Logging into WebEx

Log in to WebEx using any web browser by going to http://msun.webex.com. Click **Log In** in the upper right corner and enter in your NetID and password to sign in.

Scheduling a Training Session

1. Click on the **Webex Training** tab at the top of the screen
2. On the left-hand side of the page under **Host a Session**, click **Schedule Training**
3. Fill in the **Topic** and **Password** (or use the one provided)
4. Check the box beside **Send a copy of the attendee invitation to me**. You will receive a message on your email inbox with the subject **(Forward to others) Invitation to training session: (name of session)** it will contain all the pertinent session info for you to send to your class.
~OR~
Further down on the page you can enter attendee email addresses
5. Set the **Audio Conference Settings** to **Use VoIP only**
6. Set the **Date** and **Time** of your session and choose how many minutes before the session participants may join the session
7. Set the **Occurrence** and intended **Duration**.
8. Scroll to the bottom of the page and click the **Schedule** button

User Interface
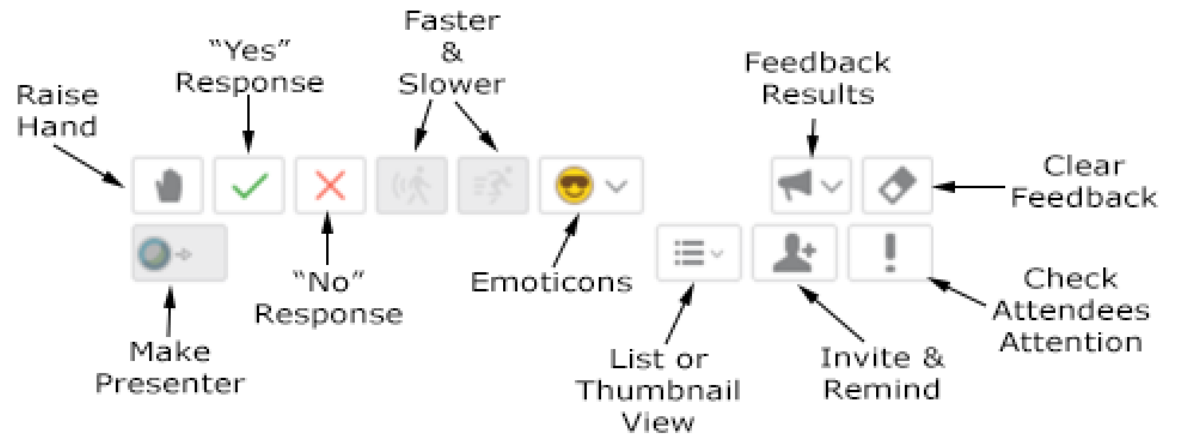
Raise Hand:
Participants click this button to notify you that they have either a question or something to add to the conversation.

Yes and No Responses:
Used as a Yes or No response when the host or presenter asks a Yes or No question. Responses using these questions are automatically tallied. (see Feeback Results)

Slower or Faster
Participants may use these buttons to let the host know they are moving too slowly or too quickly.

Emoticons:
Expand to select an emoticon.

Feedback Results:
Quickly see the tally of Yes and No answers given when using the Yes and No buttons.

Clear Feedback:
Pressing this will delete all feedback in the participants panel.

Make Presenter:
As the host, you have the ability to make any participant a presenter giving them the ability to share documents and applications.

List or Thumbnail view:
Use to toggle your participants menu from list view to thumbnail view.

Invite and remind others to join:
Allows you to invite or remind any participant that is missing from the session.

Check attendees' attention:
If a participant is not actively clicked on the WebEx window, or if they have a window open over top of the WebEx window, a red exclamation mark will appear by their name. Click this button to see the percentage of participants paying attention.

Sharing Your Application or Screen
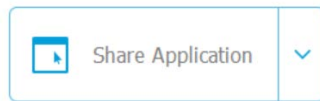
Share individual applications and files by clicking the Share Applications button. Click the down arrow to the right of **Share Application** if you want to share an entire monitor
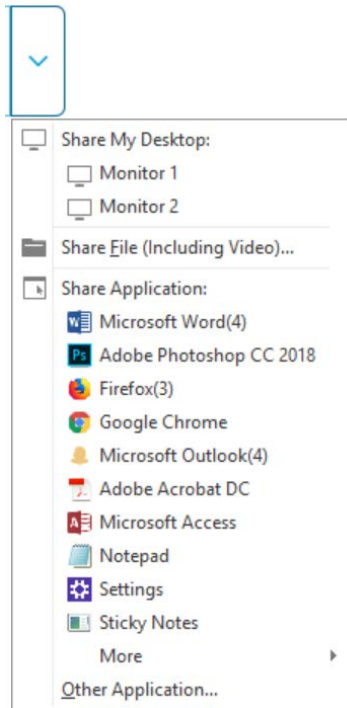
Sharing Toolbar

Once you enable application/monitor sharing, a toolbar will appear at the top of your screen that allows you to control your screen sharing session. Among other things, this toolbar includes buttons to stop sharing, mute audio, and annotate on your screen.

Annotate

Click the **Annotate** button to write and draw anywhere on your shared desktop.

End Desktop Sharing

End your screen sharing session by clicking the **Stop Sharing** button on the sharing toolbar.
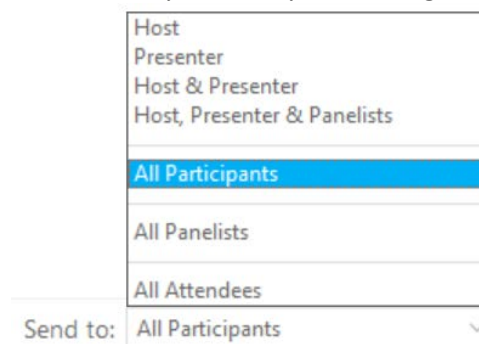
Make Presenter

To pass presentation control on to a participant, click **Assign** on the sharing toolbar. A Presenter can share their screen but doesn't have full ownership of the session.
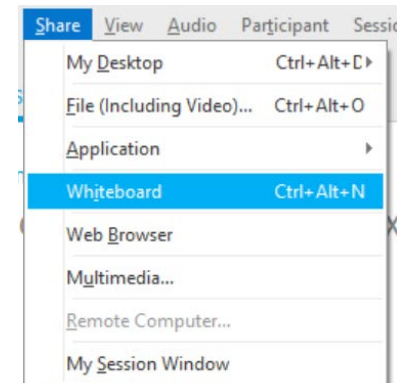
Chat

In the Chat panel, select who you want to see your message, then type text in the text box. Click **Send**, or hit the enter key, to send your message.

Whiteboard

To start a whiteboard, click **Share** at the top of the WebEx Training Session window, then select **Whiteboard**.

Select your writing or drawing tools from the top tool bar. Hover over the tools to see what they do. If they have a little down arrow to the right, click it to see other options for that tool.

You can have multiple whiteboards.
To save your whiteboard, select **File → Save As**
Click the **Quick Start** tab to return to the main session window.

End the Session

To end your Training Session, click the **X** in the upper right hand corner of the screen, or click **End Training Session** button in the lower right corner of the Quick Start screen.