Schedule a meeting

To schedule a meeting with a Collab Lab employee, use the chat (Monday-Friday 9am to 5pm) or email The Collab Lab (collab-lab@lists.bgsu.edu). Be sure to state what program you need help with and information about the assignment you are working on. If you are sending an email, include what times you are available for tutoring.

Getting into WebEx

A Collab Lab employee will send you a link to a WebEx meeting room. If you have the WebEx app downloaded, you can use that to access the meeting. If not, you can open it in your web browser. There should be an option to open the meeting from your browser if you scroll down on the page (figure 1). From there, you will enter your information (figure 2) and enter into a meeting with a Collab Lab employee. You will be able to share your screen so that the employee can help guide you in the assignment.