Cisco Webex Meetings

Quick Start Guide: For Students

Take part in all your classes from anywhere, anytime on any device!

Webex
Meetings

- HD Video
- Content Sharing
- Engagement Features
- Computer or Mobile
- High Security Focus

STEP 1: DOWNLOAD YOUR TOOL

Webex Meetings!

On district issued devices, the Webex Meetings Application can be installed via the Self Service. For personal devices, obtain the application via Google Play, App Store, etc.
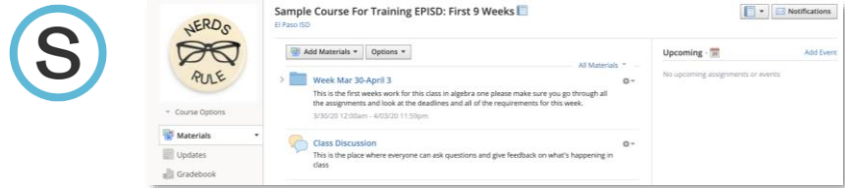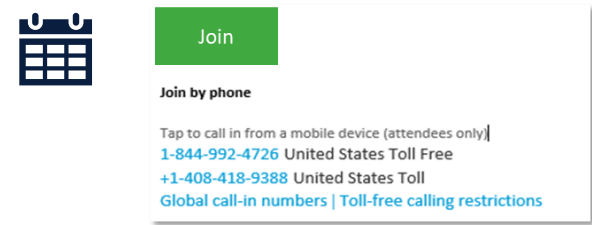
Once downloaded, test it out at:
https://www.webex.com/test-meeting.html

STEP 2: JOIN YOUR CLASS

It's time for class… Now what?

A With the Webex Meetings app on your device, tapping the link in Schoology, or the green Join button in an invite, both options will open the app and take you directly into your class.

Join

Join by phone

Tap to call in from a mobile device (attendees only)
1-844-992-4726 United States Toll Free
+1-408-418-9388 United States Toll
Global call-in numbers | Toll-free calling restrictions

Sample Course For Training EPISD: First 9 Weeks

B Enter your name and email address to join your virtual classroom.

Teacher's Personal Room

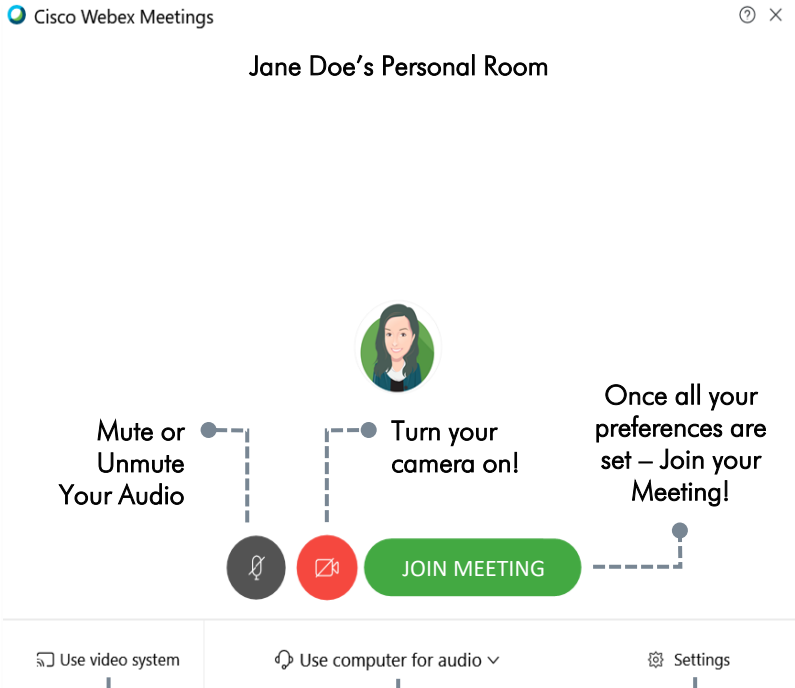**Enter your information**

Episd Student

episdstudent@episd.org

Next

STEP 3: CONNECT AUDIO/VIDEO

Getting ready to enter your meeting.

Webex Meetings provides a simple lobby space prior to entering your class. This space allows you to adjust settings, select your audio preference, check your camera, etc.

Jane Doe's Personal Room

Mute or Unmute Your Audio

Turn your camera on!

Once all your preferences are set – Join your Meeting!

JOIN MEETING

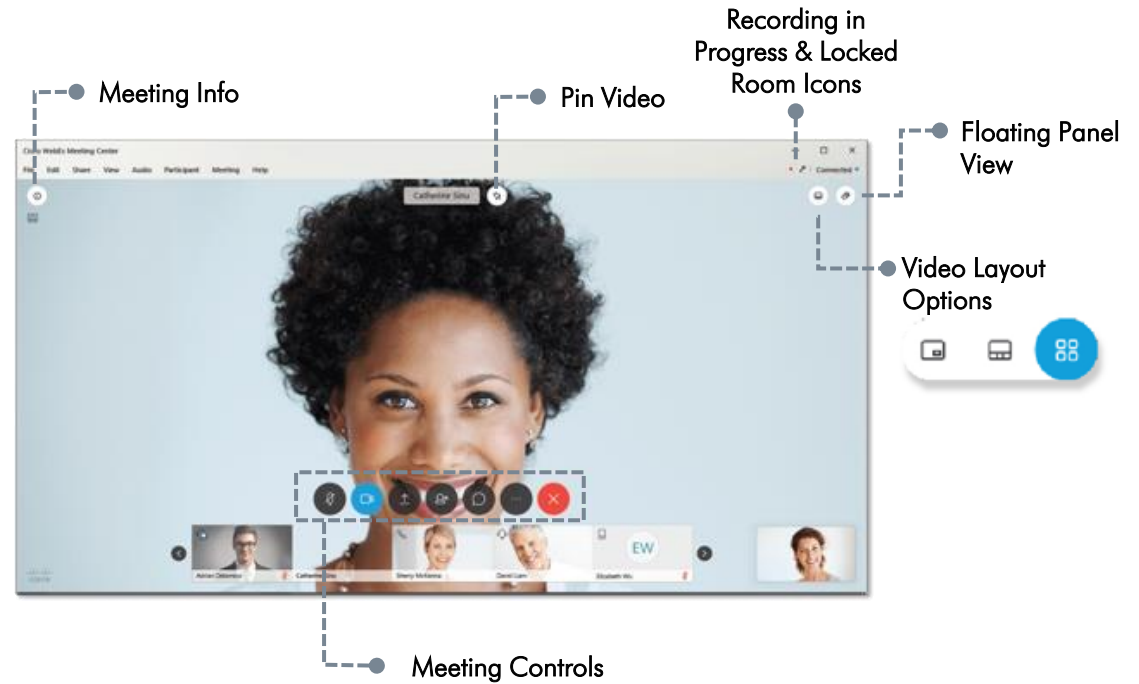Use this option when wanting to connect through a video conference room or smart TV

Click this drop down to choose how you'd like to connect to audio. Best practice is to 'Use Computer for Audio' or having the meeting call you!

Click this drop down when needing to adjust your speaker, microphone or camera settings

STEP 4: HAVE FUN AND LEARN!

All the options to have an amazing class.

Webex Meetings is an intuitive, yet robust platform; full of features to make for a successful virtual classroom experience.

Meeting Info

Pin Video

Recording in Progress & Locked Room Icons

Floating Panel View

Video Layout Options

Meeting Controls

| Mute/ Unmute Audio | Video On/Off | Share Screen/ Content | Participant List | Chat | Other: | Leave Meeting |

Other:
• Audio Connection
• Speaker, Mic, Camera Settings
• Connect to Device (smart TV)

*Note, this is where you can raise your hand and see who else is in class with you