webex™

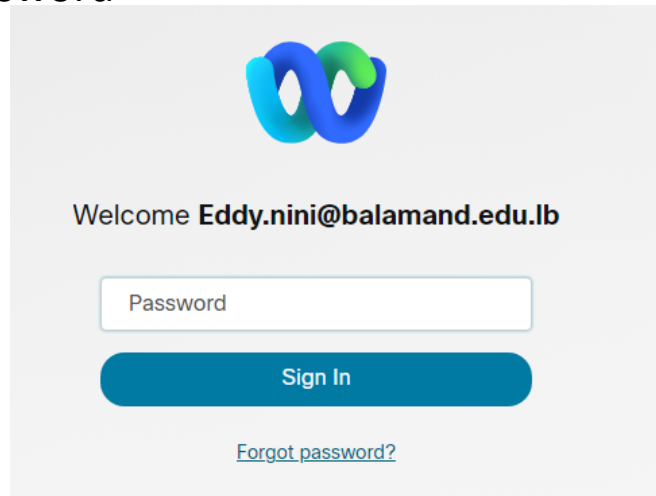## The Virtual Classroom

Prepared by Eddy **Nini**

❏ If you already have an account and forget your password go to https://balamanduni.webex.com , Press on sign in
  o Type your user name and press login
  o Press on forget password

Welcome **Eddy.nini@balamand.edu.lb**

Password

Sign In

Forgot password?

❏ If you don't have an account, email Robert.Chreiky@balamand.edu.lb and ask him to open a WebEx account

❏ If you need further assistant with WebEx email: eddy.nini@balamand.edu.lb

1. Login to WebEx

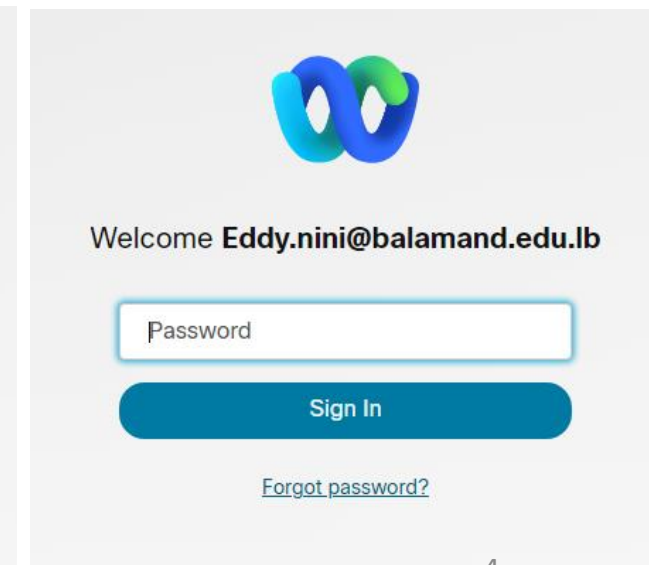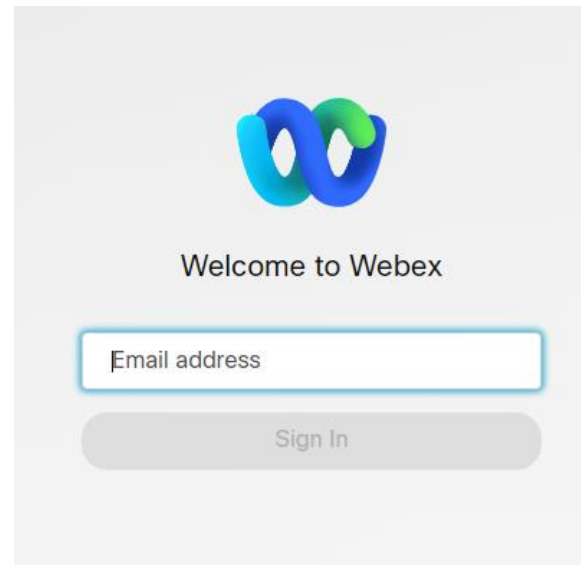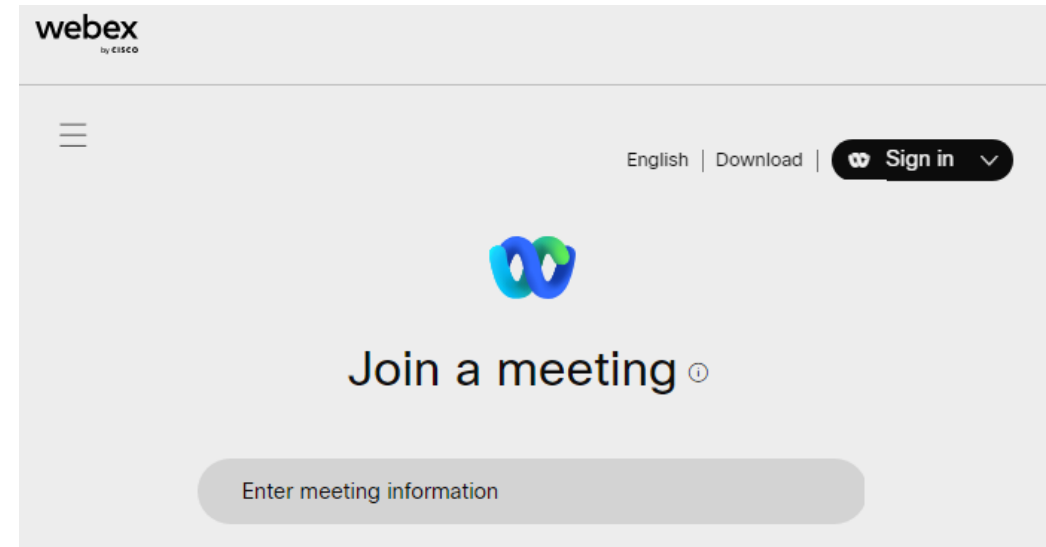o Open your browser and type the following URL:

https://balamanduni.webex.com

o Press on "Sign in"

o Type your balamand email : ex: eddy.nini@balamand.edu.lb
, and press on 'sign in'

o Type your webex password, and press on "Sign in"
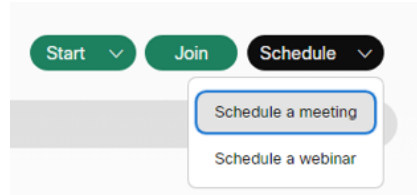
1. Login to WebEx

Your account Home Page

2. Schedule a WebEx meeting

○ Press on "Schedule" , then press on "schedule a meeting"

2. Schedule a WebEx meeting

o Fill all the blank fields:

❑ Meeting Topic : Class name or Class code
❑ Date and time : Schedule the course date
Press on recurrence to repeat each week
❑ Invitees: Fill with the students' email separated by comma or semicolon
❑ Meeting Agenda (optional)
❑ Press on Security:

❖ Change the meeting password to simpler one.

Meeting password (required)	NEnRHaFm375
Exclude password	☐ Exclude password from email invitation
Join rules ⓘ	All invitees who are signed in can join the meeting directly.
	Choose what happens for people who aren't on the invite or who aren't signed in:
	● They can join the meeting
	○ They wait in the lobby until they're admitted
	○ They can't join the meeting
Auto lock ⓘ	☐ Automatically lock my meeting 15 minutes after the meeting starts.

❑ **Press on Schedule** [Schedule]

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webex
by CISCO

- ⑧ Profile
- ⚙ Settings
- 📅 **Meetings**
- 📹 Webinars
- ◉ Recordings

🔍 Join a meeting or search for a meeting, recording, or transcript ⓘ

Schedule a meeting ⌄

Meeting templates ⓘ [Webex Meetings Default ⌄]

Meeting topic (required) [_____]

Date and time Wednesday, September 25, 2024 3:30 PM Duration: 1 hour ⌄
(UTC+03:00) Athens, Bucharest ⌄
Time zone planner

☐ Recurrence

Invitees ⓘ [Separate email addresses with a comma or semicolon]

Meeting agenda ⓘ [_____]

Security ⌄

Audio connection options ⌄

Advanced options ⌄

- 🆆 Launch Webex
- ⬇ Downloads
- ❓ Help

Save as template
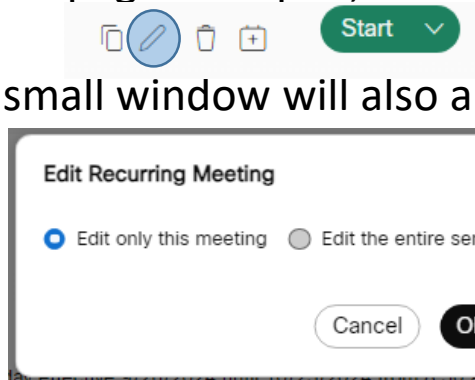
[Cancel] [Schedule]

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© 2024 Cisco and/or

3. Edit a scheduled meeting

o Go to your home page

   ❖ Be sure you are under "Meetings", and "Upcoming "
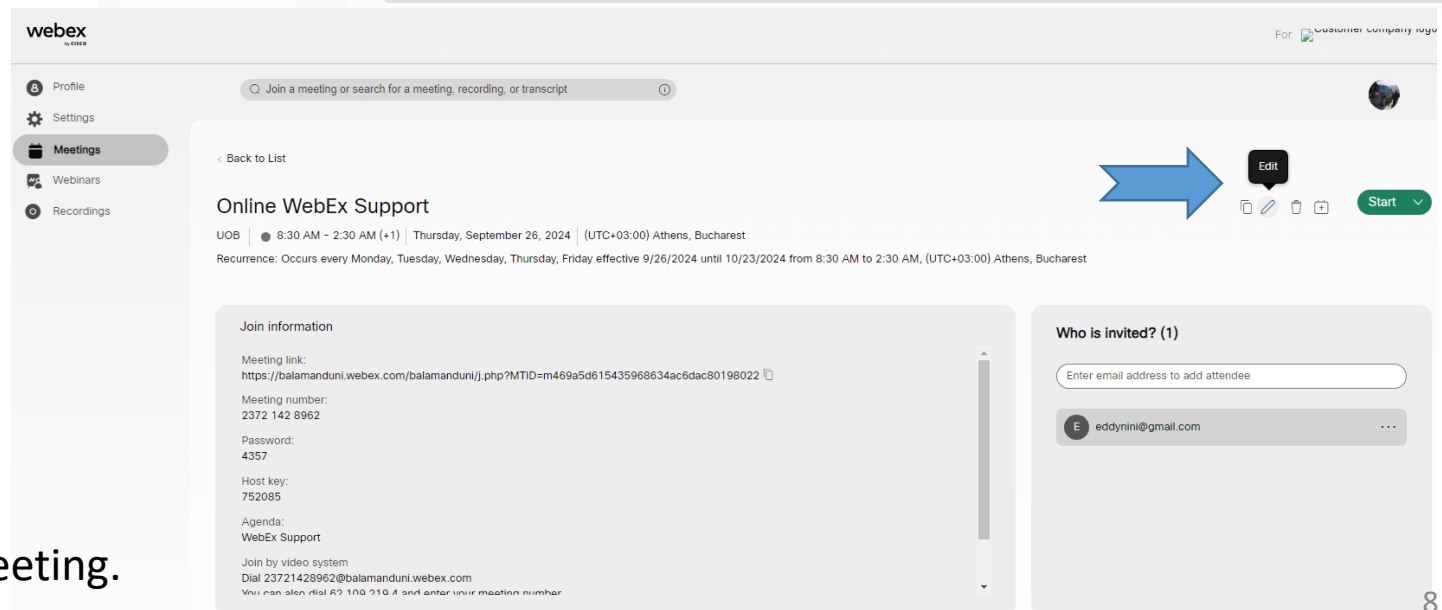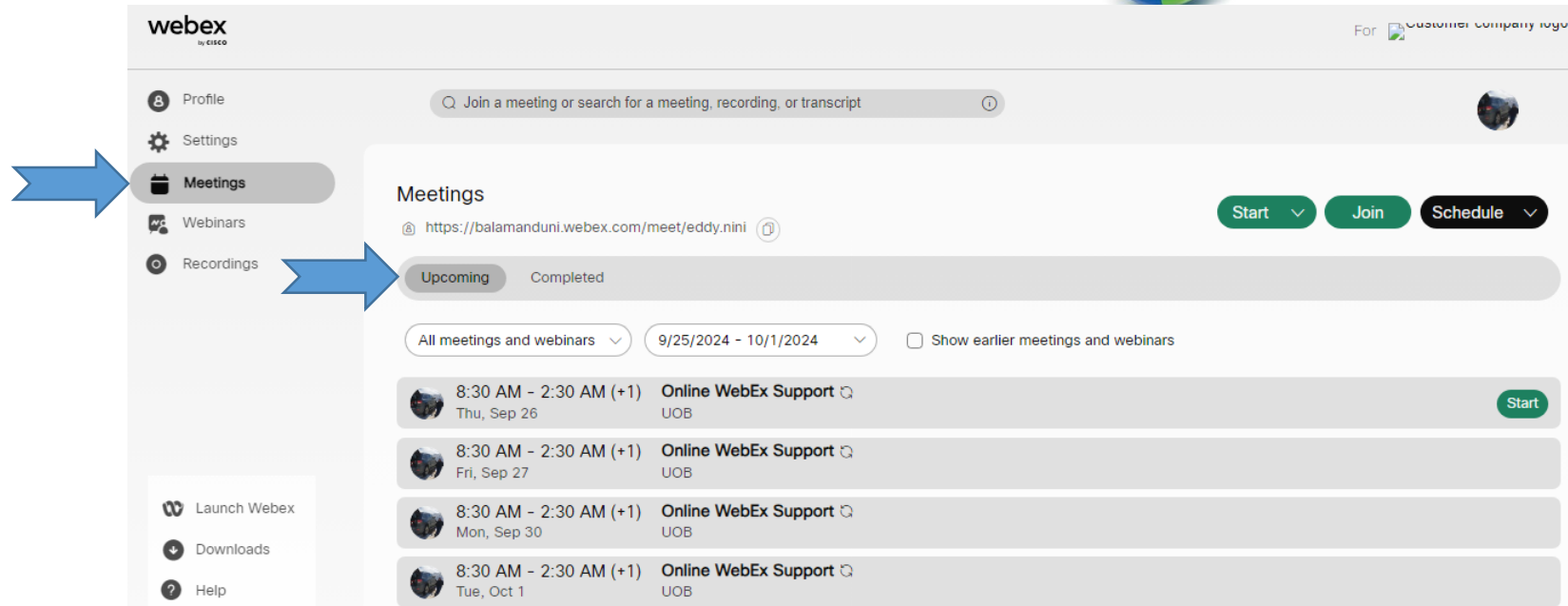
o Press on your class name to edit

o A new page will open, Press on Edit , and a small window will also appear.

Edit Recurring Meeting

⦿ Edit only this meeting   ◯ Edit the entire series

Cancel   OK

   ❖ Choose the option depending on what you want to edit, either this meeting or the entire series

o A new window will open to edit your meeting.

o Press on save after editing

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Profile   Q Join a meeting or search for a meeting, recording, or transcript   ⓘ

Settings

Meetings   Meetings   Start ⌄   Join   Schedule ⌄
                   🔒 https://balamanduni.webex.com/meet/eddy.nini
Webinars

Recordings   Upcoming   Completed

                   All meetings and webinars ⌄   9/25/2024 - 10/1/2024 ⌄   ☐ Show earlier meetings and webinars

                   8:30 AM - 2:30 AM (+1)   Online WebEx Support   Start
                   Thu, Sep 26   UOB

Launch Webex   8:30 AM - 2:30 AM (+1)   Online WebEx Support
                   Fri, Sep 27   UOB
Downloads
                   8:30 AM - 2:30 AM (+1)   Online WebEx Support
Help   Mon, Sep 30   UOB

                   8:30 AM - 2:30 AM (+1)   Online WebEx Support
                   Tue, Oct 1   UOB

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Profile   Q Join a meeting or search for a meeting, recording, or transcript   ⓘ

Settings

Meetings   ‹ Back to List

Webinars   Edit
                   Online WebEx Support   🗐 ✏ 🗑 🗓   Start ⌄
Recordings
                   UOB   ● 8:30 AM - 2:30 AM (+1)   Thursday, September 26, 2024   (UTC+03:00) Athens, Bucharest

                   Recurrence: Occurs every Monday, Tuesday, Wednesday, Thursday, Friday effective 9/26/2024 until 10/23/2024 from 8:30 AM to 2:30 AM, (UTC+03:00) Athens, Bucharest

                   Join information   Who is invited? (1)

                   Meeting link: Enter email address to add attendee
                   https://balamanduni.webex.com/balamanduni/j.php?MTID=m469a5d615435968634ac6dac80198022
                                                             E eddynini@gmail.com   ⋯
                   Meeting number:
                   2372 142 8962

                   Password:
                   4357

                   Host key:
                   752085

                   Agenda:
                   WebEx Support

                   Join by video system
                   Dial 23721428962@balamanduni.webex.com
                   You can also dial 62 109 219 4 and enter your meeting number.

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4. Start a meeting

- Go to your home page

    ❖ Be sure you are under "Meetings", and "Upcoming "
    ❖ Press on Start for the upcoming session

4. Start a meeting
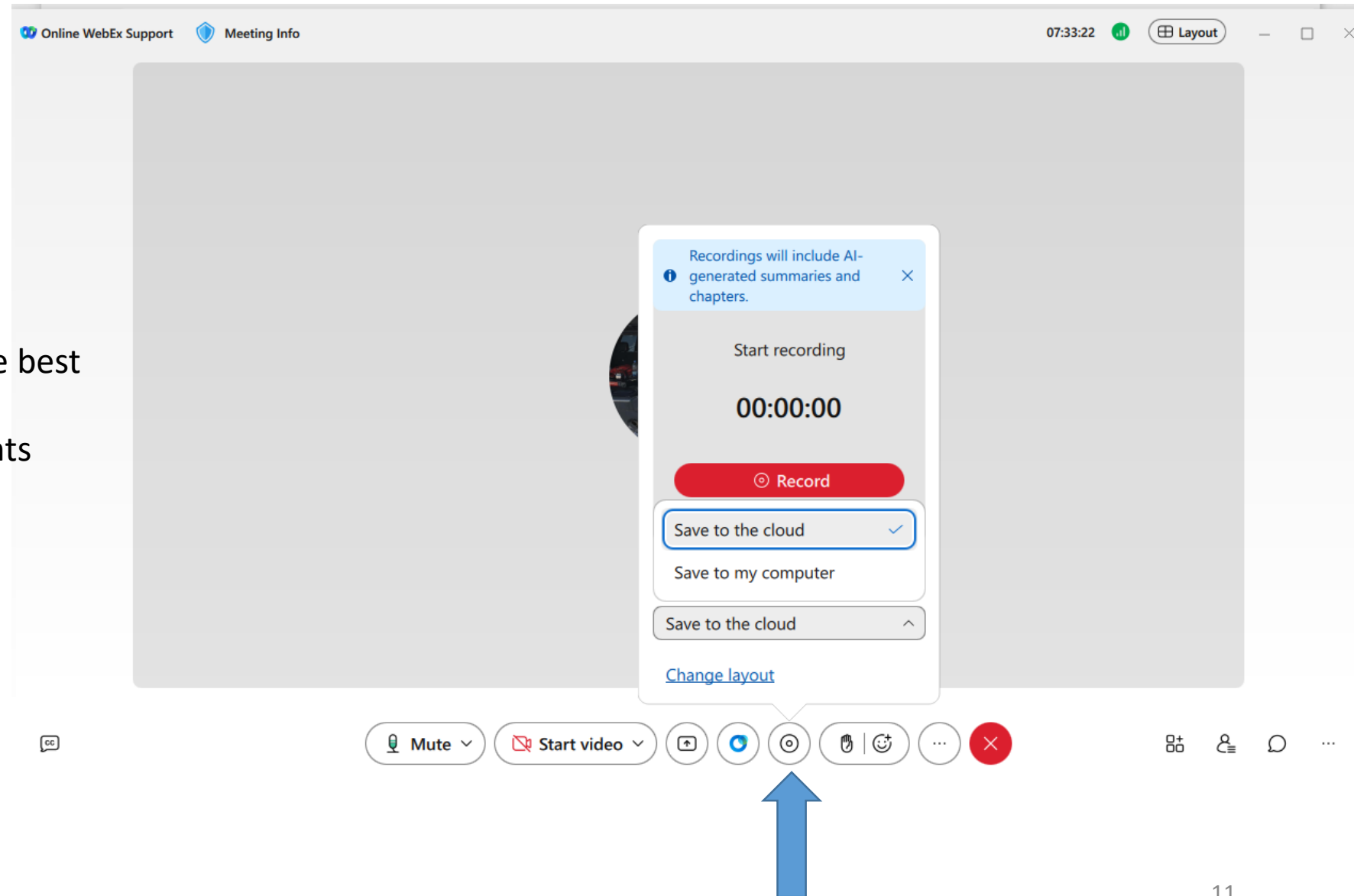
Share a file/ see attendees, and chat

o Press on share: To share a document ,
Be sure to open the file before sharing it.

o Press on mute/unmute : To disable or enable your microphone

o Press on start / stop video: To start or stop your camera

o Press on chat: To start with attendees

o Press on Attendees to see the list of attendees in the meeting.

University of Balamand - FAS's meeting   Meeting Info   01:05   Layout

Waiting for others to join...

Invite people

Copy meeting information

Attendees   chat

Mute   Start video   Share   AI Assistant   Record

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5. Record a meeting

- Start a meeting (see section 4)

- Press on Record ◎

- Two options appear

  - ❖ Save to the cloud
  - ❖ Save to my computer

Saving to the cloud is always the best choice, if you want to send the recorded session to your students
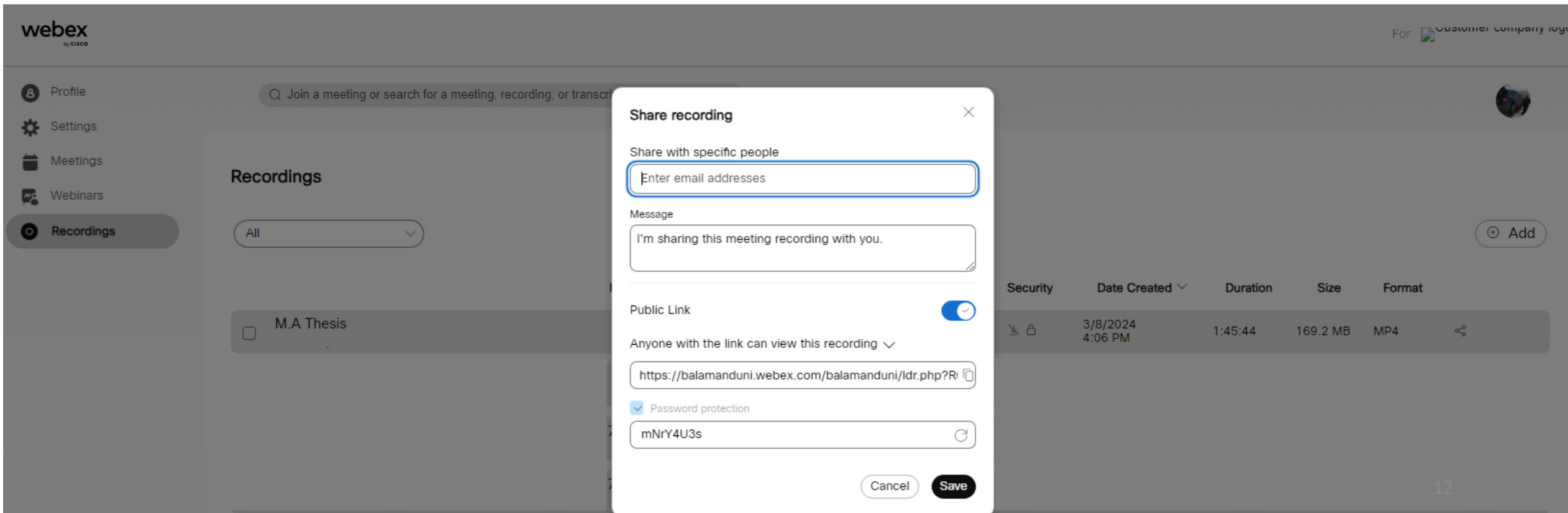
5. Record a meeting

○ To send the link of the recorded session to students,
  ❖ Go to your home page and press on recordings
  ❖ Press on share icon
  ❖ Copy the link and password shown in the windows
  ❖ Send them to your students
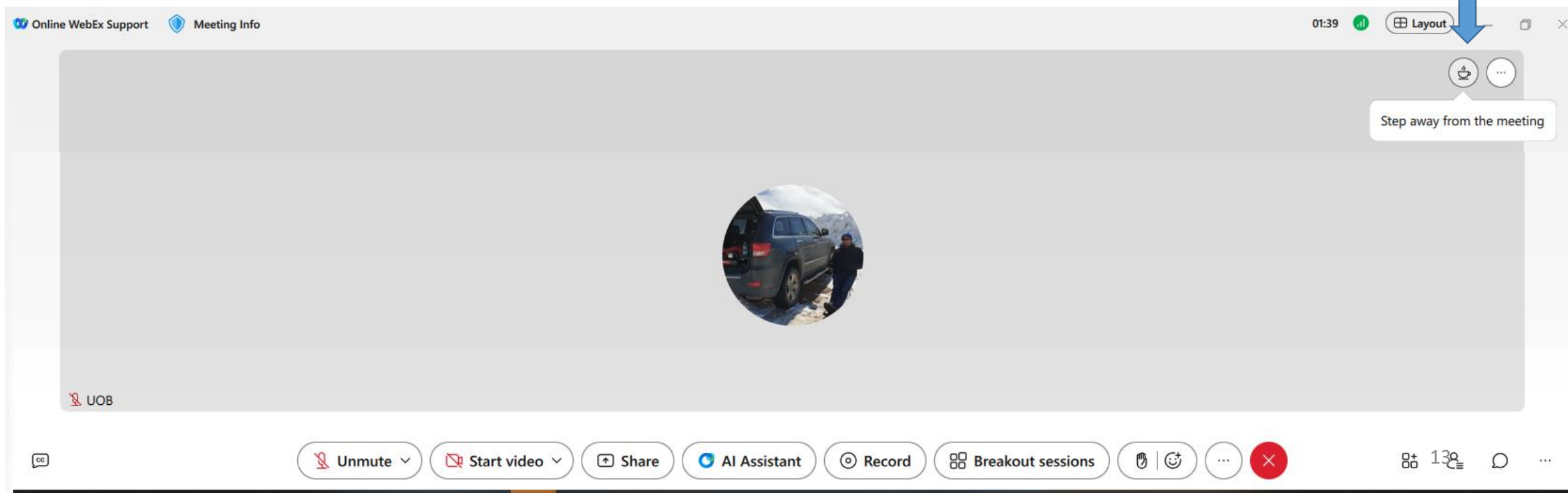
6. More options

a) Step away from the meeting ☕

o Start a meeting (see section 4)

o Press on the icon as shown
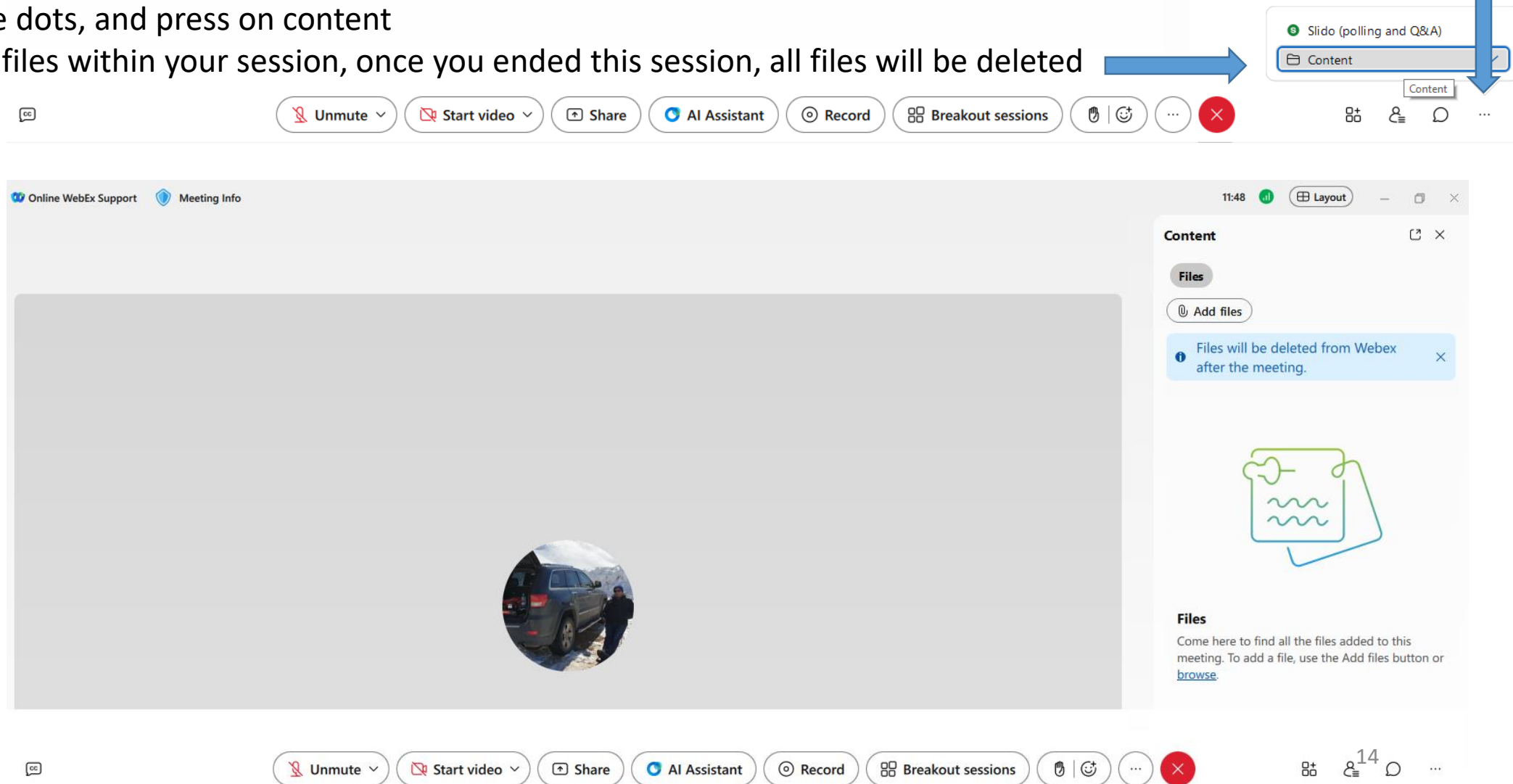❖ It will automatically mute the microphone and stop the camera

6. More options

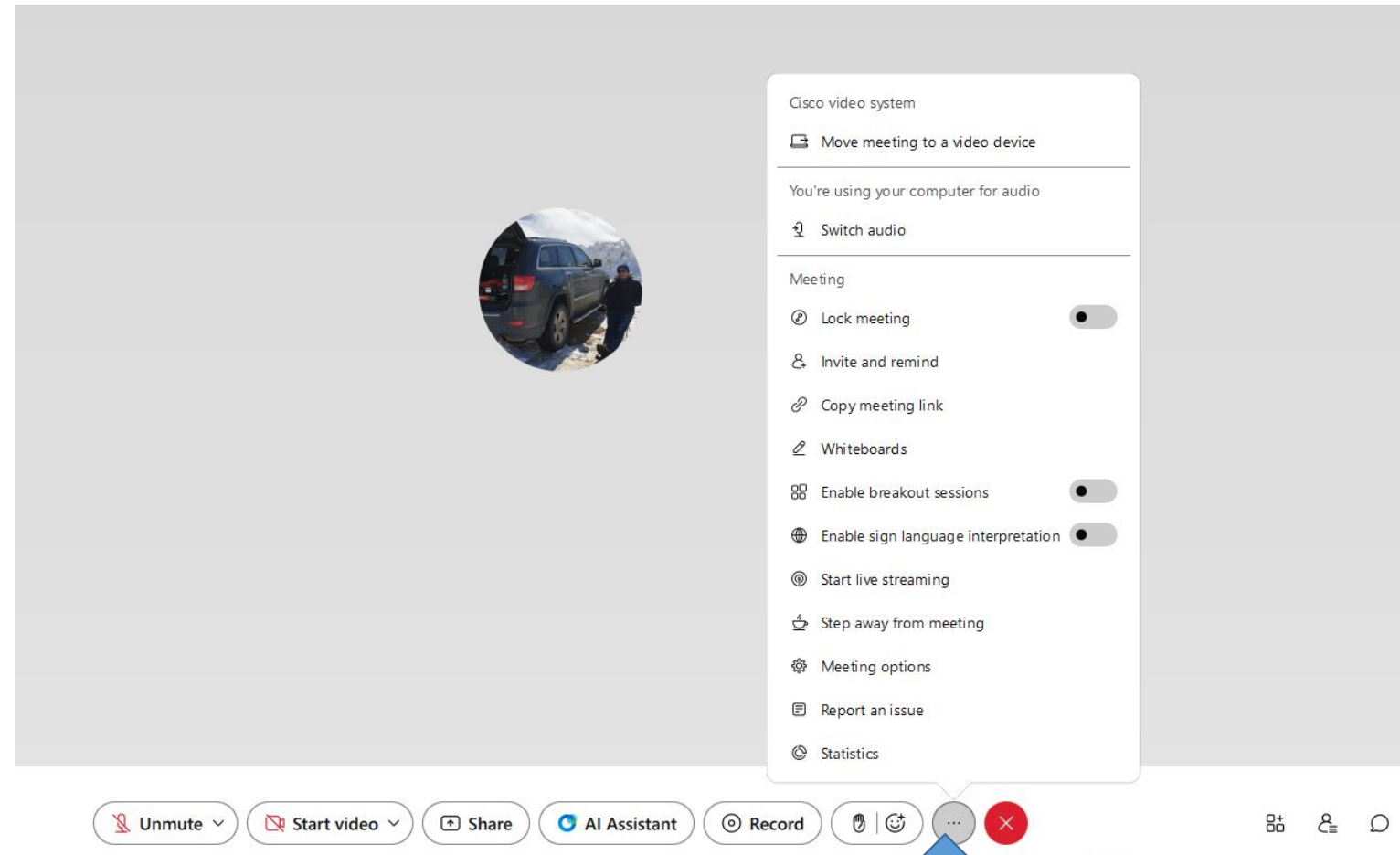b) Add files to the meeting

o Start a meeting (see section 4)

o Press on the three dots, and press on content

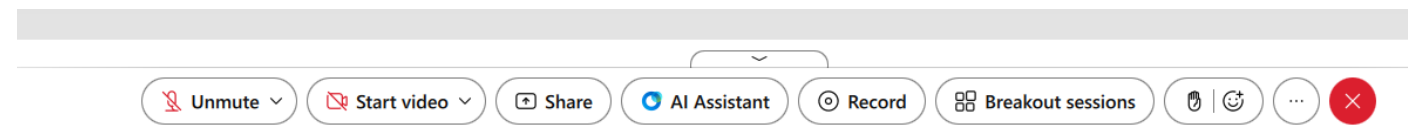o Now you can add files within your session, once you ended this session, all files will be deleted

7. Breakout Session

o Start a meeting (see section 4)
o Press on the three dots
o Enable breakout sessions

Cisco video system
- Move meeting to a video device

You're using your computer for audio
- Switch audio

Meeting
- Lock meeting
- Invite and remind
- Copy meeting link
- Whiteboards
- Enable breakout sessions
- Enable sign language interpretation
- Start live streaming
- Step away from meeting
- Meeting options
- Report an issue
- Statistics

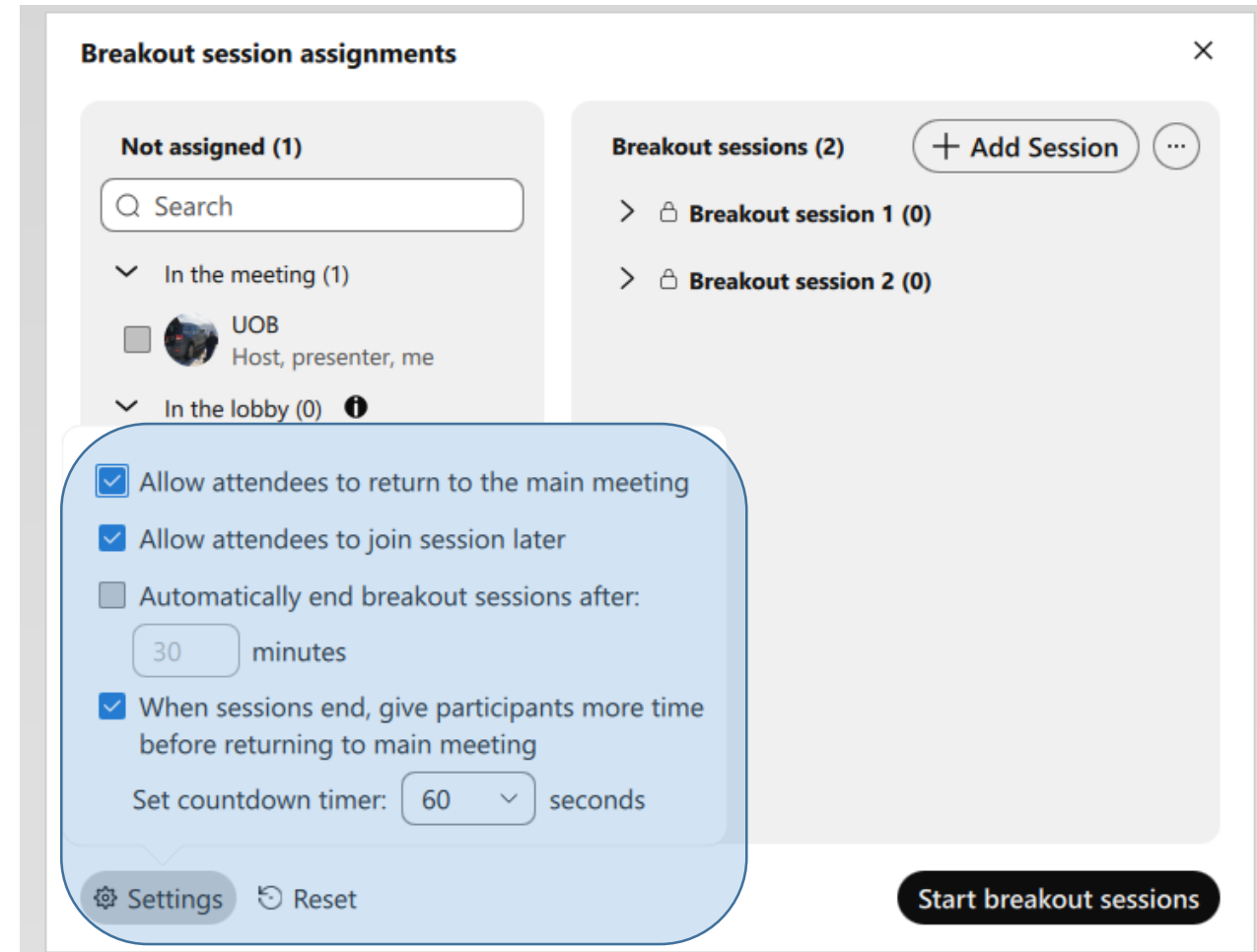o Breakout session will appears on the button of the screen as shown below

7. Breakout Session

o You will see three options:

1. Automatically breakout sessions
As shown you put number of breakout session and
WebEx will assign students automatically

1. Manually breakout sessions
You will have to assign each student to a breakout
session

1. Participant choose a breakout session

o Finally press on create breakout sessions

o You can start breakout session anytime by pressing on Start
Breakout Sessions

o You can also press on Settings, see next page
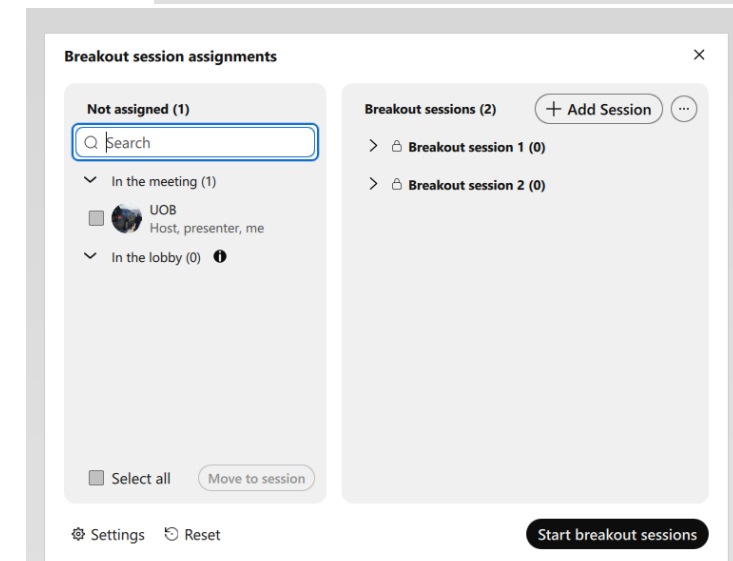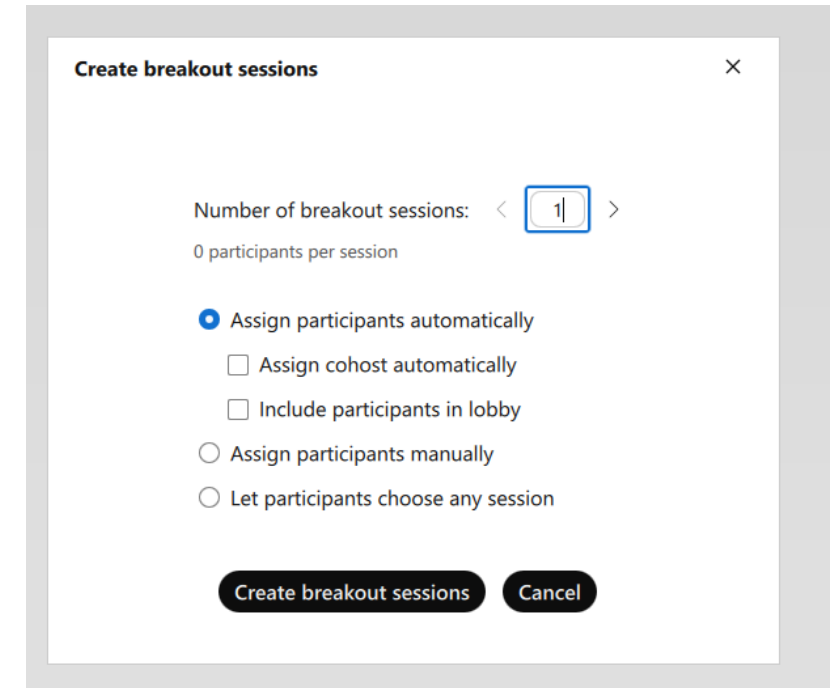
7. Breakout Session

o Set the options as you see convenient for you.

❑ Automatically end breakout session after ??? Depends on you

❑ Set countdown timer : give them minimum 60 seconds to end the discussion

❑ You can always stop the sessions anytime by pressing on stop

Breakout session assignments ✕

Not assigned (1)

🔍 Search

∨ In the meeting (1)

☐ UOB
Host, presenter, me

∨ In the lobby (0) ⓘ

☑ Allow attendees to return to the main meeting
☑ Allow attendees to join session later
☐ Automatically end breakout sessions after:
[30] minutes
☑ When sessions end, give participants more time before returning to main meeting
Set countdown timer: [60 ∨] seconds

Breakout sessions (2) ⊕ Add Session ⋯

> 🔒 Breakout session 1 (0)

> 🔒 Breakout session 2 (0)

⚙ Settings   ↺ Reset

Start breakout sessions