Run a Webex Class

Access Webex

1. To access the Webex website, navigate to https://uoguelph.webex.com and click on the ‘Sign In’ button.

2. Enter your Guelph email address and select ‘Next’. This will redirect you to Guelph’s single sign-on (SSO) page. Enter your username and password to continue.

   Note: If you are already using campus technology requiring SSO, you may not be required to re-enter your credentials.

Start a Class

3. On your Webex homepage, find the session you want to start under ‘Upcoming Meetings’. Click the ‘Start’ button on the session you want to launch.

   Note: If you cannot find the session you are looking for on the initial list, click on ‘View all meetings’ at the bottom of the list.

   Note: Students will be able to join your session once you have started it.

4. When prompted, choose your audio and video preferences.

5. Click on ‘Connect Audio and Video’ to enter the meeting.

CourseLink Technical Support
courselink@uoguelph.ca
519-824-4120 x56939
Run a Webex Class

Share Content

6. To share content (i.e., screen, PowerPoint slides, etc.), click on the 'Share Content' button on the control panel.

7. Choose the content you wish to share from the options presented.

Note: If using PowerPoint or other presentation software, make sure to share the screen where the presentation will be displayed.

Note: After you share your screen, the control panel will move to the top of the screen and look like this.

CourseLink Technical Support
courselink@uoguelph.ca
519-824-4120 x56939
Record your Meeting

8. To record your session, click the ‘Recorder’ button on the available control panel.

9. Ensure the option ‘Record in cloud’ is selected.

10. Click ‘Record’.

Note: To end your recording, click the ‘Recorder’ button again.

End Meeting

To end your session, select ‘End Meeting’ from the control panel.