

# Getting Started with WebEx

WebEx is an online conferencing system that allows for live video and audio interaction between participants. This can be helpful in an online course, creating the opportunity for digital office hours and more personal interactions between you and your students. In this tutorial, we will be exploring the easiest ways for you to connect using your Personal Room.

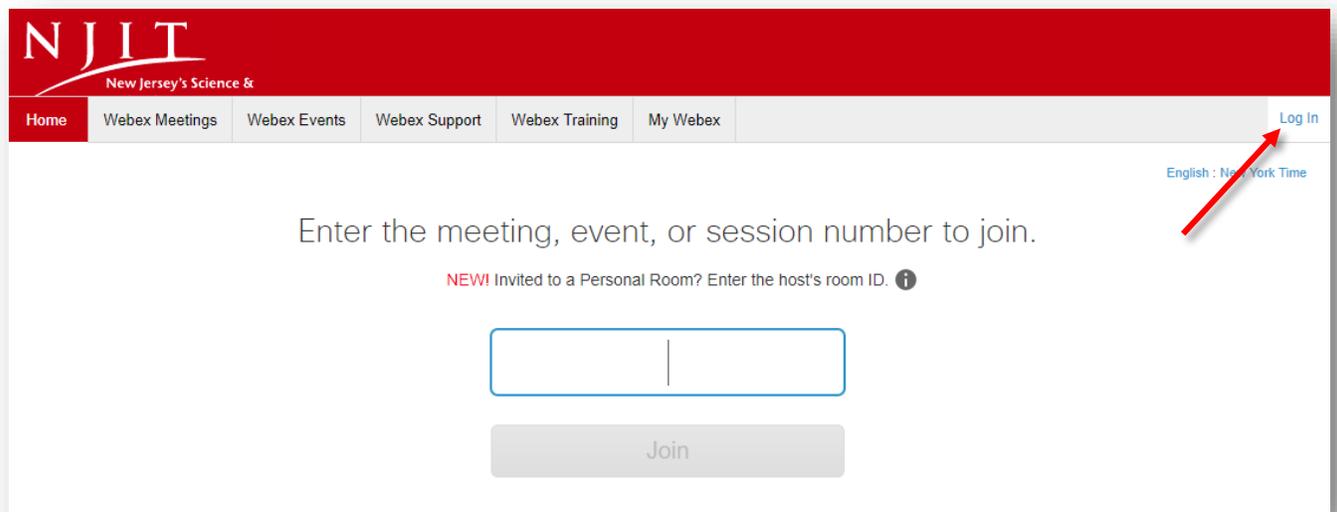
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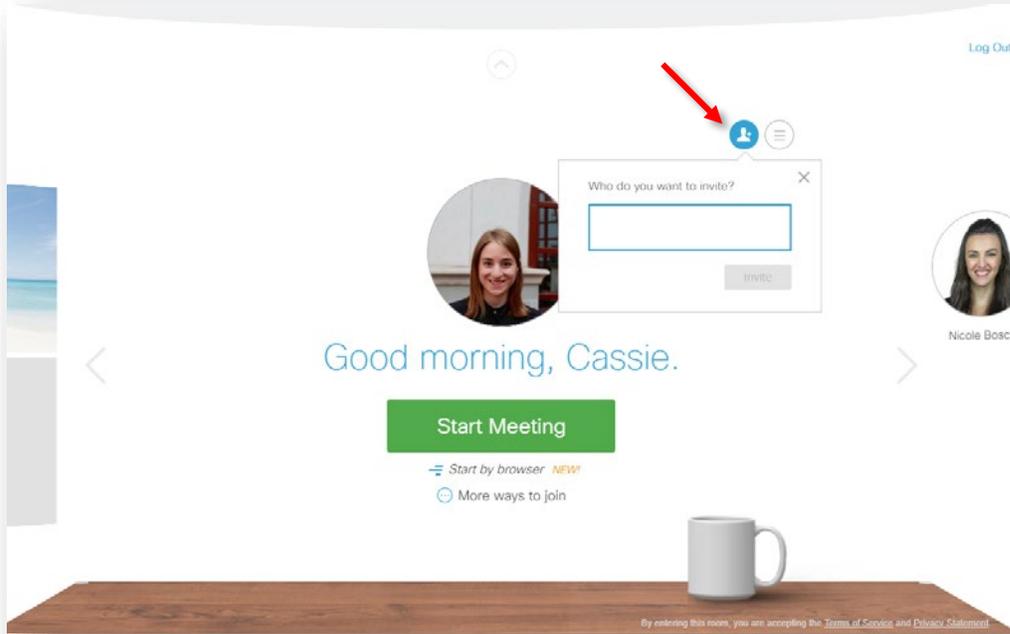
## Hosting a meeting

You can use your **Personal Room** to meet with participants or students individually or in a group.

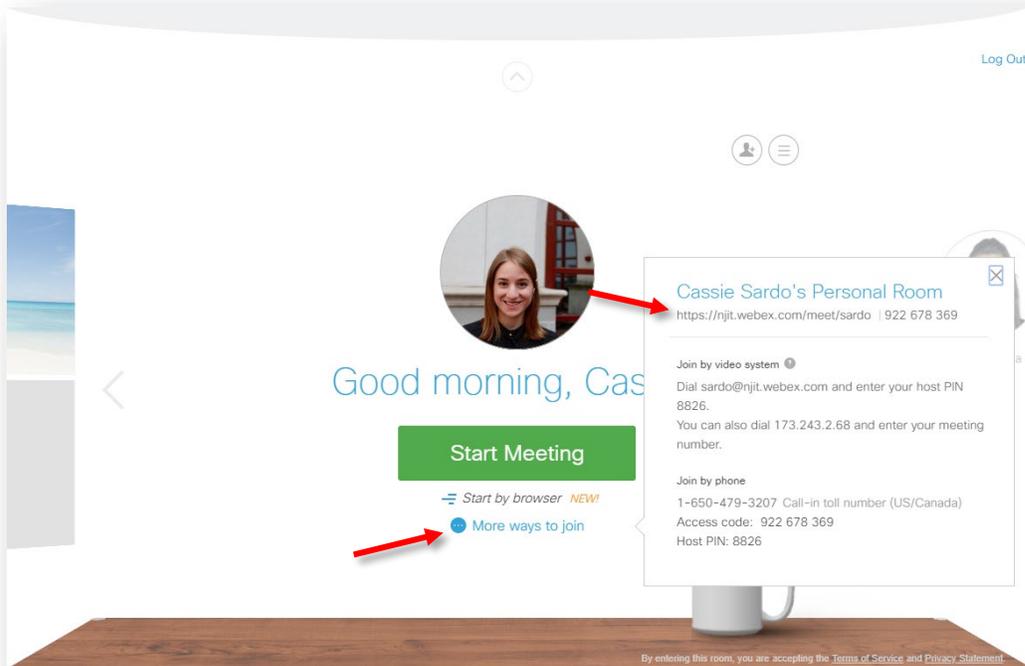
1. Log in to WebEx at <http://njit.webex.com>.



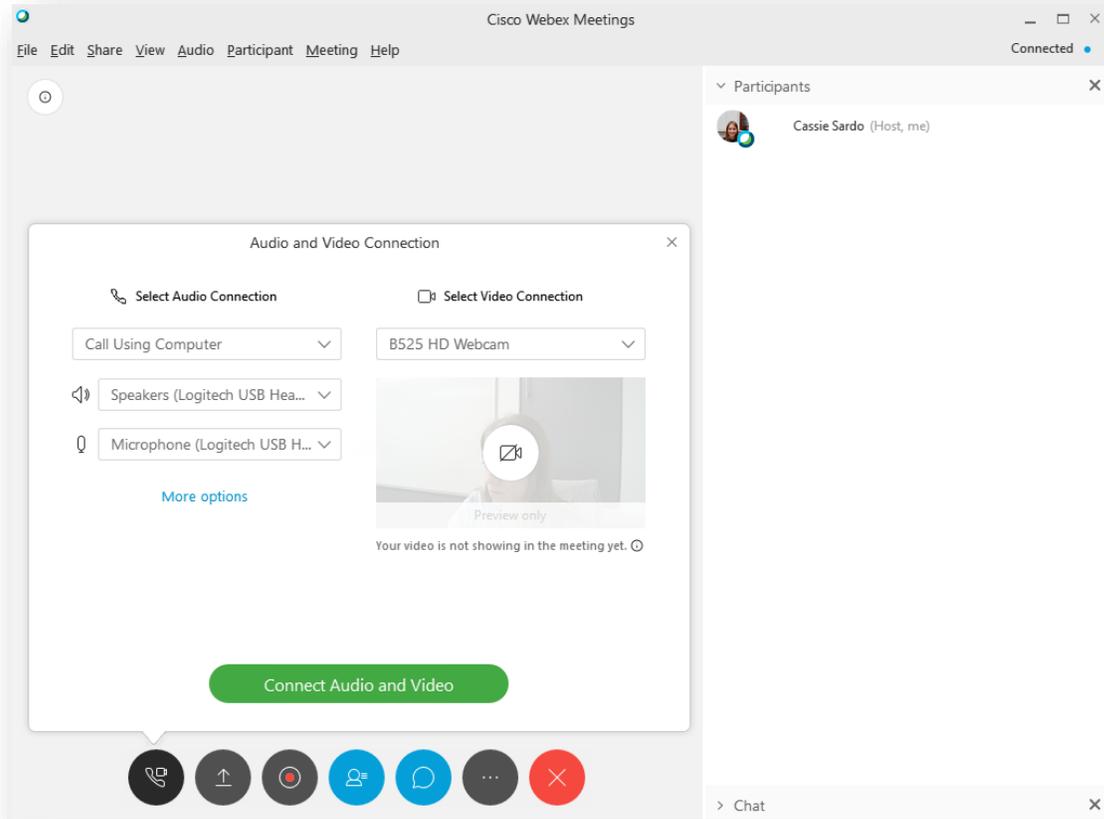
2. After you log in, you will see a screen similar to the one below. To invite participants to your Personal Room, you can click on the **“Invite”** icon and enter your students’ or colleagues email addresses.



You can also click on **“More ways to join,”** copy and paste your Personal Room URL, and share it with others via email or in Moodle.



3. When you are ready to begin, click **“Start Meeting.”** You will see the following screen:

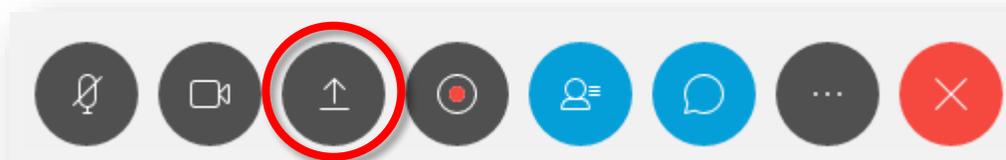


Here, you can connect your audio and video. Ensure you are using the proper speakers, microphone, and webcam. Once you are ready, click **“Connect Audio and Video.”**

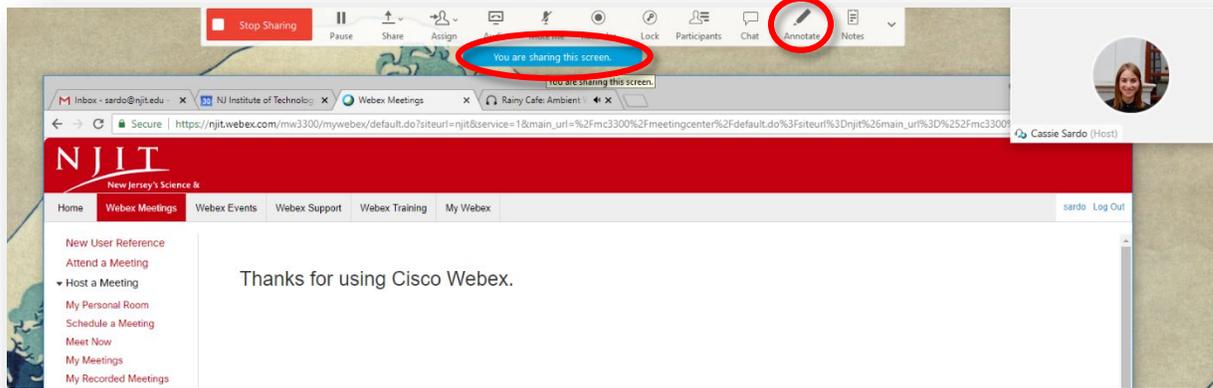
4. After connecting your audio and video, you will be in the meeting.

## Sharing content

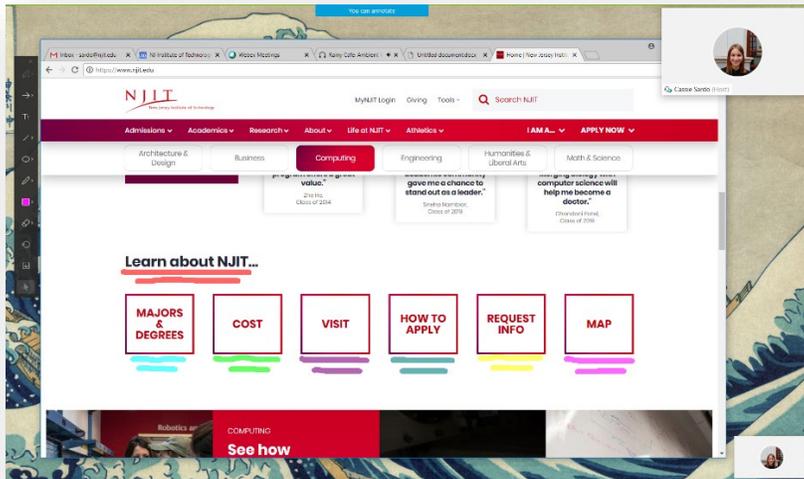
You can share your screen, a file, or a whiteboard by clicking on the **“Share content”** icon.



1. After clicking **“Share content,”** you can select to share your screen or a particular program you have open, like PowerPoint.
2. When you click on the screen you want to share, all WebEx controls will disappear, but your video image will remain. All of the other controls will collapse at the top of your screen, under **“You are sharing this screen.”**



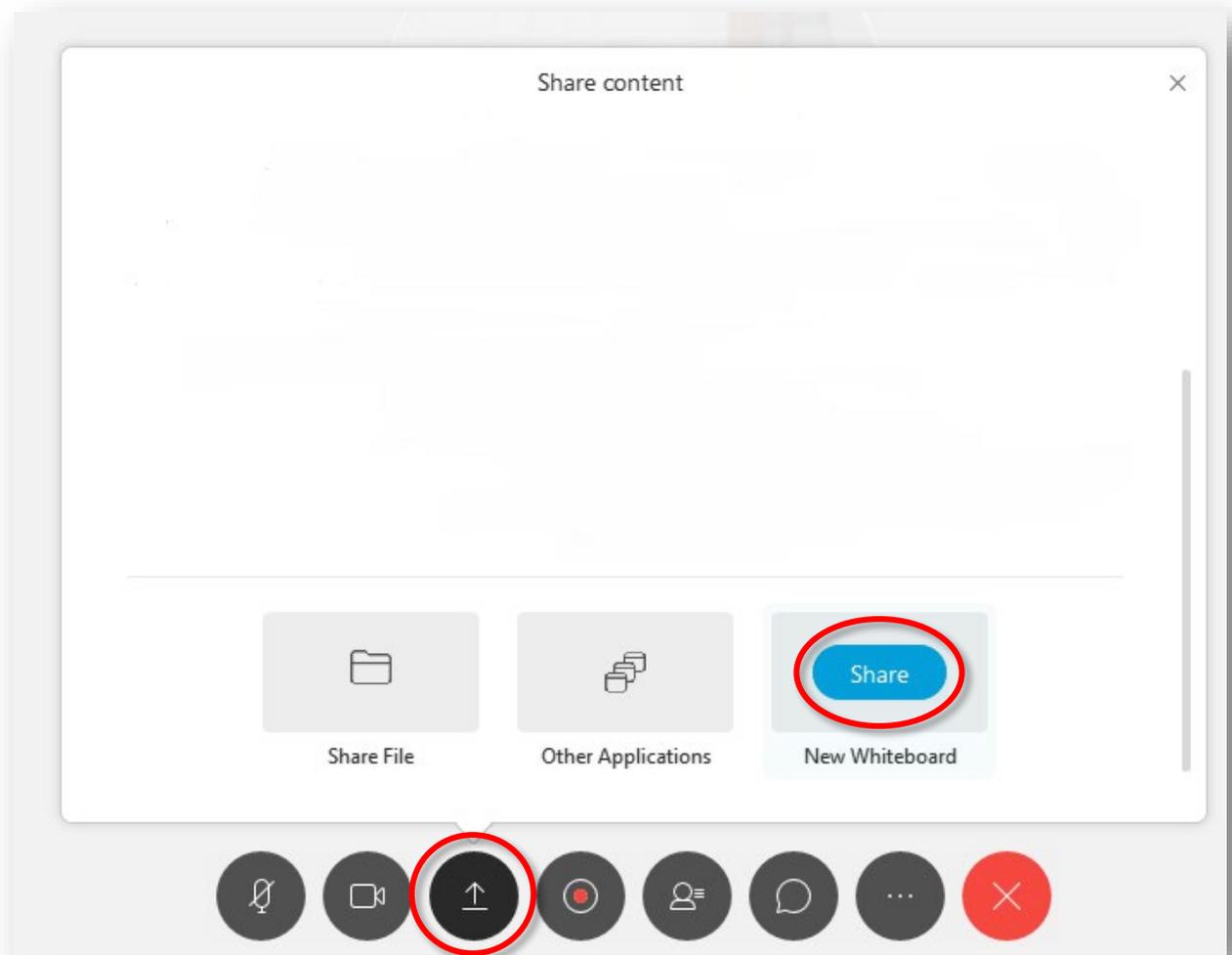
3. Hovering over the **“You are sharing the screen”** tab will reveal a menu.
4. If you would like to **Annotate** your screen and write over an image or document, click on the pen icon on the right, as shown above. This will bring up another menu of options to generate text annotations, draw lines and shapes, and use a pen or pencil over your screen.



5. When you are done annotating, you can click on the **“X”** at the top of the menu. And when you have finished sharing your screen, hover over the top menu and click **“Stop Sharing.”**



6. To share a whiteboard with participants, click on the **“Share content”** icon and scroll to the bottom. You will see an option to share a New Whiteboard.

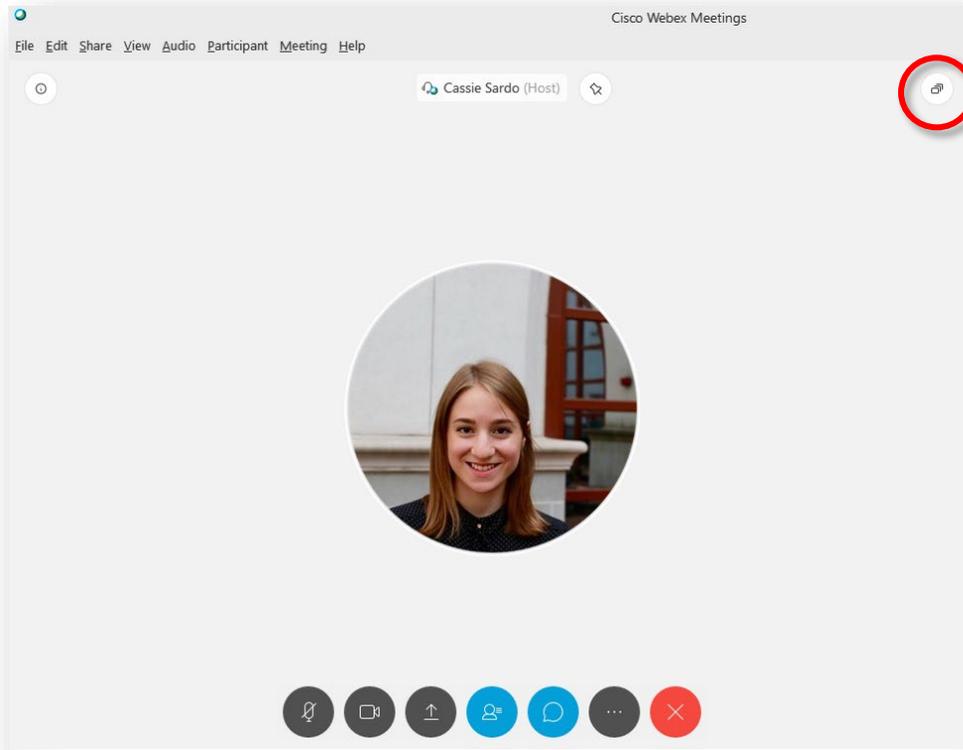


This will give you the same annotating features as when you’re sharing your screen, but with a clean background.

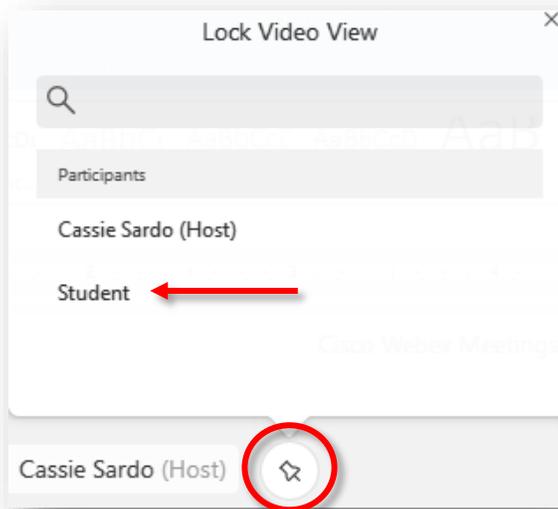
## Seeing participants and students

It is possible to display active video feeds in the main WebEx display. If you are just using WebEx for video chat, then you can expand the video window to be much larger.

1. Click on the **“Floating panel view”** icon at the top right of the main display.

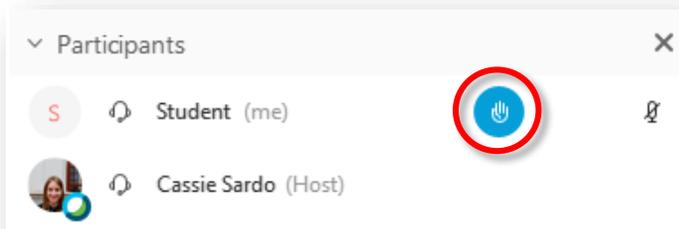


2. This will maximize the image of whoever is speaking. Other students or participants will appear below that.
3. As the meeting host, you can lock a video image in place by clicking on the pin-shaped icon at the top of your screen and selecting yourself or another participant. Locking the video can ensure the focus stays on whoever you would like to speak, while others will appear in smaller boxes.

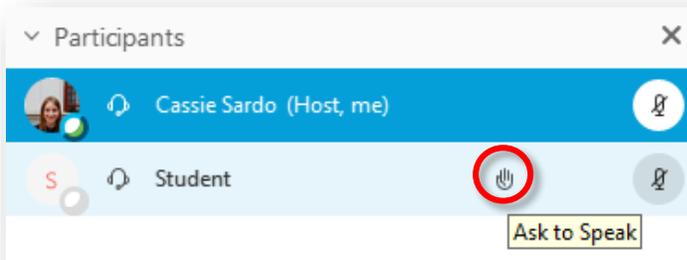


## Student participation

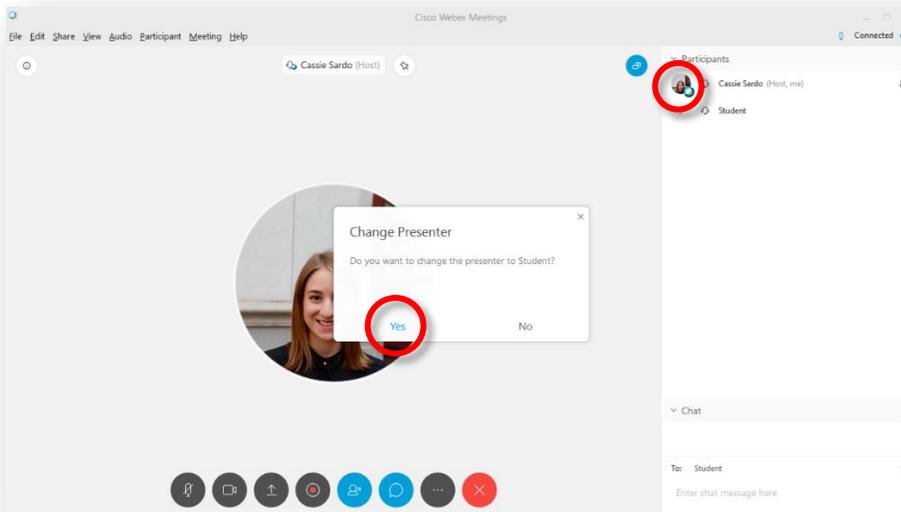
1. Students can participate in your meeting using text and audio. They can use the chat box or click **“Raise Hand”** to get your attention.



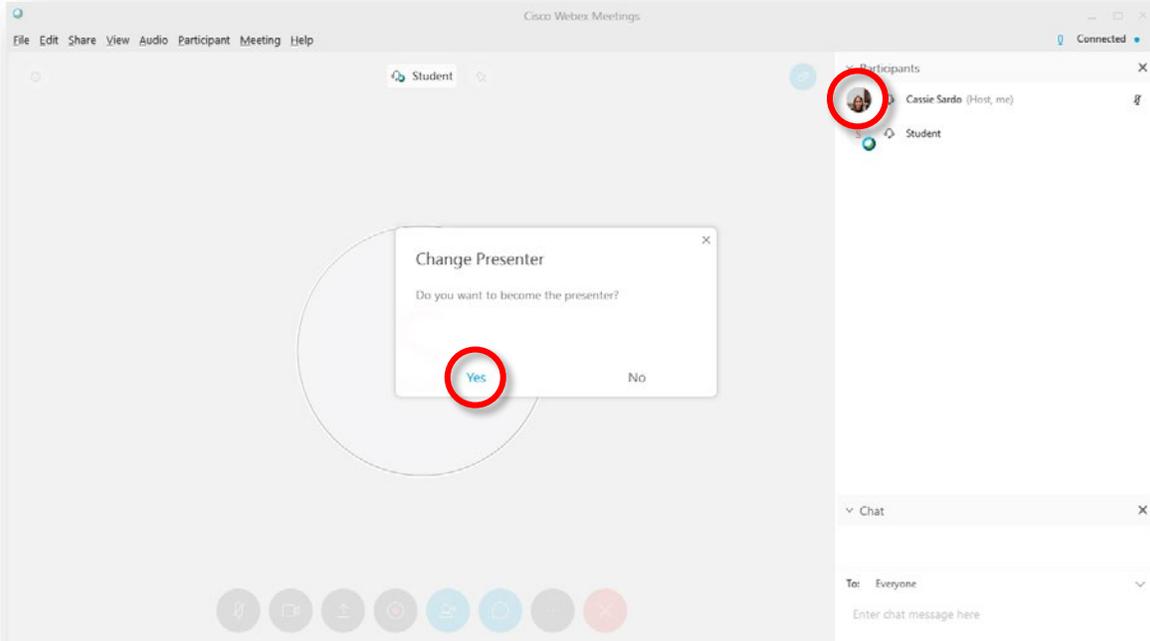
2. After they raise their hand, you will be notified.



3. You can also allow a student to share his or her screen by making them a **Presenter** in the meeting. If you click on the student's icon, you will be prompted to assign them the **Presenter** role.



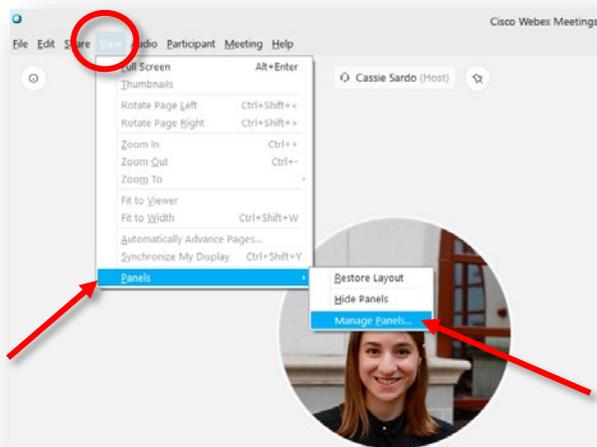
4. After you've made a student the presenter, a WebEx icon will appear next to that student's name. When you are ready to take back the presenter role, click on yourself and choose to become the presenter.



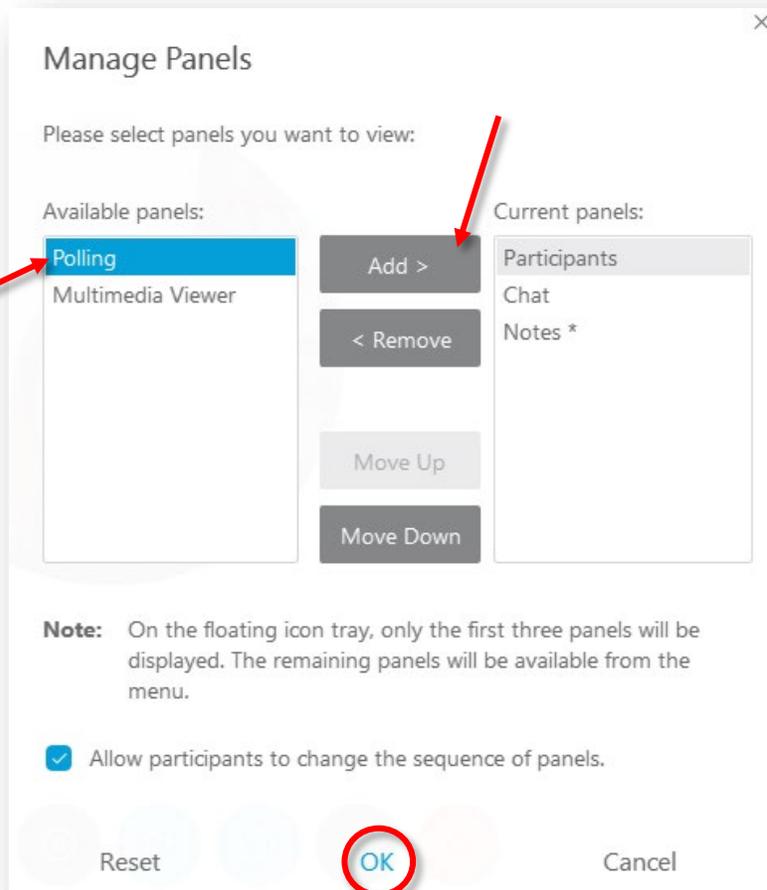
## Polling

You can create a poll during your WebEx session for immediate feedback from participants.

1. Click **“View”** from the top menu. Select **“Panels”** at the bottom and then **“Manage panels.”**



2. To add **“Polling”** to your panels, select **“Polling”** and then click **“Add.”** Click **“OK”** when you are finished.



3. You will be directed to the Polling panel. Select a question type and click **“New.”** For this tutorial, we will look at a multiple choice question. Under **“Answer,”** click **“Add”** to add as many answers to your poll as you would like. You can click on **“Options...”** to adjust how much time students will have to complete it. When you are finished, click **“Open Poll.”**

> Participants ×

> Chat ×

▼ Polling ×

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Poll Questions:

1. Which unit have you found most interesting so far?

A. Unit 1

B. Unit 2

C. Unit 3

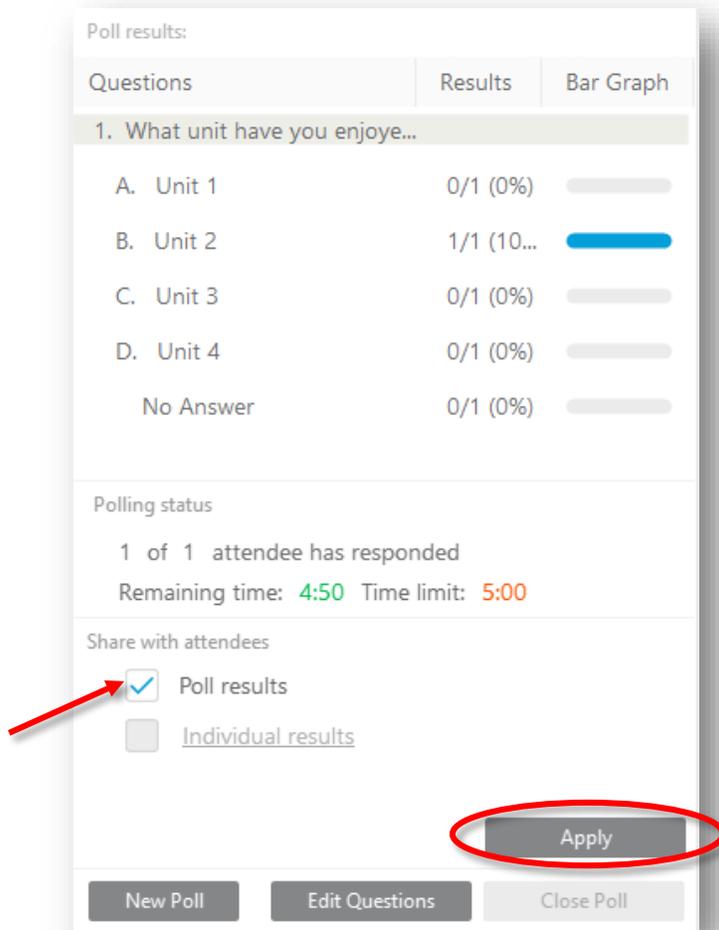
Question

Type:  ▼

Answer

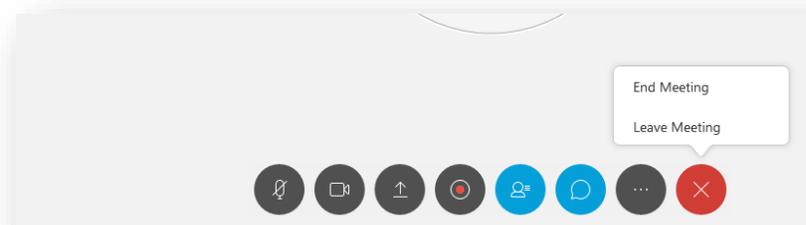
Record individual responses

After your participants answer and your poll closes, you will have the option to share the results by clicking on **“Poll results”** and then **“Apply.”**



## Ending a meeting

When you are ready to exit your meeting, click on the large red **“Leave meeting”** icon. You will be given the option to **“End Meeting,”** which will force all attendees out of your Personal Room. If you would like attendees to stay behind, click **“Leave Meeting.”**



## Questions?

If you are still in need of assistance, please contact the IST Service Desk.  
You can reach the IST Service Desk 24/7.

Phone: (973) 596-2900 | Toll-free: (877) 899-7685

Location: Student Mall, Room 48 | Monday to Friday, 8:30 AM to 4:30 PM (Drop-in support for computing devices).

Request Help Online: <https://ist.njit.edu/>