WebEx Procedure

For the web conference sessions we will be using WebEx. Your instructor will send all the students an email containing information about the web conference and a link to get there. If you have never used WebEx or any other conferencing software, you will need to prepare to make sure you can fully participate.

You need a computer with a broadband internet connection, a microphone and a web cam (If you want people to see you. Otherwise, the camera is not required. You will still be able to see your instructor and the materials presented on your computer screen.)

Your computer may also need a plug-in or other software to use WebEx. Read the email closely. Information on how to use WebEx and get technical assistance is included in the email.

A call in toll number will also be included in the email. You can call the number on your phone and be able hear the audio portion while watching on your computer. Or you could just participate in the discussion even if you don't have access to a computer.

Here is a link to the WebEx website for more technical information and "how to."

http://support.webex.com/support/support-overview.html

Once you click the link in the email, and the web conference starts, you need to tell WebEx whether you plan to connect with your computer or call in on a telephone. You should see this box:

Click the “Call Using Computer” button to connect the audio. (There is a link below the button to test your microphone if you need to.) If you do not have speakers or a microphone, you can call in on your
telephone. Click the triangle to the left of the “Use Phone” to get the phone number. **You only need the phone number if you don’t have a microphone or speakers on your computer.**

If you don’t see the Audio conference box, click the “Audio” button that is above the “Chat” window and below the “Participants” windows.

Speaking of “Chat” you can use the chat feature to ask a question, or to let your instructor know you can’t hear the audio.

(See screen shots on the next page.)
from Sandy Bogus to Everyone:
Once you type a message and click "Send" the message appears here.