OLLI online class
WHY WEBEX

- Secure.
- Supported by UC.
- Class times flexible.
- Call in number available.
WHY WEBEX

- See and hear all participants.
- Allows content sharing.
- Chat feature for easy communication.
Email invitation will be sent to you from messenger@webex.com

- Meeting number (access code)
- Password
- Phone in number (alternative)

Click Join Meeting link or
Join by Phone dial in number

- Need Meeting number and follow audio prompts.
JOIN MEETING

- Click JOIN MEETING in email invitation.
- If you have the Web Meeting App installed, the application will open automatically.
- The first screen you see will be a PREVIEW window.
  - Audio button: mute or unmute
  - Video button: ON or OFF
  - Preview yourself on screen
  - Wear a hat if necessary!
- Click START MEETING
WEBEX CONTROLS ICONS

Viewing Controls
- Info, Active speaker view, Viewing Options.

Meeting Controls
- Audio, Video, Share, Record, Participants, Chat, More, Leave Meeting
BE CURIOUS!

- Click on the icons. See what happens.
- You won’t break it.
VIEWING options
Single Active Speaker
VIEWING options
Single Active Speaker with THUMBNAIILS
VIEWING options
Grid View
GRID VIEW—social and fun!
MEETING CONTROLS

TOGGLE buttons.

- **AUDIO**
  - Shown as **ON**
  - Shown as **MUTED**

- **VIDEO**

- **SHARE**

- **RECORD**

- **PARTICIPANTS**

- **CHAT**

- **MORE**

- **LEAVE MEETING**

- **LEAVE MEETING**
MEETING CONTROLS

MORE button: speaker, microphone and camera settings.
Participant and chat panels
MOBILE Devices
Mobile or tablet devices

Webex controls look a little different on a mobile device. Tap the screen, icons, photos and rotate the device.

If you have more than 3 participants in a meeting, enable grid view by rotating your device.
Mobile Device

From a smartphone: Download and open the Cisco Webex Meetings App.

Click JOIN MEETING

Do NOT click sign in. This is for UC staff with webex accounts.

Enter your Name and Email address and click NEXT.
You will receive an email invitation to class.

Click yes, maybe or no for your RSVP.

On the meeting day, click the green JOIN MEETING button. You may need to scroll down to see this.

This will take you to the Cisco Webex Meetings App. Follow the prompts to open the App. Click to allow the app to access your camera and microphone.
Double tap a person to enlarge view, tap again to restore.

Tap the 3 dots to find more options, settings and chat.
Tap the participants icon to open the panel.

Tap the RAISE HAND or CHAT icons.
Mobile device

Tap to mute or unmute your microphone.

Tap to turn on/off your video camera.
OLLI online class
BEST PRACTICES
PREPARING FOR CLASS

- LOCATION: choose wisely.
- Setup in a QUIET, well lit room.
- NO BACKLIGHTING. Try NOT to have a window behind you.
- The closer you are to the ROUTER, the better your wifi / internet signal. Plugging directly into the router can improve your video and audio signals.
- Turn off ANY extra audio sources: radio, tv, dog, spouse.
- Place your webcam or device near eye level. Place on a stack of books if necessary.
PARTICIPANTS ICON

- Click the participants icon to bring up the PARTICIPANTS window.
- Use to view attendance.
- Participants can click HAND icon next to their name to indicate to host they have a question.
- Participants audio and video can be muted by host.
Chat Icon

- Click the chat icon to bring up the Chat window.
- Comment or question to everyone or to a single participant.
- Use to notify someone if there is trouble with a user's video or audio.
- Participants can use to ask a question without interrupting the current speaker.
SHARING CONTENT

- Application or Documents.
  - Word Document
  - PowerPoint
  - PDF
  - Images
  - Browser (chrome, edge, etc.)
- Click icon to Share content.
SHARING CONTENT

- AUDIO AND VIDEO
  Can be an internal file or from browser (i.e. YouTube)
- Share content pop up window:
  - Select OPTIMIZE FOR MOTION AND VIDEO from drop down menu and be sure SHARE YOUR COMPUTER AUDIO is checked in adjacent box.
- Results vary depending on internet connection.
- Test in advance.
CLASS PROCEDURES

- Log in several minutes before the scheduled time to allow for technical adjustments.
- Students: MUTE audio when not speaking.
- Lecture type classes (BBL), students can turn video OFF.
- Discussion type classes, students and moderator may have their audio and video turned ON, unless there is a breakdown in video or audio quality.
  - If there are connection issues, students can turn OFF audio and/or video when they are not directly speaking.
- Moderator should tell students how they prefer questions handled in class. (through chat window, raise hand icon, speaking or other)
Audio or Video Breaking up:

- Have one or all participants turn their audio and video OFF via the toggle controls at the bottom of the screen. Only the current speaker should have their audio and or video ON. This will minimize the amount of data transferring over the internet connection.
- Have user with connection issues move physically closer to their router.
- Have user hard-wire connect to the router via an ethernet cable.
- Turn off all firestick or roku devices that may be used in the home.
- Turn off wifi on other devices nearby that are not being used, cellphone, ipad etc.
Troubleshooting Problems

Can’t hear or see a participant:

- Check audio and video settings.
- Turn up volume on your computer.
- Click microphone icon. Is it muted?
- Click video icon ON/OFF?
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COMPUTER FUNDAMENTALS LINKS
Windows Computer fundamentals

► All about windows:
  • https://edu.gcfglobal.org/en/windowsbasics/all-about-windows/1/

► Basic navigation in windows:
  • https://www.youtube.com/watch?v=_jvp61NwGT8
Apple Macintosh Computer fundamentals

Mac fundamentals:
- [https://edu.gcfglobal.org/en/macosbasics/navigating-macos/1/](https://edu.gcfglobal.org/en/macosbasics/navigating-macos/1/)
- [https://www.youtube.com/watch?time_continue=10&v=_RN89xApebs&feature=emb_logo](https://www.youtube.com/watch?time_continue=10&v=_RN89xApebs&feature=emb_logo)

Mac fundamentals for those who are familiar with PC windows computers:
- [https://www.youtube.com/watch?v=MN0FD8KW2V4](https://www.youtube.com/watch?v=MN0FD8KW2V4)