Stop Recording** button.

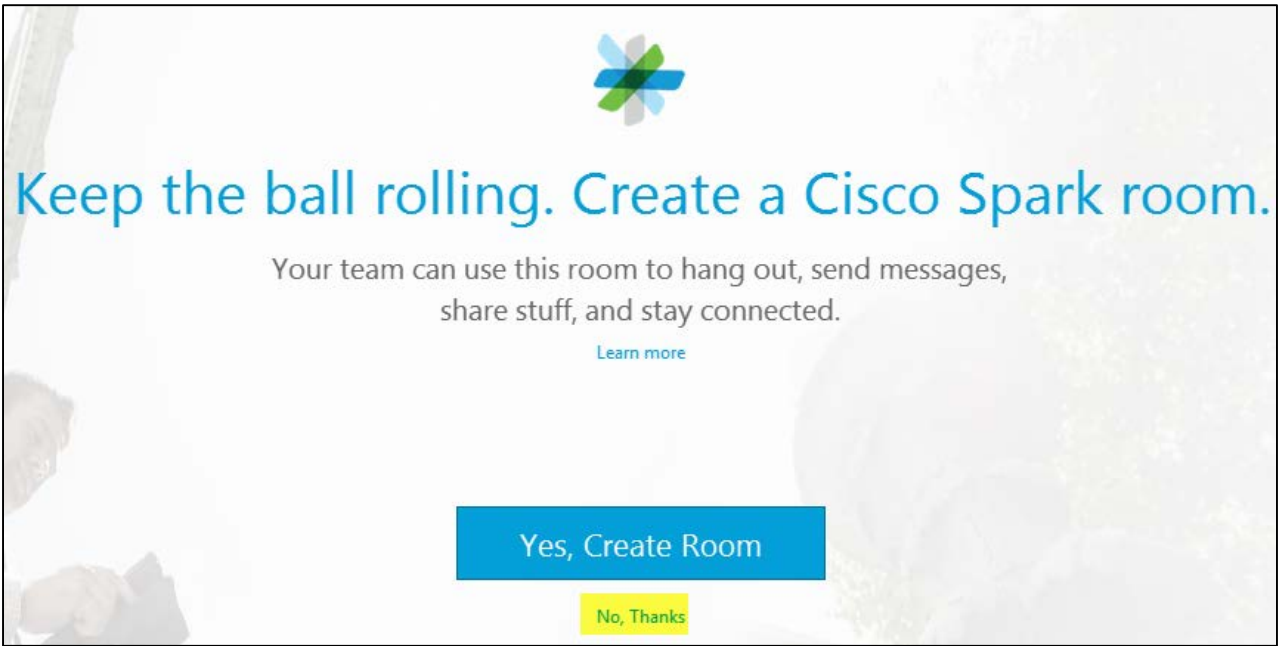


## Close Meeting

1. Leave/close the WebEx meeting/webinar. Click on the **Stop Sharing** button on the presenter's toolbar. Under the **File** menu, choose **Leave Room**. A window displays warning that you are ending the meeting. Click on the **Leave Room** button.

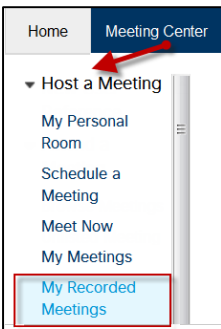


2. Click the **No Thanks** option to close the WebEx Virtual Meeting space. You do not want a hang out room because of confidentiality issues.

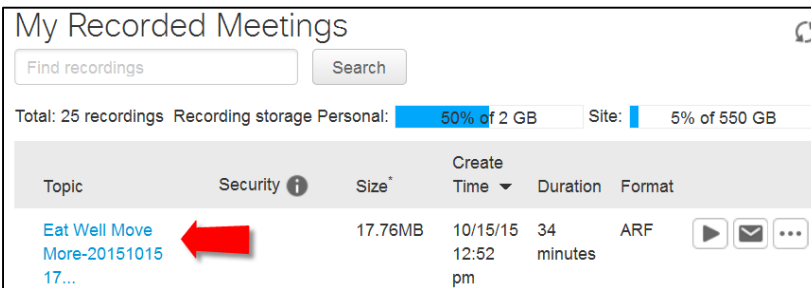


## View Recorded Meetings

1. View WebEx website (<https://austincc.webex.com>) in your browser, under Meeting Center, Host a Meeting, click on **My Recorded Meetings**.



2. Your recorded meetings display. (Note: Depending on how busy the server is, there may be a delay in posting the link.) Under topic, click on the recorded meeting you want to view.



3. The **Recording Information** window opens.

- a. For students to view the WebEx capture in Blackboard, copy the Streaming recording link and paste the link into Blackboard.
- b. Click the Play Now button to view the presentation.
- c. Click the Send Email button to send the link to your students via email.

### Recording Information: Eat Well Move More-2015101

Topic: Eat Well Move More-20151015 1715-1  
Create time: 10/15/15 12:52 pm  
File size: 17.76MB  
Duration: 34 minutes  
Security:  
Description:

Streaming recording link: <https://austincc.webex.com/austincc/dr.php?RCID=a76caa05dd398ef0aacb7b854f101f67>

Download recording link: <https://austincc.webex.com/austincc/lr.php?RCID=36aa60e385d81ee4283e9d05ccb9ec83>

Play Recorded Meeting Now

If you want to download the recording, click [here](#).

Share My Recording

If you want to use your local email client to send the email, click [here](#).

