



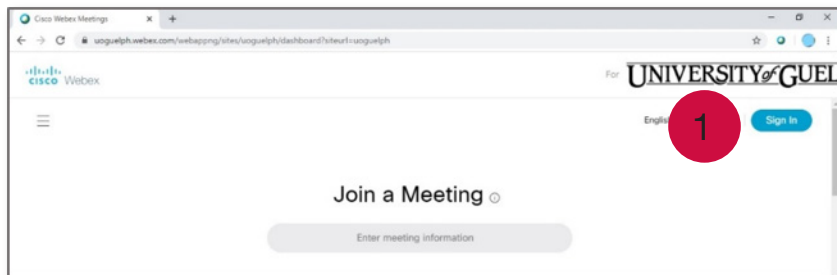
OPENED

OPEN LEARNING AND
EDUCATIONAL SUPPORT

Run a Webex Class

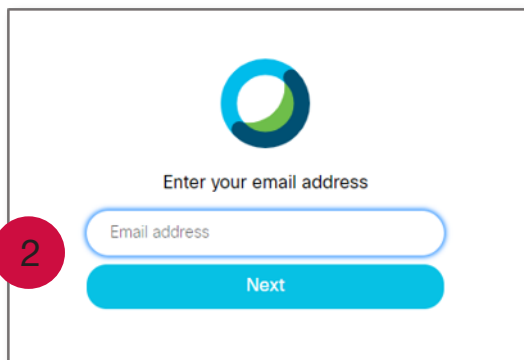
Access Webex

1. Navigate to the [Webex website](#) and click on the **Sign In** button.



2. Enter your U of G email address and select **Next**. This will redirect you to the University'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.

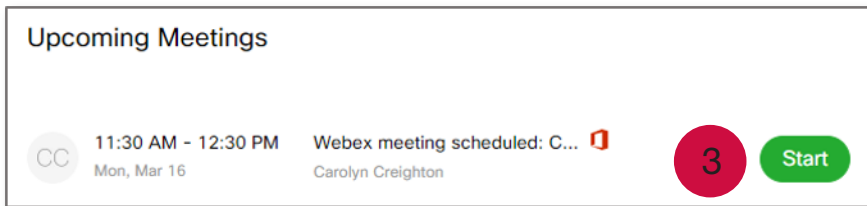


Start a Class

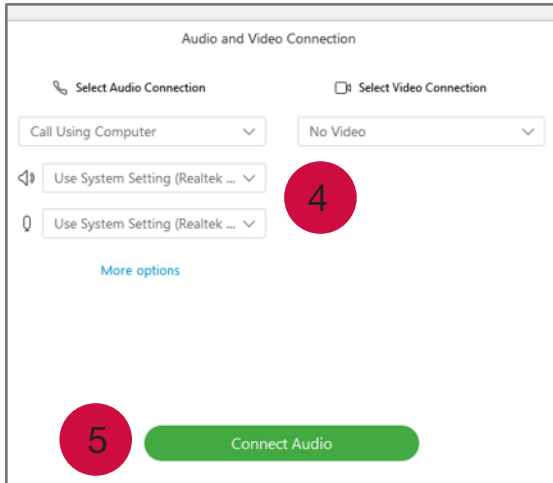
3. On your Webex homepage, find the session you want to start under **Upcoming Meetings**. Click the **Start** button on the session you want to launch.

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.

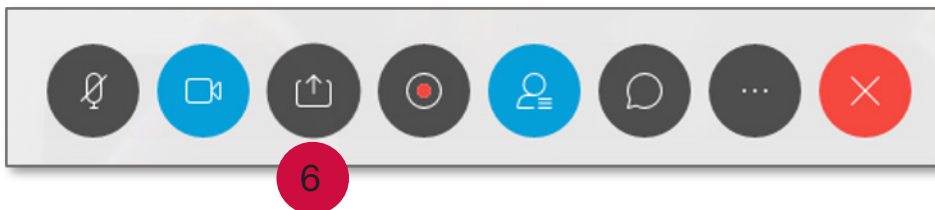


4. When prompted, choose your audio and video preferences.
5. Click on **Connect Audio and Video** to enter the meeting.



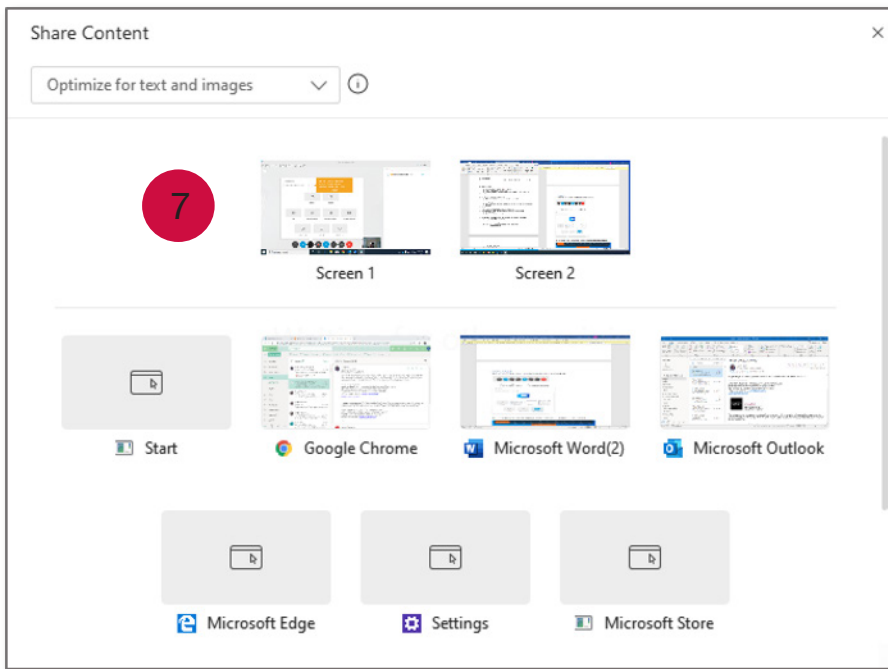
Share Content

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

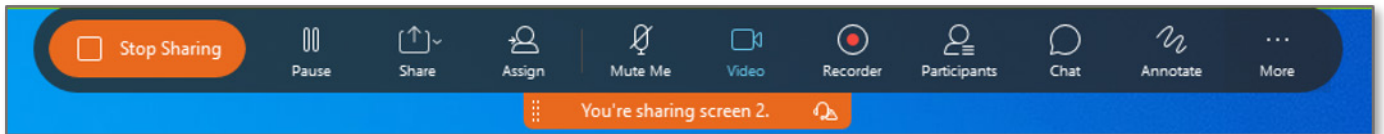


7. Choose the content you wish to share from the options presented.

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

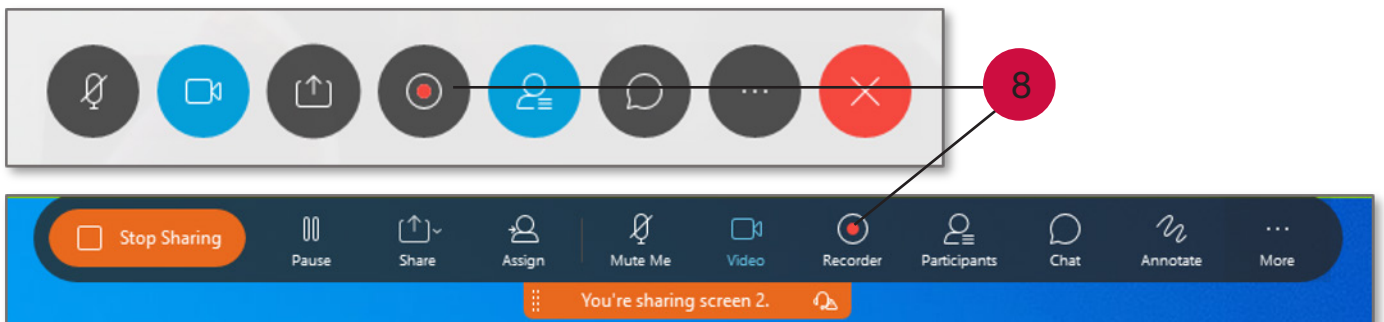


Note: After you share your screen, the control panel will move to the top of screen and look like this.



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.

CourseLink Technical Support

If you have any questions or would like more information about remote delivery, please contact CourseLink Support. We are here to help you.

Phone: 519-824-4120 ext. 56939
Toll Free: 1-866-275-1478 (Canada and USA)
Email: courselink@uoguelph.ca

Hours of Operation

Monday - Friday: 8:30 a.m. - 8:30 p.m.
Saturday: 10 a.m. - 4 p.m.
Sunday: noon - 6 p.m.
Holidays: 10 a.m. - 4 p.m.

All times listed above are Eastern Time.