



## Introduction to the WebEx Online Platform

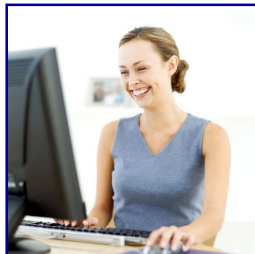


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## Online access to class

- ICCIE courses use **WebEx** for live sessions



- **WebEx** is used for “live” online classes and webinars



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## Browsers recommended:



■ Chrome



■ Mozilla Firefox



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## What is WebEx?

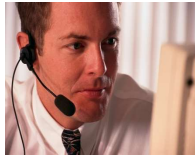
- Web-conferencing platform combining real-time desktop sharing with video and audio.
- Students and instructors meet at appointed times to participate in a live lecture.
- PowerPoint slides, graphs, and assignments will be displayed and discussed in class.
- Students are asked to be prepared to participate by responding with comments or questions via the Chat feature.
- Interactive questions and online polls may also be used in classes.



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## Sound/Audio connection



- Students are asked to use the computer audio for sound. **It is advisable to use a headphones for optimal audio quality.**
- Please log on to class 5-10 minutes early to test your audio connection.

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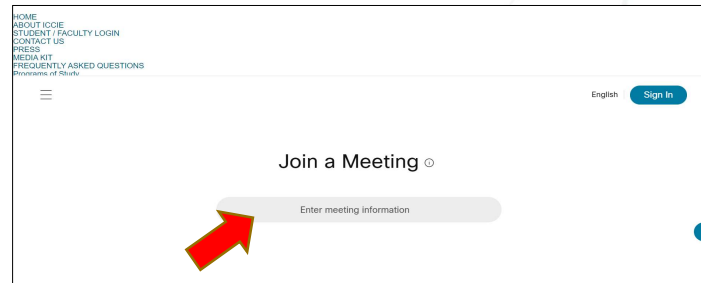
## Options for joining WebEx:

- Web Browser
  - Go to [iccie.webex.com](https://iccie.webex.com)
- Mobile & Desktop Apps
  - For information, go to <https://www.webex.com/downloads.html>

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To access a live online class (webconference):

- Go to [iccie.webex.com](http://iccie.webex.com)
- Type Session number in area marked “Enter meeting information” (session number is provided in email from ICCIE)
- You do **not** need a WebEx account to join session



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Enter your first and last name, email address and the session password (the password is provided in email sent to you from ICCIE). *Password is case sensitive.*

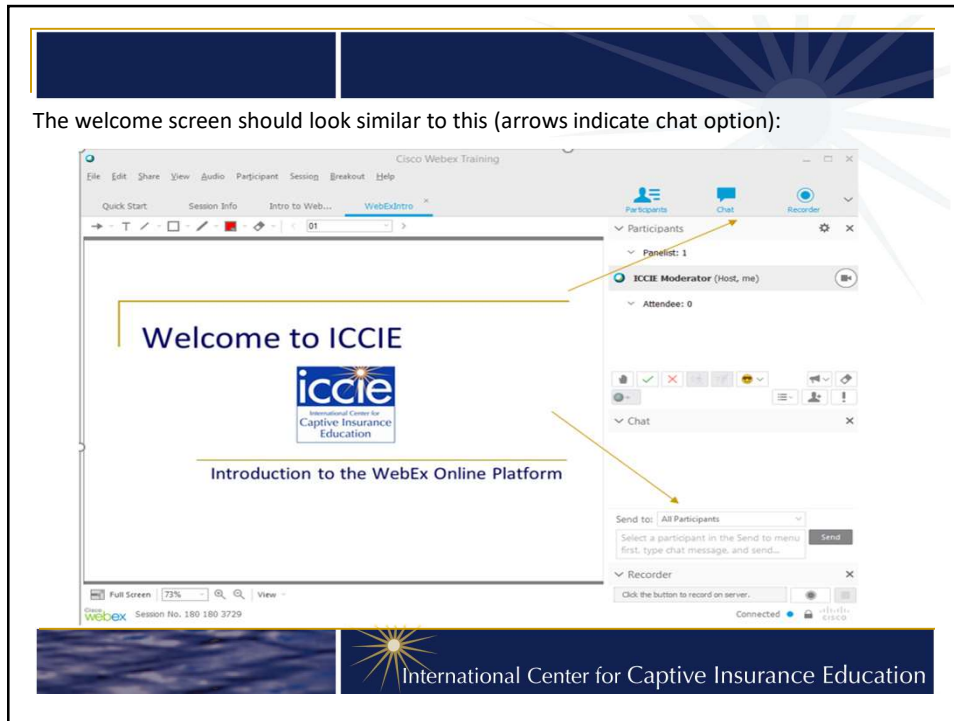
Joan Smith  
[jsmith@gmail.com](mailto:jsmith@gmail.com)  
SessionPassword

- Select Join by Computer Audio (options to test audio are provided)
- You will automatically join the class muted so no one can hear you
- Note: everyone who has joined can hear presenters, even before class begins

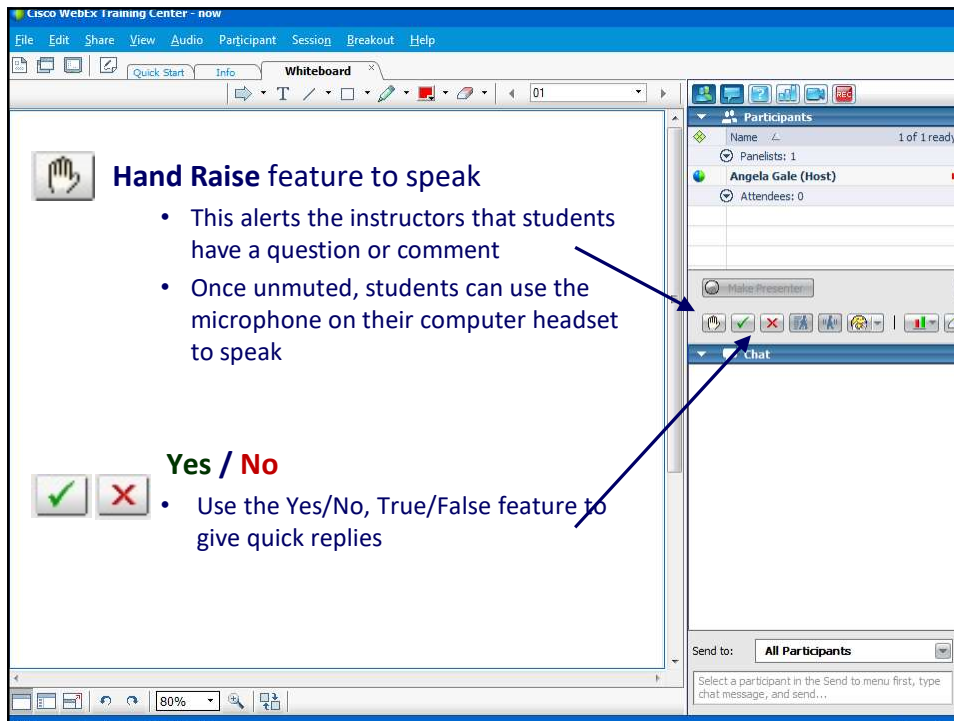
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The welcome screen should look similar to this (arrows indicate chat option):



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**Chat Area**

Type your responses in the chat box

- Please send your chat comments and questions to **“All Participants.”**
- You may choose **“All Participants”** from the **“Send to”** drop down menu. This will ensure everyone sees your contribution and that you receive participation credit for your comments.
- If you are having a technical issue, send a private message to the ICCIE Moderator.

The screenshot shows a Webex whiteboard with a sidebar on the right. The sidebar includes a 'Participants' list with 'Angela Gale (Host)' and 'Attendees: 0'. Below that is a 'Chat' section with a 'Send to:' dropdown menu set to 'All Participants' and a 'Send' button. A blue arrow points from the text 'Type your responses in the chat box' to the chat input area, and another blue arrow points from the text '“All Participants.”' to the dropdown menu.

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**Archiving Lectures**

- ICCIE records each webconference and makes it available to students following the live session.
- If you miss class or want to review it as a refresher, view and listen to the archived recording.
- Go to **“Lecture Archives”** in the course menu in Canvas for more information.

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## ICCIE Website

- For further information visit ICCIE's website
  - [www.iccie.org](http://www.iccie.org)
    - Course descriptions
    - Faculty biographies
    - Class schedule
    - Portal to courses via Course Access tab
    - Program & course registration
    - Associate in Captive designation recipients
    - And more...

