

# Student Remote Learning with WebEx

## Join a WebEx Class Meeting

If an Instructor has sent you a link to a WebEx Class

- Follow the email invitation link (check your Junk Mail folder if you do not see the email invitation).

WebEx meeting invitation: Test Inbox x

Tim Pringey <messenger@webex.com> 4:10 PM (3 minutes ago) ☆ ↶ ⋮  
to me

<b>Mar</b> <b>10</b> Tue	<b>Test</b> View on Google Calendar When Tue Mar 10, 2020 4:20pm – 5:20pm (EDT) Where <a href="https://lakelandcc.webex.com/lakelandcc/j.php?MTID=m0663656cf5571b6c57e365532b5d0873">https://lakelandcc.webex.com/lakelandcc/j.php?MTID=m0663656cf5571b6c57e365532b5d0873</a> Who Tim Pringey*	<b>Agenda</b> Tue Mar 10, 2020 No earlier events 4:20pm Test No later events
--------------------------------	--	--

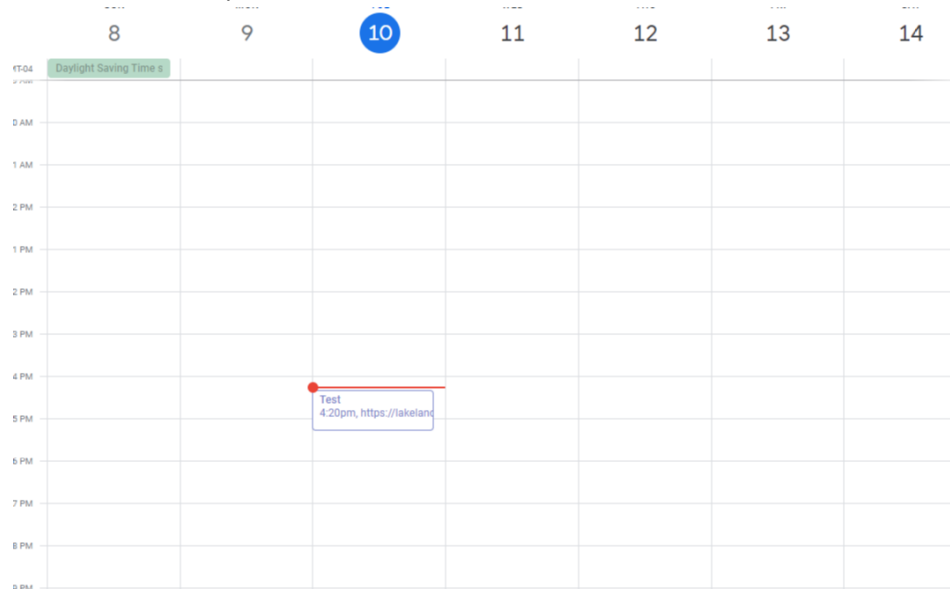
Hi, [jvoracek1@mail.lakelandcc.edu](mailto:jvoracek1@mail.lakelandcc.edu),

Tim Pringey invites you to join this WebEx meeting.

### Test

Tuesday, March 10, 2020  
 4:20 pm | (UTC-04:00) Eastern Time (US & Canada) | 1 hr  
 Meeting number (access code): 646 716 294  
 Meeting password: PrseypaJ235

- If a classroom meeting invitation has been sent to you, and it takes place on a different day, your class invite will appear on your Google Calendar. Navigate to [calendar.google.com](https://calendar.google.com), and look for an invite on the particular days the class is scheduled. In the example below, the class is scheduled on the 10<sup>th</sup> at 4:15.

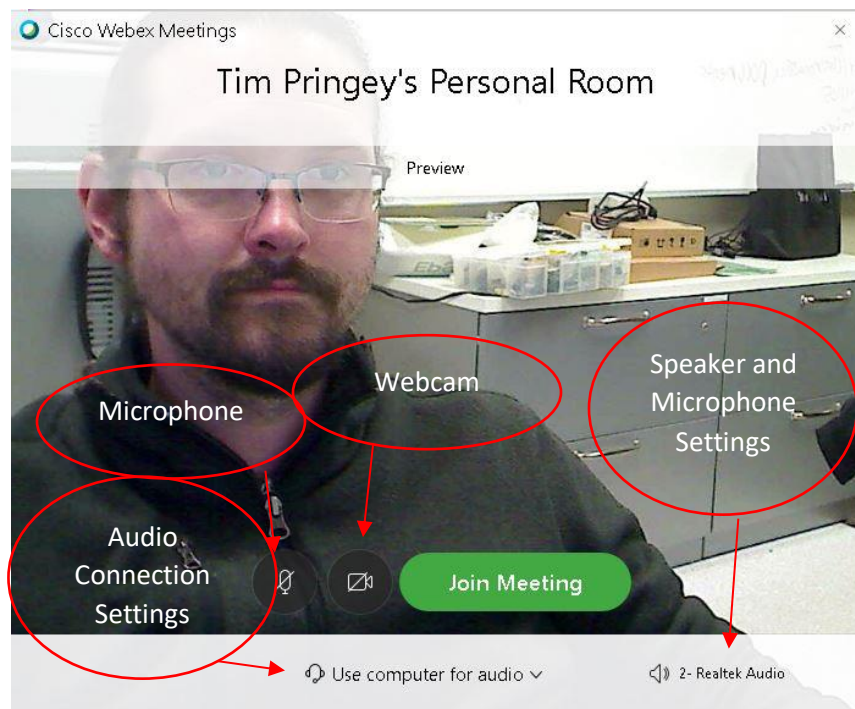


- To join from your calendar entry, double click on the entry and then click the link under “Join WebEx Meeting”
- You will not be able to join a class until the scheduled start time. Enter your name and email address and press “Join Meeting”.

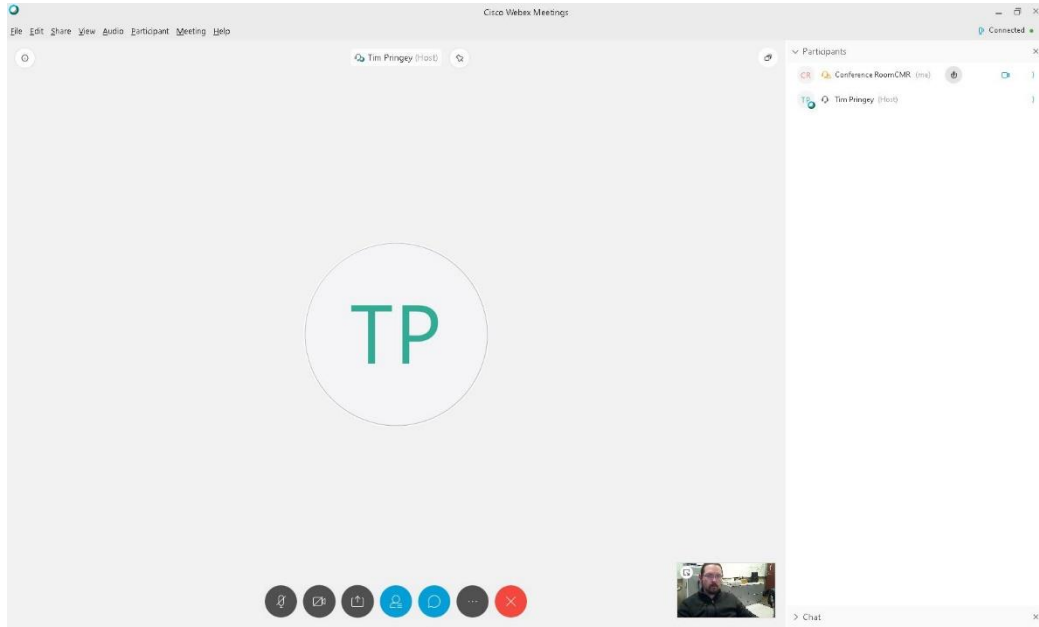
### Audio and Video Connection

Connect your camera and microphone so the instructor and other students can see and hear you

- Select the desired microphone and speaker source and unmute microphone and video before joining.



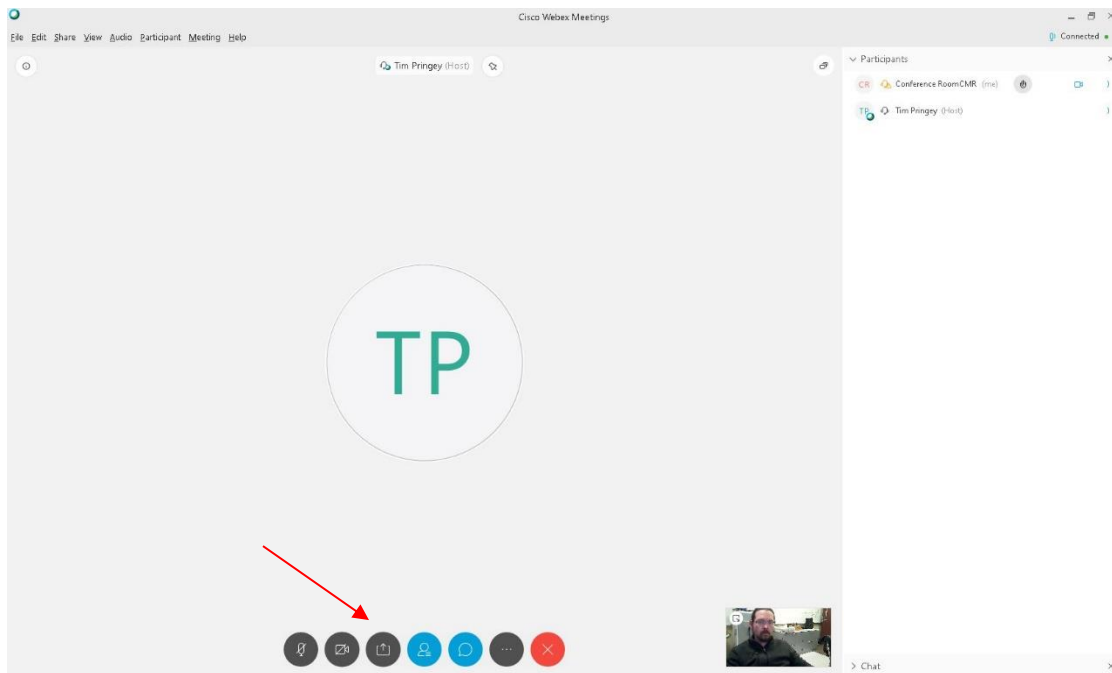
- Your screen should now look like the one below. You should see the instructor’s video and computer screen once they are being shared.



### Share Computer Screen Content

If you want other students or your instructor to see what is on your computer screen (i.e. Power Point or other programs and websites)

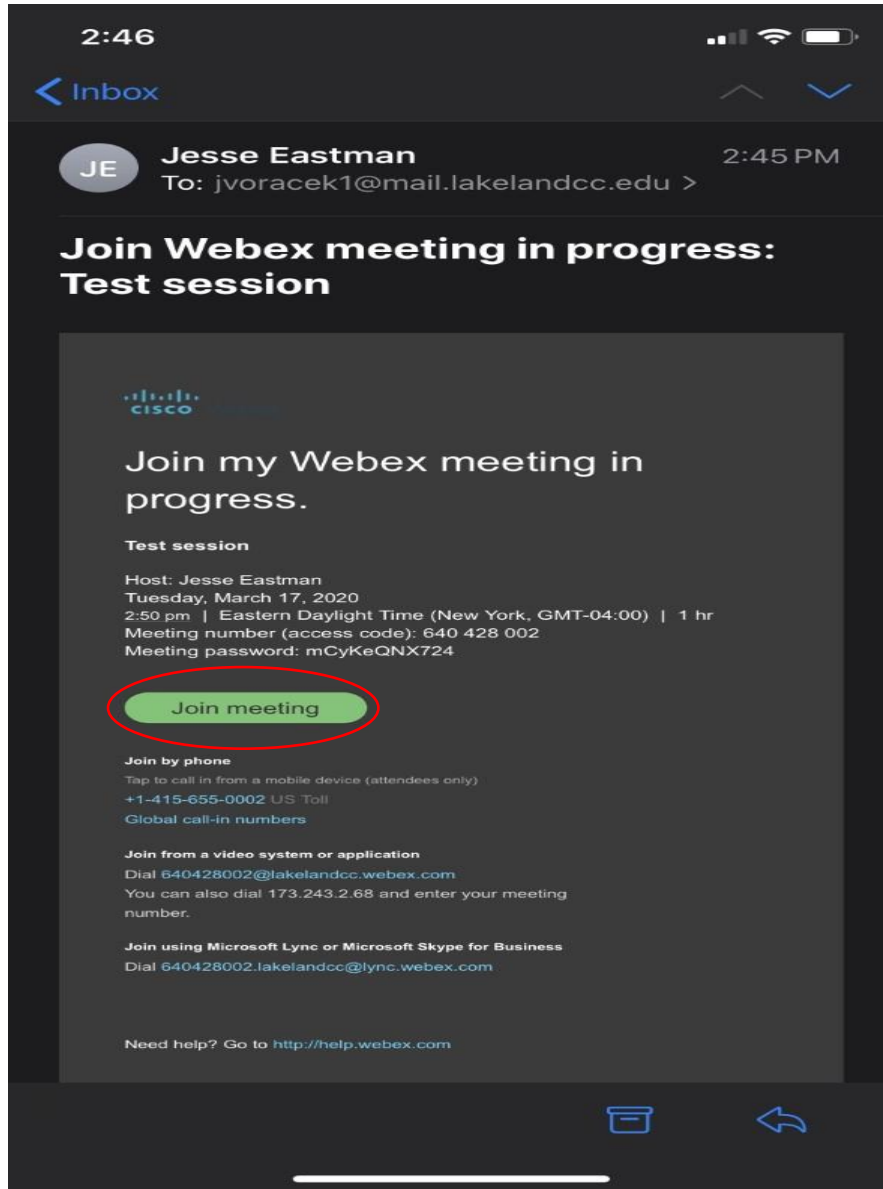
- Click on **“Share Screen”** icon indicated below to start sharing your screen. It is located at the bottom of the WebEx window.



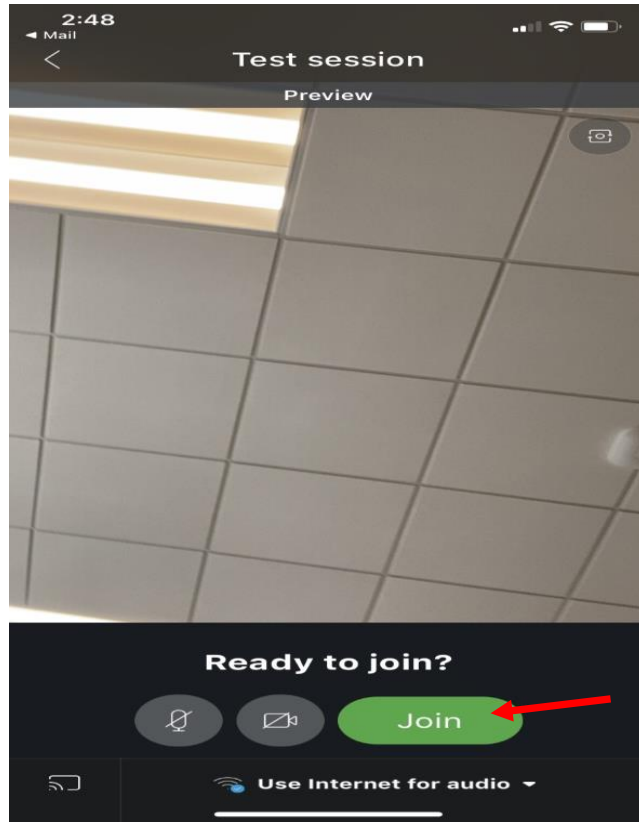
## Join a WebEx Class Meeting from your Phone/Tablet

If you want to join your class meeting from a phone or tablet.

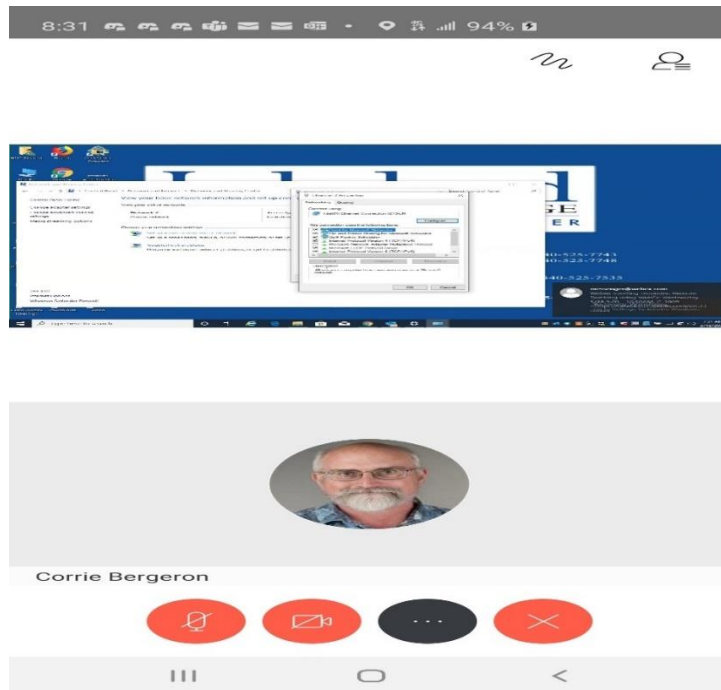
- Download the WebEx app from the Google Play or the App store. Then, select “join meeting.”



- After clicking “join meeting”, your screen should look like the screenshot below. Make sure your audio and video are unmuted and click join.



- Once you’ve joined the meeting, your screen will look like the screenshot below. If you can hear your instructor and fellow classmates, you are set up correctly. If your instructor is sharing their content (PowerPoint, Computer Screen,) it will appear at the top of the screen, and their camera will appear at the bottom.



- There are four buttons at the bottom of the screen. The far-left button is your mic button. If the button is red, your microphone is muted.
- The button second from left is your camera button. If it's red, you are muted.
- To access additional settings, press the three dots. The menu below will pop up.



### Share Phone/Tablet Screen Content

If you want other students or your instructor to see what is on your computer screen (i.e. Power Point or other programs and websites)

- Click on **"Share Content"** icon indicated below to start sharing your screen. It is located at the bottom of the WebEx window.



- The image below will pop up:

