To get started:

- Step 1: Power on the projector and the monitors using the control panel on the wall.
- Step 2: Turn on the computer located inside the credenza.
- Step 3: Log into the computer using your career account username and password.
- Step 4: Open INTERNET EXPLORER and type purdue.webex.com in the address bar.
  - You may be asked to download a WebEx add-on

If you are starting a meeting you are hosting:

1. Select Webex Meetings and expand Host a Meeting to reveal a set of options:

2. Select the appropriate option:
   - **My personal room** – allows you to start a conference without any prior scheduling
   - **Schedule a meeting** – allows you to schedule a new meeting
   - **Meet now** – will bring you to your personal room and send an email to your inbox which you can share with others about meeting information
   - **My meeting** – will show you scheduled meetings
   - **My Recorded Meetings** - will show you your previously recorded meetings.
If you are joining a meeting:

1. Select Webex Meetings and choose Attend a Meeting

2. You have two options to join:
   - Option 1: Enter the meeting number and click join or enter the personal room name

3. Select how you want to call in and whether you would like to use video
WebEx Etiquette:

- There is a one second audio delay, do not panic if someone is unresponsive immediately
- Acknowledge that someone has connected to the WebEx by saying “hello” or typing in the chat box located at the bottom right hand corner of the screen. You can also report any technical issues to the host you may be having in the chat box. You can also send the chat to everyone in the meeting or choose one participant to message.

  ![Chat Example]

- Speak clearly, one person talking at a time
- Be conscious of microphone(s) location
- Set the microphone to mute when you are not speaking to avoid background noise by clicking the microphone icon next to your name on the top right hand side of the screen. When the icon is highlighted red, the microphone is off.

  ![Mic Examples]

When headset icon has a triangle next to it and is gold, the speakers are turned off. When triangle is gone and headset is black, speakers are on.

Sharing Video is on when the camcorder is present. Sharing video is off when the camcorder is not present.
Meeting Tools:

- There are several tools on the bottom of the screen which allow you to control the meeting. Hovering your mouse over each button will result in a pop up menu.

1: Mute: Toggles mic off and on
2: Switch camera or stop my video
3: Share content
4: Recorder
5: Close or open participants
6: Close or open chat
7: More options. Expands to display the following options: “Lock Meeting,” “Invite and Remind,” “Copy Meeting Link,” and “Audio Connection”
8: End Meeting.

Need additional assistance? Contact Customer Service at 989-2888 option 2.
WebEx Issues

Participants can barely hear presenter
Select Audio and Computer Audio Settings
You will know the correct microphone is selected if you see the blue hashed lines moving as you are speaking. Move the white circle to adjust the volume.
- Turn volume down by moving white circle to the left
- Turn volume up by moving white circle to the right

Presenter unable to hear participants
Select Audio and Computer Audio Settings
Be sure the correct speaker is chosen. Select Test and wait until the blue hashed lines move and you hear sound coming from the speakers. Once this is complete, you may move the white circle to adjust the volume.
- Turn volume down by moving white circle to the left
- Turn volume up by moving white circle to the right

BE SURE TO PRESS OK AFTER CHANGES ARE MADE

https://www.pnw.edu/learning-technologies/software/webex-conferences/ Updated 10/18