Use WebEx web-meeting software to:

- Deliver presentations,
- Provide demos and training,
- Invite guest speakers
- Have virtual office hours
- Conduct interviews, etc.

Everything that the presenter sees and manipulates on his or her computer can be viewed by as many as 200 participants. A conference can be recorded, archived, and reviewed after the meeting.

This presentation covers:

Slide 1 – WebEx Login and Join
Slide 2 – Meeting interface
Slide 3 – Schedule a meeting
Slide 4 – Recorded Meetings
Slide 5 – Other options

Webex resources:
https://iol.tamucc.edu/WebEx.html
Questions or training? – call 361-825-2122 or odel@tamucc.edu
1. Click **Connect to Audio** to establish connection. Test speakers and microphone.

2. Share files, programs, or desktop for others to see.

3. Invite others to your meeting.

4. Record your meeting to share with participants.

5. - Use white board to write on
   - See your participants
   - Chat with all class or individually
   - Pass presenter privileges
   - Use webcam
   - Add notes
You have to have an account and login to schedule your meeting. Request an account from telecomm@tamucc.edu, provide your name and phone extension.
Productivity Tools

WebEx Productivity Tools include the WebEx One-Click program and WebEx integrations with other programs, such as Microsoft Outlook, IBM Lotus Notes, Microsoft Office, and instant messengers.

Using One-Click and the WebEx integrations, you can schedule, start, or join online meetings quickly, without having to go to your WebEx service Web site.

Other Centers in Webex

- Deliver interactive presentations
- Host call-in or call-back teleconferences
- Share, annotate, and change documents online
- Gather people for marketing webinars, all-hands meetings, sales kick-offs, and a variety of events
- Record events for later viewing
- Remotely control your customer's desktop and applications
- Access and maintain unattended computers over the Internet
- Manage IT assets, software distribution and patches, virus protection and backups
- Jumpstart your training program
- Administer online tests, quizzes and polls
- Conduct online hands-on lab sessions

WebEx Technical Support: 1-866-229-3239 (select option 1) US and Canada toll-free
Support and User Guides: Login and open Support in the menu