

WebEx Basics for Students

Webex is a free to use tool that allows effective online training and courses. Teachers use Webex to conduct live class sessions with online students for a more interactive learning environment. Northwestern State University has a Webex specifically for the courses, workshops, and meetings offered from campus.

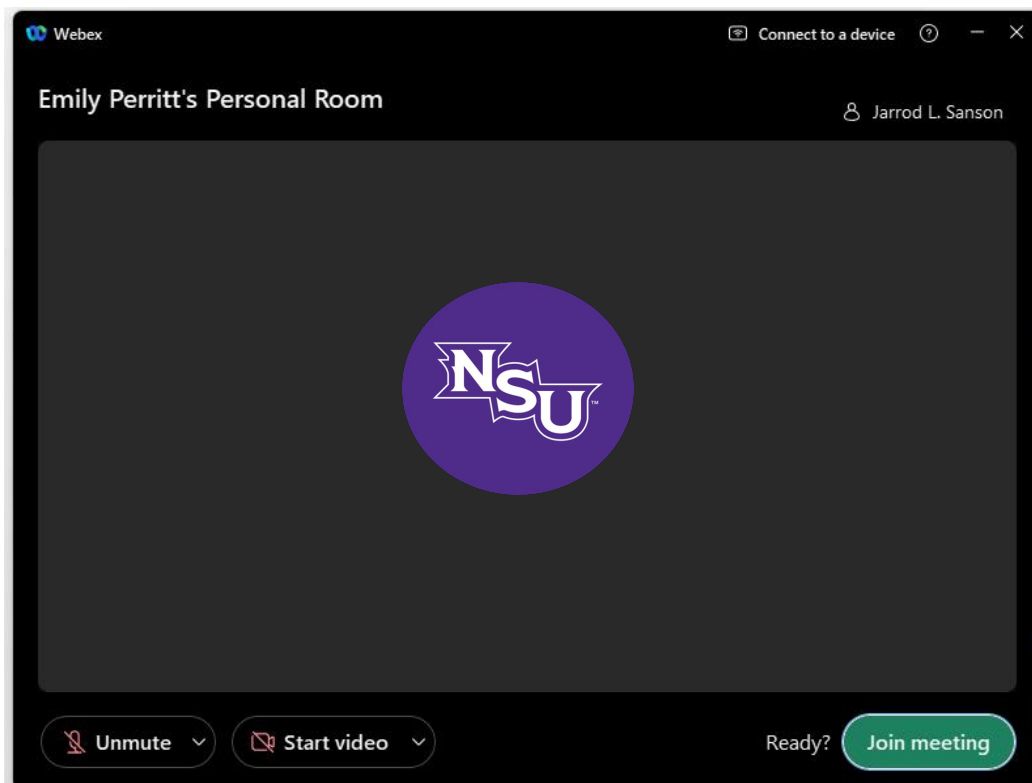
To participate in Webex, you will need the following:

- The plugin on your web browser installed/enabled
- Webcam (recommended)
- Working speakers or headphones
- Working Microphone (Either built-in or external)
- Pop-up blocker disabled for nsula.webex.com

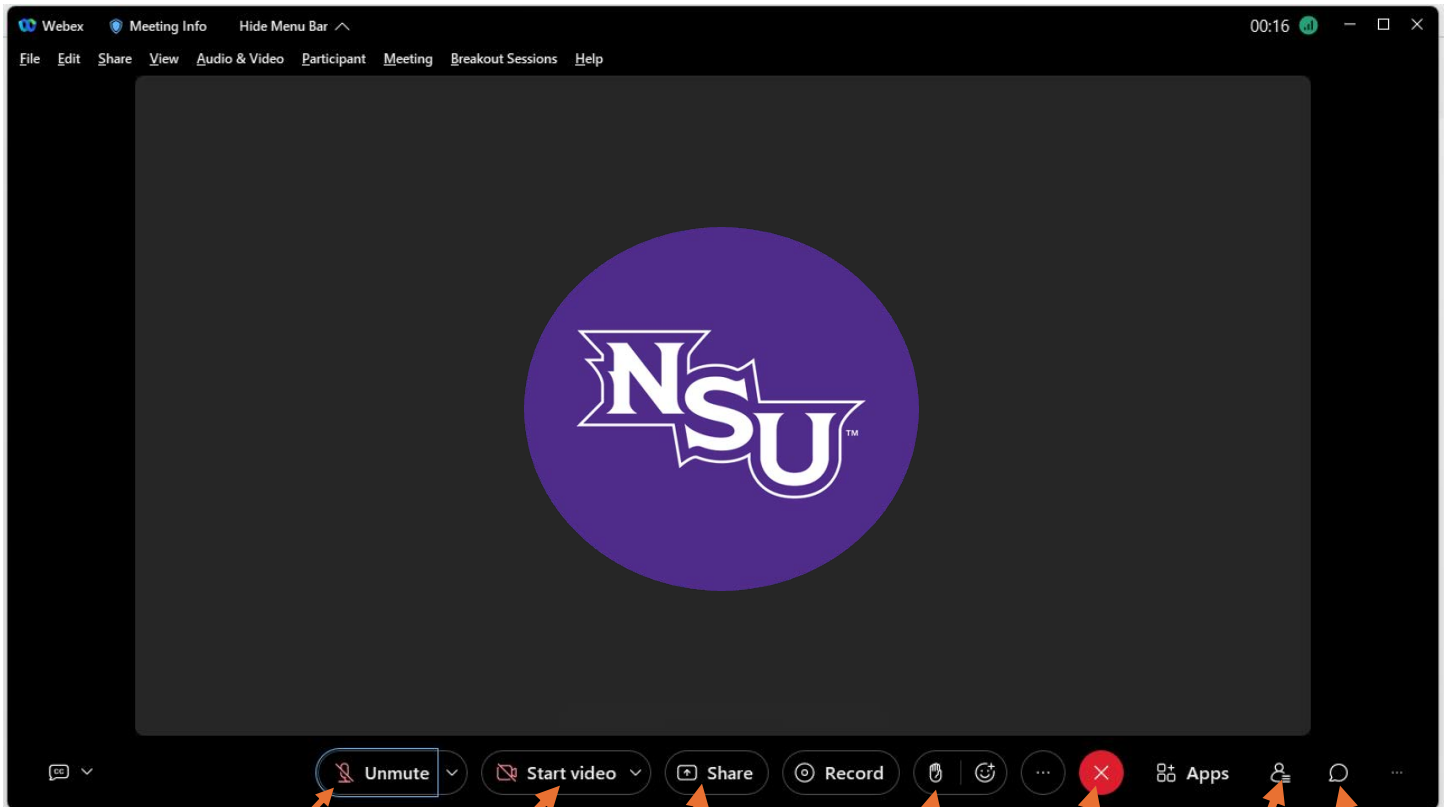
If provided with a link by your teacher to access the meeting, just click on the link.

If the link is not sent to you directly by your teacher, and they are using their Webex Personal Room, navigate to nsula.webex.com/meet/username. “Username” is your professor’s username, which is the same as their email address (before @) Dr. Sanson’s email address is sansonj@nsula.edu, so his Personal Room address is nsula.webex.com/meet/sansonj.

If they are using their Webex Personal Room, to access the meeting, just click the “Join meeting” located at the bottom right corner of the box.



Webex Window and Interaction Tool Guides



Mute/Unmute

Turn your Webcam on/off

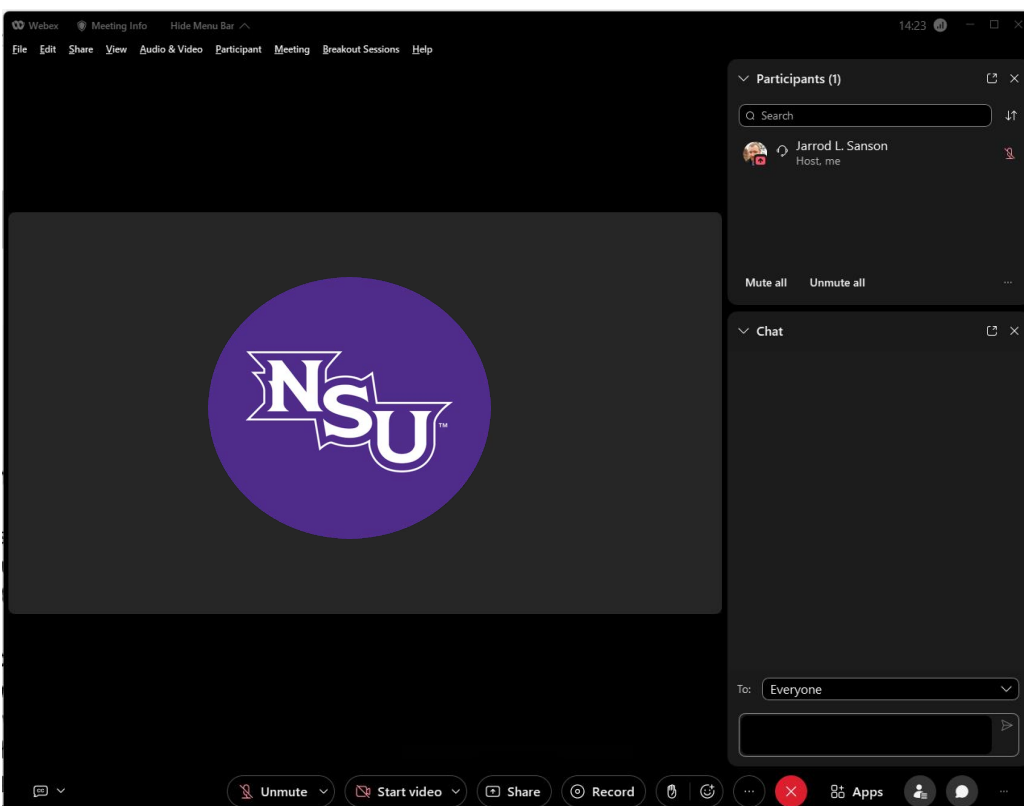
Share Your Screen

Raise Your Hand

Leave the Meeting

View Participants

View Chat

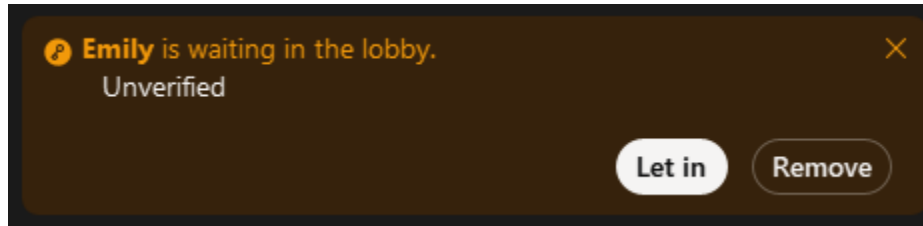


Enter chat messages

What if the professor is having a private meeting with another student?

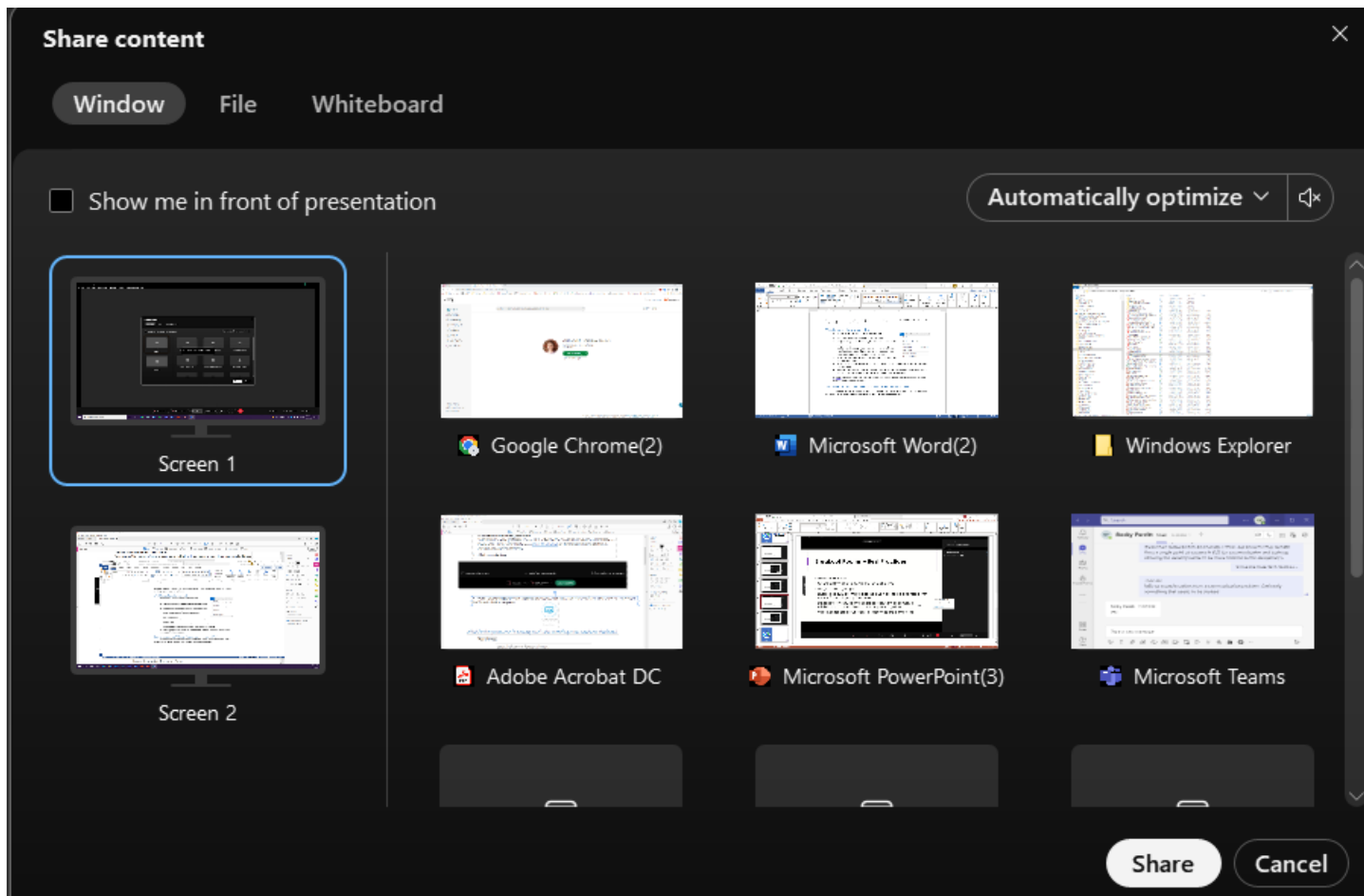
You will see a message that says “You can join the meeting after the host lets you in.”

Your professor will see:



When your professor is ready for you to join the conversation, he or she will click “Let in” and you will be allowed to connect to the conference.

What kinds of sharing can I do?



In the Personal Room, you can share the following:

- **Screen:** Share everything that is displayed on your monitor.
- **Application:** Share any application. Open applications will be displayed in the menu. You can scroll down to the bottom to choose “Other Applications” if you need to share an application that is not currently open.
- **File:** Share a specific file. Viewers will be able to see essentially a picture of the file, and you will not be able to interact within the application (such as Word or PowerPoint) to make changes while using that method.
- **Whiteboard:** A blank screen where you can use annotation tools to make notes.

Can I connect to a WebEx conference on my phone or iPad?

Yes, download the WebEx app and select “Join Meeting.” When prompted, enter the URL that was given to you by your instructor along with your name and email address.

