

USING WEBEX AT RUTGERS

PREPARING FOR WEBEX

GET YOUR WEBEX ACCOUNT

All Rutgers students, faculty, and staff have access to Webex, but need to first sign up for it. To do this, go to <https://webex.rutgers.edu/> and click the red “sign up” button on the center of the page. You only need to do this once.

GET INFO FOR YOUR CLASS

Your instructor will send you a link to the class and a password to access the class. You need both to view the class.


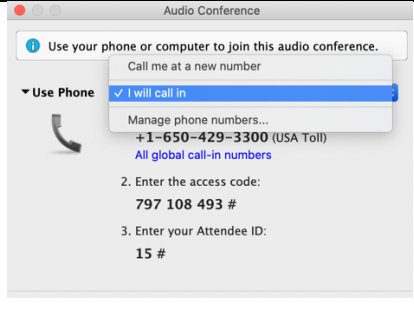
TEST OUT YOUR CONNECTION

Well before your class, you should click the link your instructor has given you. You may need to install some plugins if you use a Mac or a program if you use Windows. This will only need to happen once, so it is best to do it in advance of your first class to give you some time to troubleshoot.

USING WEBEX IN CLASS





CHOOSING YOUR AUDIO SETTINGS

When you log on, Webex will ask you to choose your audio connection. Choose one of the following:

Using your computer audio (simplest) If you have a stable internet connection, click “use computer for audio” and then “call using computer”	Call in with your phone (best connection) If you are concerned about your connection, click “use phone” and choose “I will call in” and use the call-in info that is presented. This will allow you to use the Webex functions (e.g., camera, breakout rooms) but have higher quality audio.
	

CAMERA AND MICROPHONE SETTINGS

The following buttons will allow you to view your current camera and microphone settings

When your camera is ON, the camera icon will be green.	
When your camera is OFF, the icon will be grey. This is the default setting when you log on.	
When your mic is ON, the icon will be grey.	
When your mic is OFF, the icon will be red. This is the default setting when you log on, unless your instructor has specified your microphone to be on at the start of class. If this is the case, you should still mute the microphone when you log on.	

FEEDBACK TOOLS



Webex has a variety of tools you can use to give feedback.

In order from left to right in the picture above: Raise Hand, Yes, No, Go Faster, Go Slower, Emoticons, Feedback Results, and Clear Feedback. Remember to press the clear button a second time to remove it (e.g., if you are called on, press the clear button to remove your raised hand).