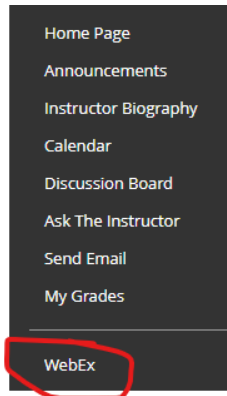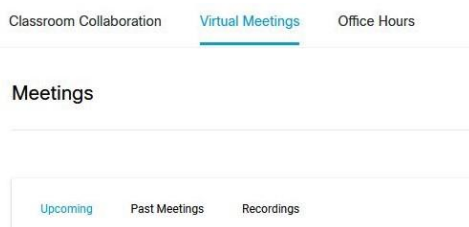# WebEx for Students

WebEx Link

The WebEx link is located in the course menu on the left.

Virtual Meetings

Virtual Meetings is the location for all of the virtual meetings for the course and recordings of the meetings.

1. Upcoming
    a. This list shows of all upcoming meetings scheduled for the course.
2. Past Meetings
    a. This list shows all past meetings for the course.
3. Recordings
    a. This list shows all meeting recordings for the course
4. To join a meeting, click Join beside that meeting..

Office Hours

Classroom Collaboration   Virtual Meetings   Office Hours

Schedule Webex Office Hours

You can schedule to meet virtually with your instructor by clicking Office Hours.

1. Select the instructor for the meeting.

2. Select the date.

3. Select the time slot for the meeting.

4. Click Book.

Meeting With

Amy Mays ⌄

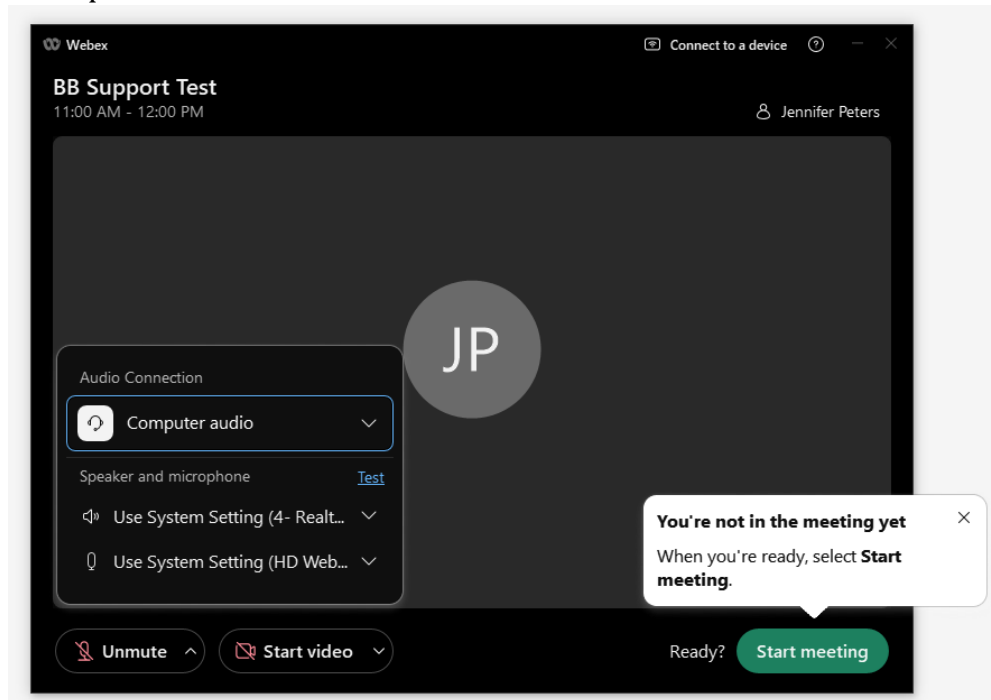**Select Date**

May 10, 2023 ⌄

Select a time slot

🌐 GMT-04:00, Eastern (New York)

| 08:00 am |
| 08:15 am |

08:30 am   **Book**

| 08:45 am |
| 09:00 am |
| 09:15 am |

Checking Audio & Video

When you first join a session, you should be able to test your audio and video before you enter the session.

1. Click the chevron ^ next to the Unmute button and select Test next to Speaker and Microphone.


2. You may have to select the correct Speaker and Microphone from the drop-down menus if you don't see a Speaker or Microphone selected.
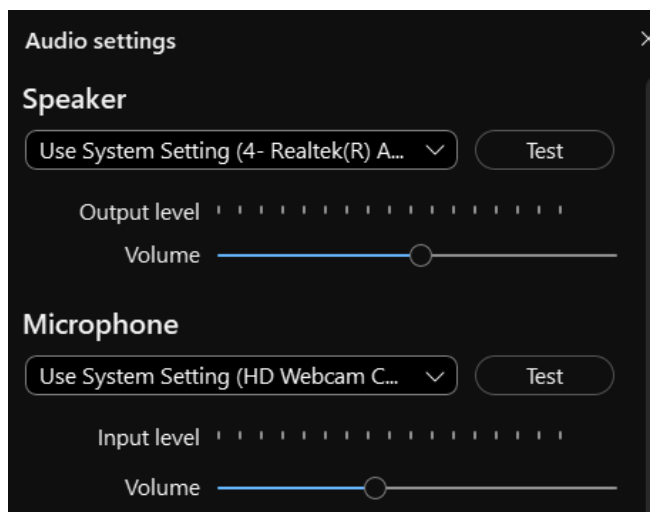

3. Once you've tested the audio and verified that it works, go ahead close the Audio Settings and select Unmute.
4. Then you will need to click Join to access your session.

5. If you need to share your video, click the Start Video. If you have an issue with your webcam, click the chevron V next to Start Video and select Video Settings.
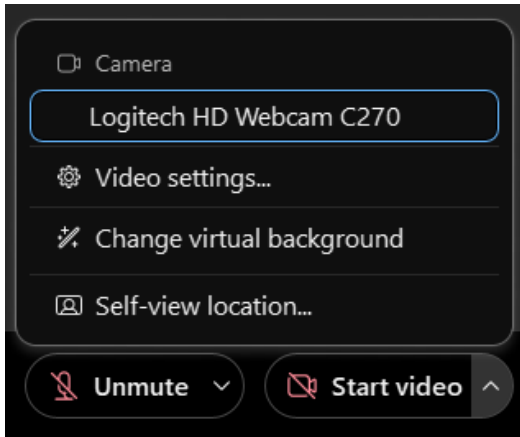
6. In the popup, click on Video and make sure the correct webcam is selected. If you are having trouble with an external webcam, try unplugging and plugging it back in.
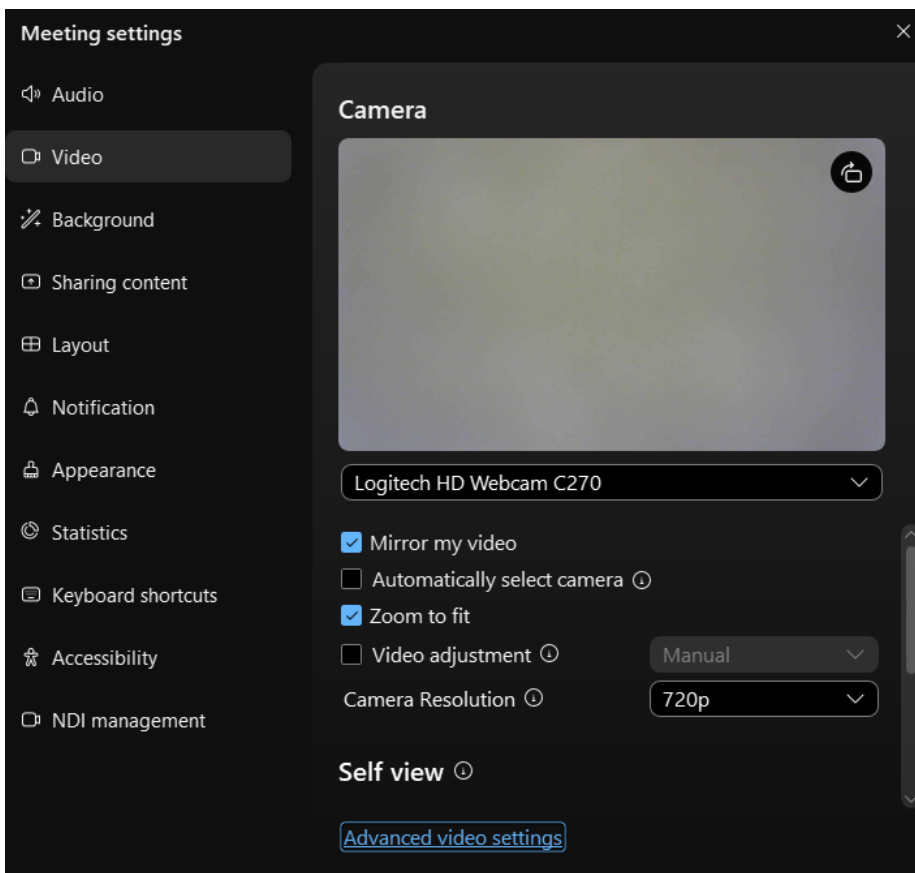
7. Once you've selected the correct webcam, then close out of the settings popup and click Start Video.