Students - How do I join a WebEx Session?

1. You will be sent an email with session information such as date, time, and who initiated the session. Alternately, your instructor may post this information in Avenue to Learn's Announcements for the course, or in Content.

2. Click the link in the email to go to the WebEx website.

3. On the right hand side of the screen, you will see an area to log in. Type your name (e.g., John D.) and your email address and press "Join." Quite often, the password will be autofilled into the password field, if not you will have to type in the password as well.

4. The very first time you connect to a WebEx session you'll have some additional steps. On a Mac, you will be prompted to download a WebEx player. On a Windows machine you will be asked to add a plug-in to your browser.

5. Once the session has started, a separate window will pop up and prompt you for your choice of audio. You may either use a phone or your computer for audio. We strongly suggest that you have a headset with microphone for best results, and to select "Call Using Computer".

6. Configure your microphone and headset/speakers before connecting to the conference, by using the WebEx Audio Setup which automatically happens after selecting your method of audio connection.