

Tunxis Library & Instructional Technologies

WebEx Getting Started

As a system, we have access to WebEx! The links below will provide you with additional information and can help get you started!

WebEx Introduction: <http://supportcenter.ct.edu/Service/WebEx.asp>

WebEx Hosting: <http://supportcenter.ct.edu/Service/WebExForHosting.asp>

WebEx Login: <https://ctedu.webex.com>

In addition to these links, we have a variety of resources on YouTube:

<https://www.youtube.com/user/CTCCedTechTraining/search?query=webex>

WebEx: Before Joining A Conference

While the instructions should be sent to your attendees prior to the scheduled WebEx meeting, and can be easily copied and pasted into an email, announcement, or any other document, you too can benefit from these instructions. The steps below will help to ensure that you are able to connect successfully in advance of your meeting!

If you have never joined a WebEx meeting please click the “test meeting” link below (or copy/paste it into your web browser):<https://www.webex.com/test-meeting.html>

- Most web browsers will prompt you to download and install a little WebEx add-in.
- We recommend that you put the add-in into every web browser that you typically use, so you never have to worry about it.
- YOU MUST DO THIS PRIOR TO THE WEBINAR. It will help avoid problems when you try to join the actual meeting.

If you need help installing the WebEx add on in your browser(s), refer to the following instructions

- [Installing Cisco WebEx Add-Ons for Chrome or Firefox on Windows](#)
- [Installing Cisco WebEx Add-Ons for Chrome, Firefox and Safari on Mac](#)

Instructions to join my webinars in WebEx

- Please log in five minutes ahead of the meeting start time.
- If I (the host) have not yet entered the meeting room you may be directed to wait in the “virtual lobby.”
- Hosts have the ability to lock the WebEx room about five minutes after the start time so if you come in late, or you are having trouble getting in because you did not install the browser add-ins in advance, you may miss the training session.

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1) Enter my personal WebEx meeting room, by clicking this link: [PASTE YOUR PERSONAL ROOM or Meeting LINK HERE]

- You will be prompted to enter your name and email address to join.
- You do NOT need a WebEx host account to join the meeting.
- If you do not have time or the privileges to download and install the Meeting Center plug-in, click the link on the WebEx set-up screen that says '[Run a temporary application](#)' to join this meeting immediately. This enables you to enter the WebEx Meeting room immediately, although you may still be prompted to run or save something in the browser.

2) Join the meeting's Audio* - You must join audio to participate.

- You will be prompted to select your preferred Audio Connection when you enter the WebEx room.
- You will have three audio options after you enter the meeting room:
 1. **Computer audio (select: Call Using Computer):** DO NOT SELECT THIS OPTION UNLESS YOU HAVE A HEADSET WITH A MICROPHONE.
 - a. Do not use this if you just have a mic and speakers on your computer--it causes an annoying echo in the audio because there is a delay between what I say and what you hear. Please use one of the two phone options below.
 2. **Call Me (select: Call Me):** ****We strongly recommend this option!!**** You simply enter your phone number and click the "Connect audio and video" button. In a few moments, WebEx will call your phone and prompt you to join audio with a single key press. It's easy and fast, and you don't have to worry about any unexpected phone charges.
 - a. If you enter the phone number for a mobile device, please be sure that "Silence Unknown Callers" (iPhone users) or "Block calls from unidentified callers" is not enabled. (<https://www.pcmag.com/how-to/how-to-block-robocalls-and-spam-calls>)
 3. **Phone (select: I Will Call In):** You can dial in to the meeting audio by calling in by phone. If you are calling in from your college office phone, this is an easy option. Use the following phone number and access code: [PASTE the Call-In information highlighted below]

1-xxx-xxx-xxxx Call-in toll number (US/Canada)

Enter this access code: [xxx xxx xxx #]

Attendee ID will be visible on the attendee's computer screen after selecting the "***I Will Call In***" option.

Reference & Acknowledgement

Much of the language for the "Before Joining A Conference" section was used with permission from Tobi Krutt, Instructional Technologist, CSCU System Office: tkrutt@commnet.edu.