WebEx Guide for Students to Join a meeting from Canvas

The following tutorial has step-by-step directions for joining a WebEx meeting from canvas by student.

Step 1: After the students successfully log in to their canvas account, they may click on the +WebEx option on the lefthand pane to join the meeting.

Step 2: Once the +WebEx menu option is selected, the following page appears, where the event details if scheduled can be viewed. Click on the “Join” button to enter the meeting.
Step 3: The following page loads and prepares the meeting room and the progress would be displayed as shown below.

![Meeting Preparation Screen](image)

Step 4: Once the meeting is ready and the host has joined, then you can view the host or the video shared by the host on the right side of the page.

1. Call using computer - Use this feature to join the meeting with an audio call to the presenter.
2. Share Screen- The host would have to make you the presenter first and then click on Share Screen.
3. Copy meeting URL - Click on the Copy Meeting URL to invite other students.
Step 5: Clicking on the “Meeting Info” tab would display all the details relevant to the meeting such as Host name, Attendee ID, Meeting number, Audio configuration etc.

Step 6: The “Whiteboard” tab lets the host to use it like the traditional blackboard to demonstrate any specific details. The “Participants” tab to the right top corner displays the list of all participants in the meeting.

1. Chat - Let you chat with other participants.
2. Notes - Click on notes to record any notes related to the meeting.
3. Raise hand - Without disturbing the flow of the meeting, if you would like to pose a question to the host, click on Raise Hand feature.