Presenting via WebEx for Students

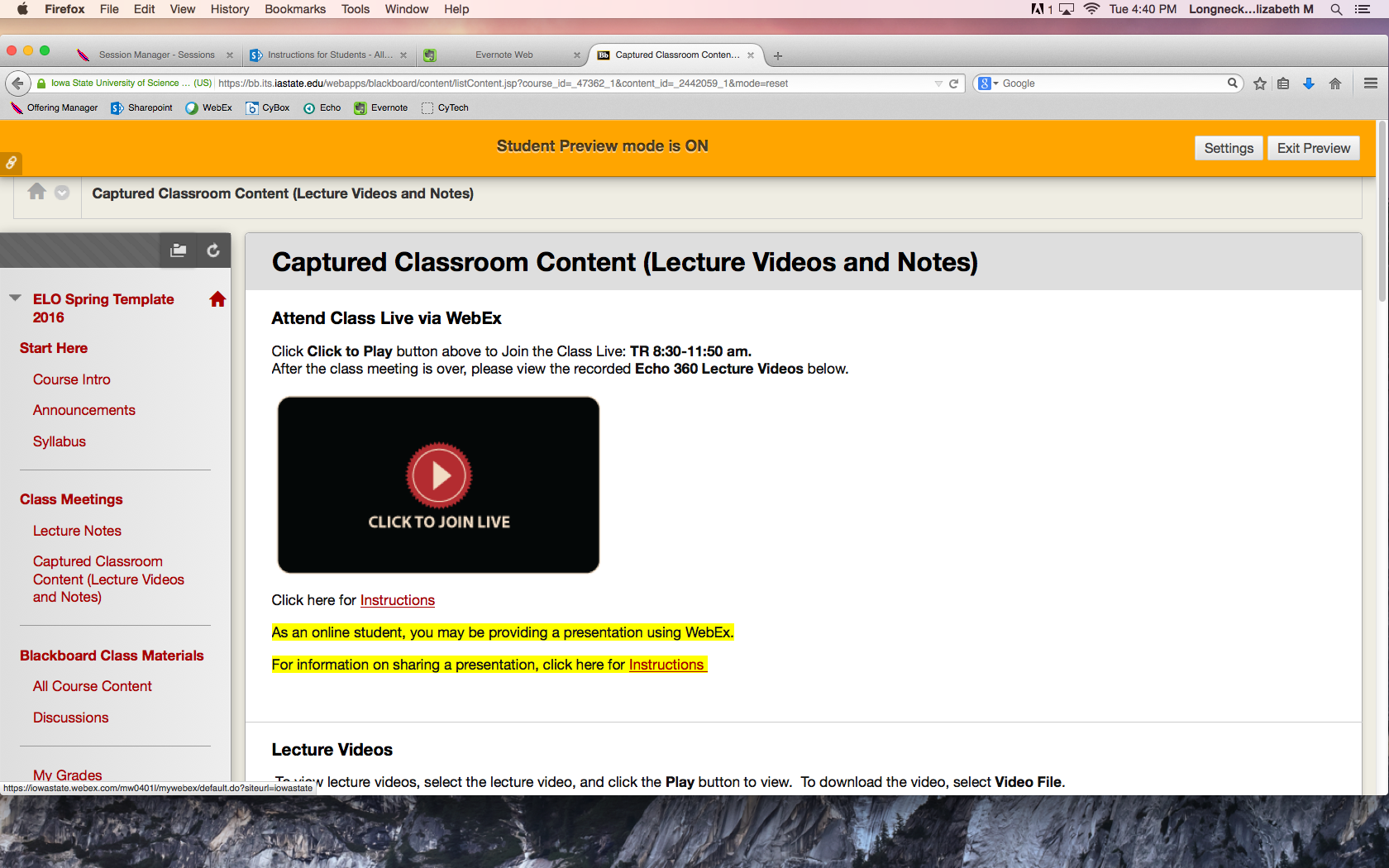
**April 2016**

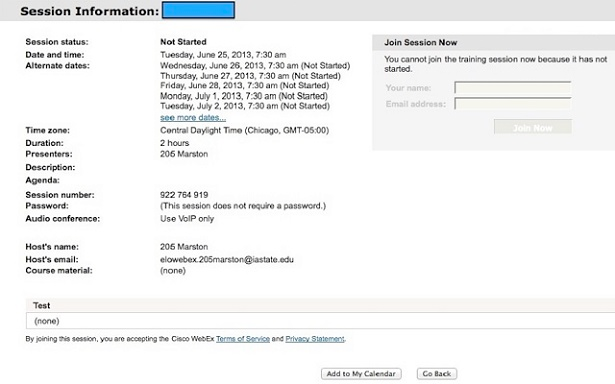
**A few points to keep in mind before you start:**

* For best performance, you need to be on a wired connection.
* If you are presenting remotely, you will want to wear headphones/ear buds to control feedback.
* You will need a webcam and microphone (usually on most laptops).
* There may be a prompt for a short initial install (so you will need admin permissions).
* If your connection happens to drop, you can simply rejoin the session by clicking it again.

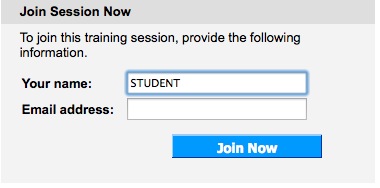
1. In **Captured Classroom Content (Lecture Videos and Notes)**, **Click to Join Live** to view the Live Video Stream.

***Note****: The WebEx session will appear in a new window.*





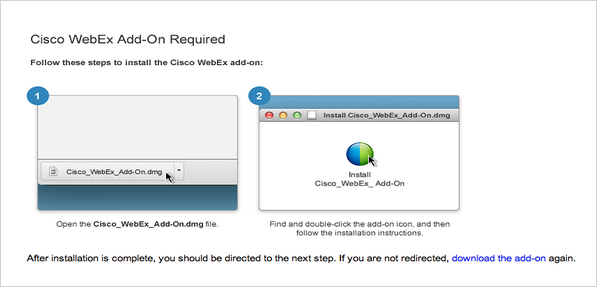
1. Enter your **name**. Your **email address** is optional.



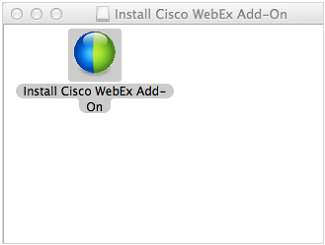
1. Click **Join Now**. The live class meeting will appear on your screen.

\*Note: If this is your first time accessing WebEx, you may need to download a WebEx Add-on. (Steps a. b. c.)

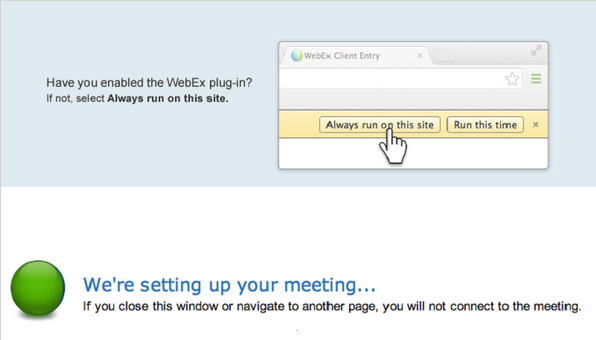
* 1. Click to download the file



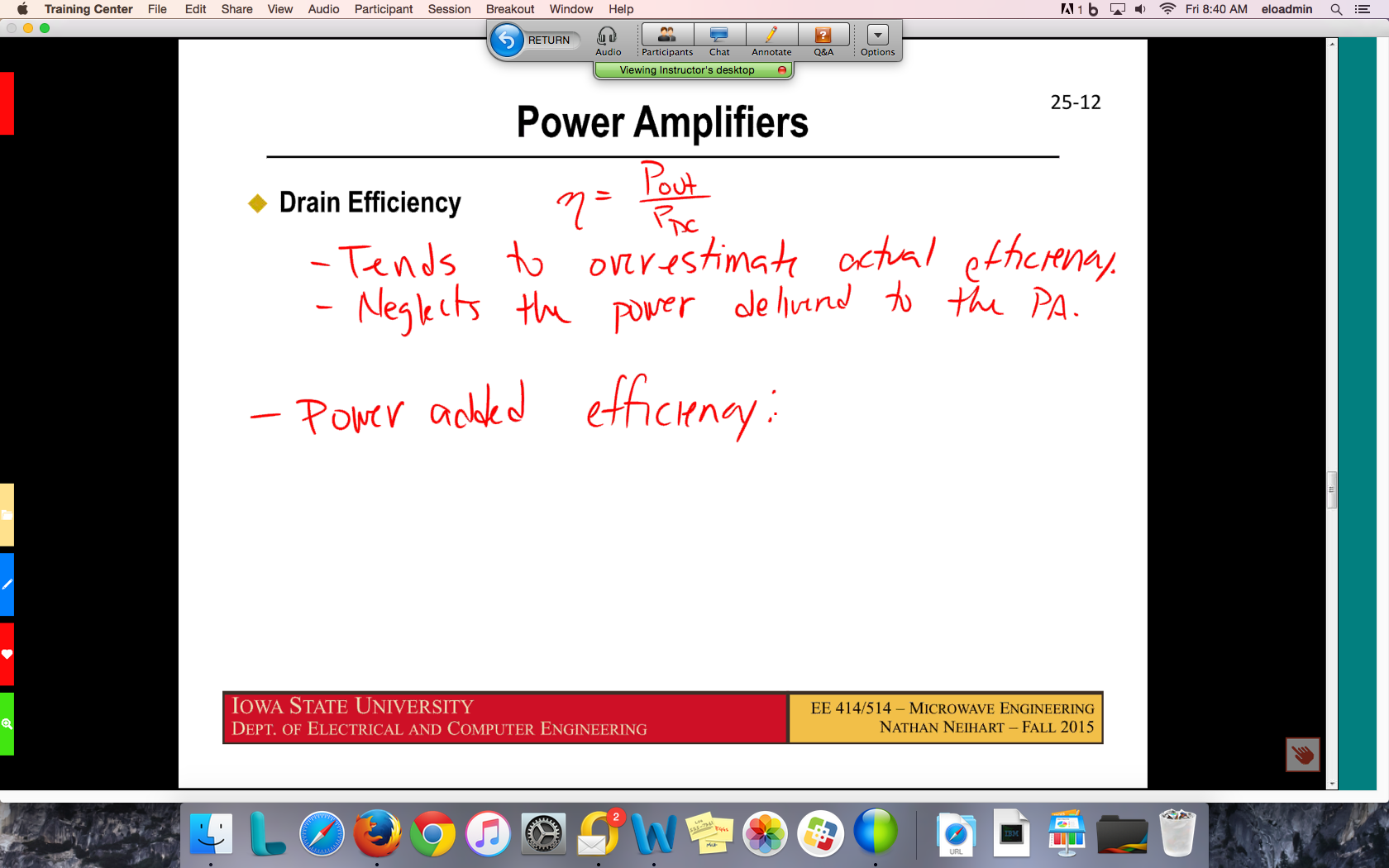
* 1. Open the downloaded file and click to run the file.



* 1. Allow WebEx to run in your browser as shown below.



Next, join the live class meeting (Step 3). The class meeting will appear on your screen.



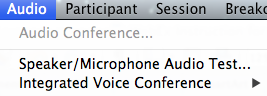
1. Select **Yes** to hear audio for the class.



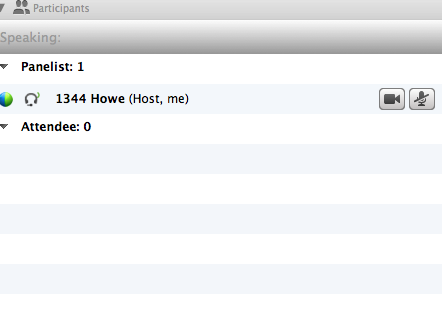
1. You can **set your speaker volume** in the dialog box below.



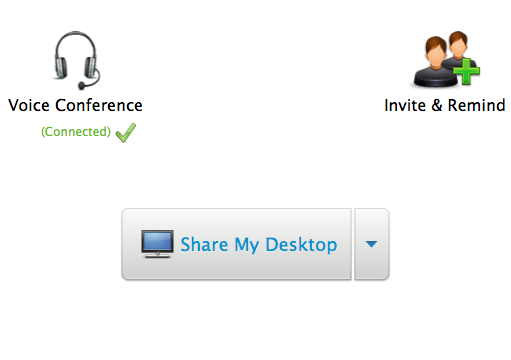
***Note:*** *You may want to do an audio test before start of your presentation.*



1. If you are the presenter (made by the Instructor or ELO), you can select the webcam to **share video of yourself with the audience**.

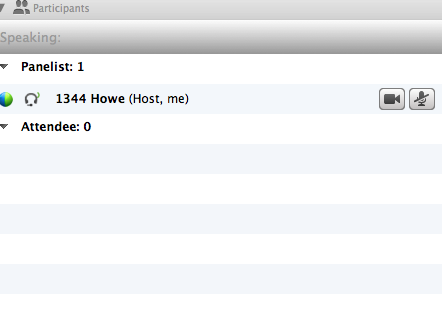


1. Click **share my desktop** to share content from your own screen with the audience.





1. **Unmute the mic** before speaking.



1. **Close the session** at the end of class.