

Starting a WebEx Meeting

The following information is from the *Cisco Webex Classroom Setup* TeamDynamix Knowledge Base Article. Please reference this link for more information: <https://bgsu.teamdynamix.com/TDClient/KB/ArticleDet?ID=24200>

To utilize WebEx in a classroom environment, please use the following steps for both instructors and students.

Instructors

1. Load WebEx with the following link <http://bgsu.webex.com> using Google Chrome
2. Log in via the link in the top right corner of the page.
3. If you are asked to download and install an WebEx Outlook add-in, please select 'Don't show this again'
4. Click the green 'Start Meeting' button
 - a. This will launch the Cisco WebEx Meeting Center application
5. Take note of the meeting number located under your name in the upper left hand corner as you will need to provide this to your students via Email, Canvas Message, or simply writing it on the whiteboard
6. Please instruct your students on how to join your meeting with the steps below and return back to the main WebEx instructions to finish the setup

Students

1. Load WebEx with the following link <http://bgsu.webex.com> using Google Chrome
2. Enter the meeting number provided by your instructor in the box onscreen and click 'Join'
 - a. This will launch the Cisco WebEx Meeting Center application
3. Once your instructor opts to begin screen sharing, you will then be able to see the content from the instructor computer
4. Please note that if you are viewing a meeting Live, you will be able to adjust the video window to your desire. However, if you are watching a recording of a meeting, the video window and screen sharing window will be placed in stationary spots that cannot be adjusted