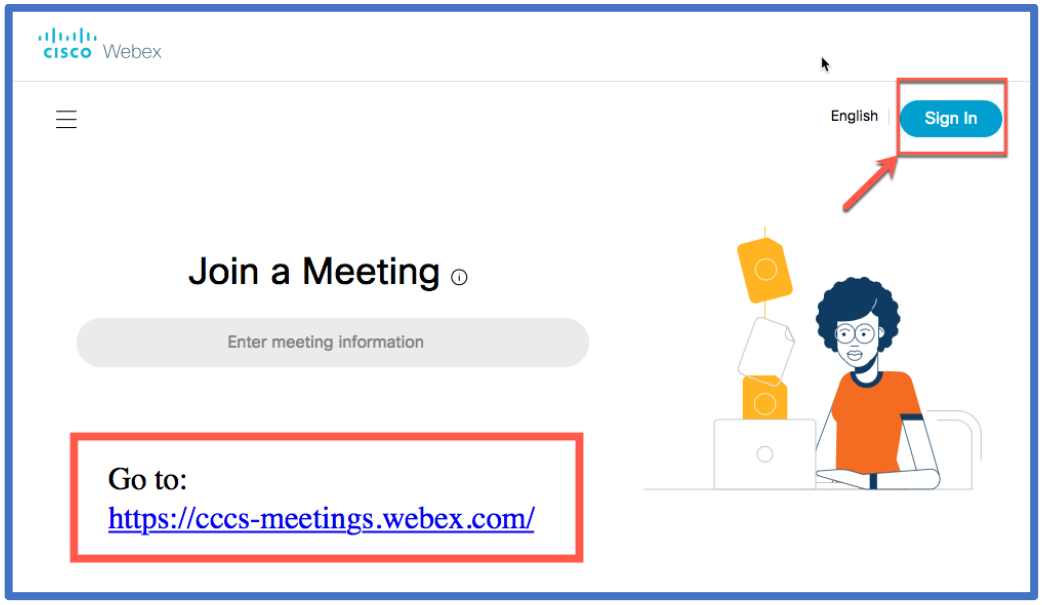
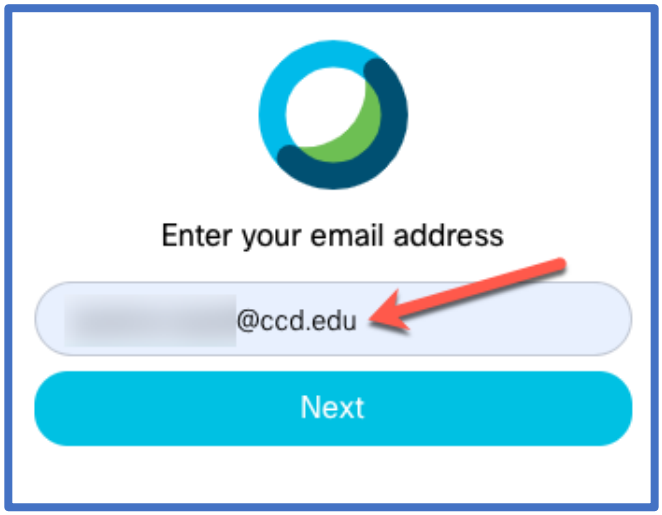
HOW TO SET UP YOUR WEBEX ROOM FOR REMOTE CLASSES

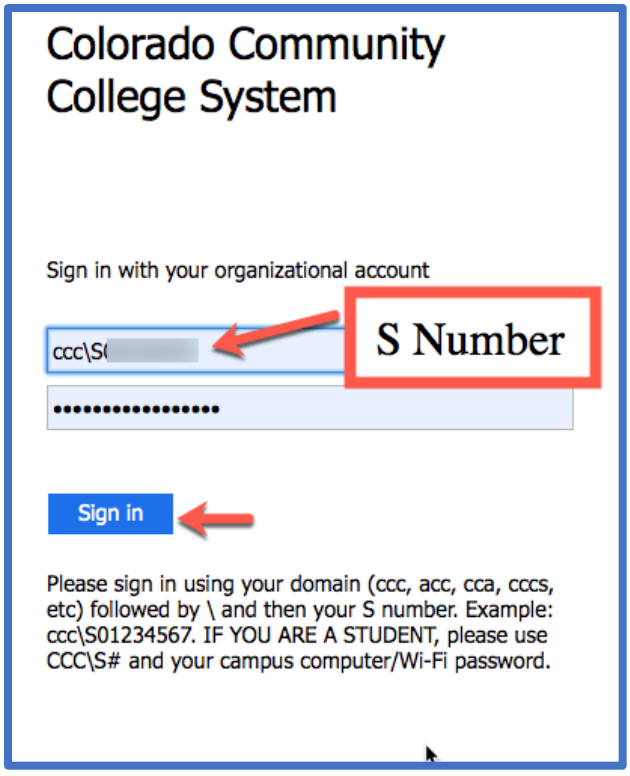
1. Go to https://cccs-meetings.webex.com/ and click Sign In.



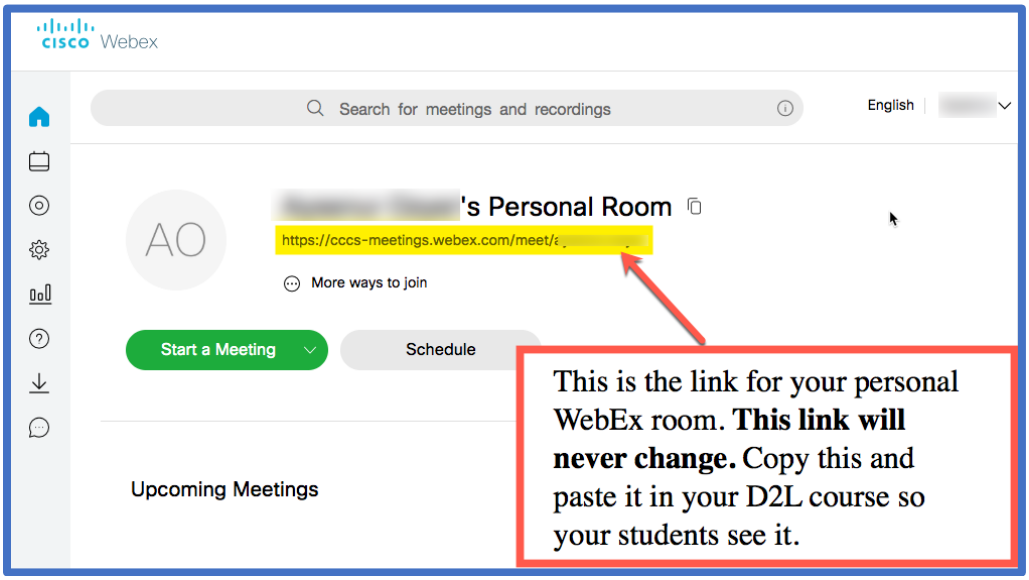
2. Enter your CCD email address and click Next.



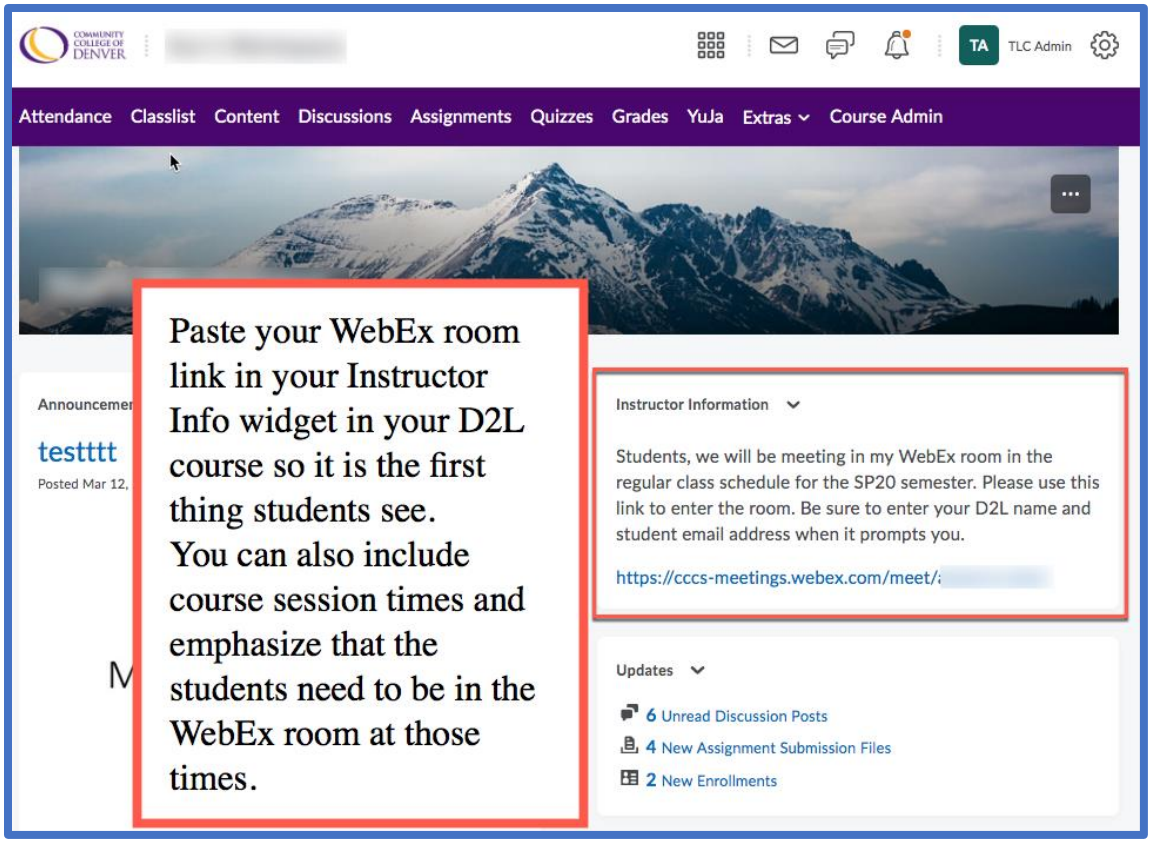
3. Enter your S number and password.



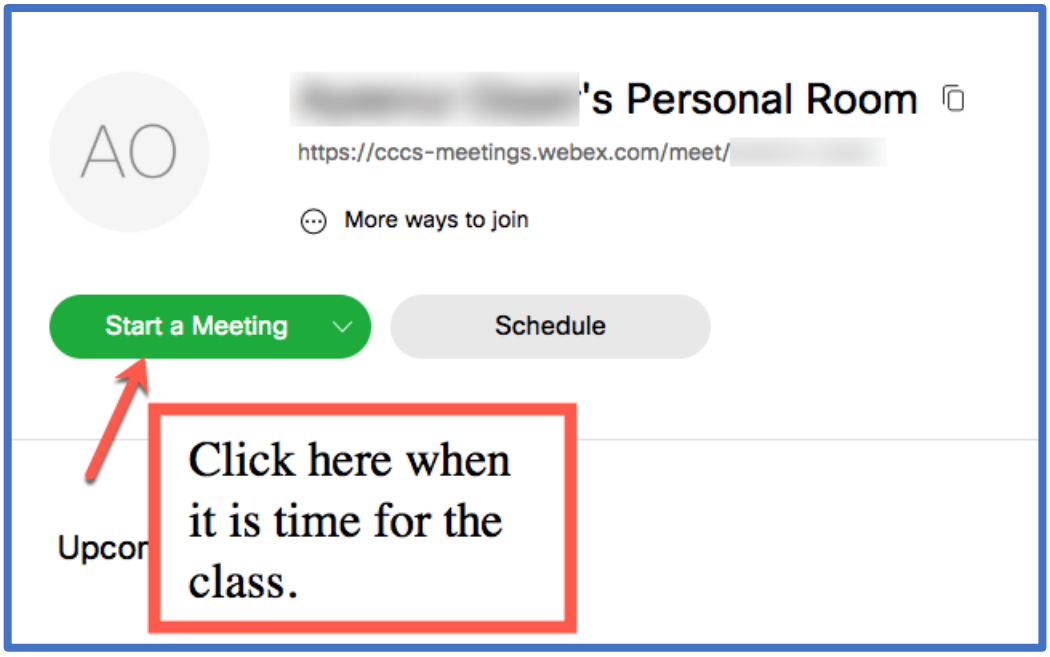
4. You will be taken to your WebEx home. Your personal WebEx room link will be on this page. This link is always same. Share it with your students so everyone can enter when it is class time.



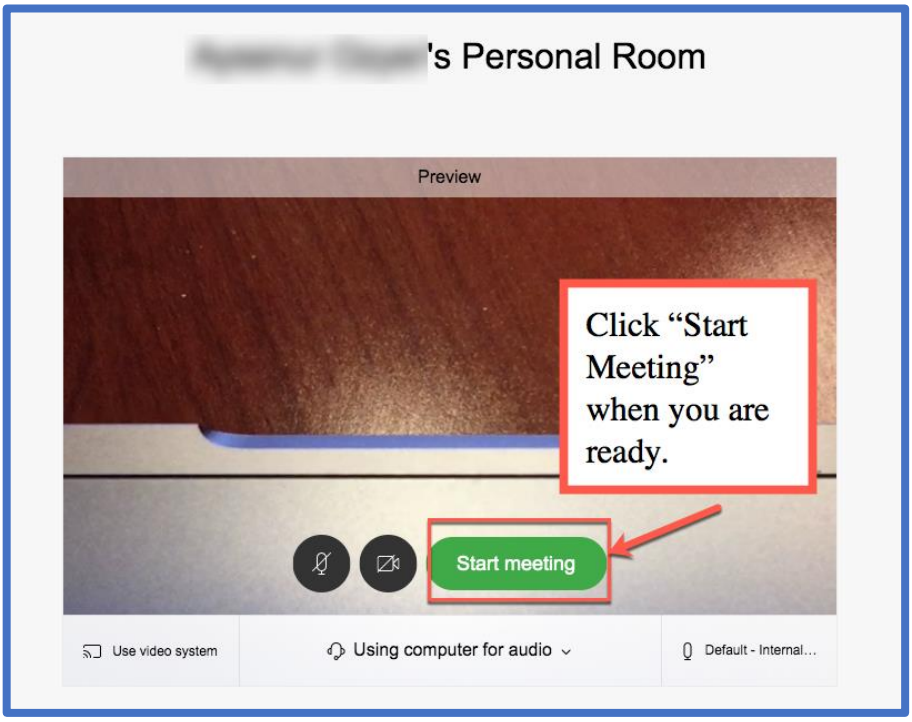
5. The best place to paste this link in your D2L course is the Instructor Info widget on your course home page. Also include your class session times and instruct your students to be in the WebEx room when it is the time.
6. **Important: You will need to be in the WebEx room for students to be able to enter.** So make sure you start the meeting before the class time.



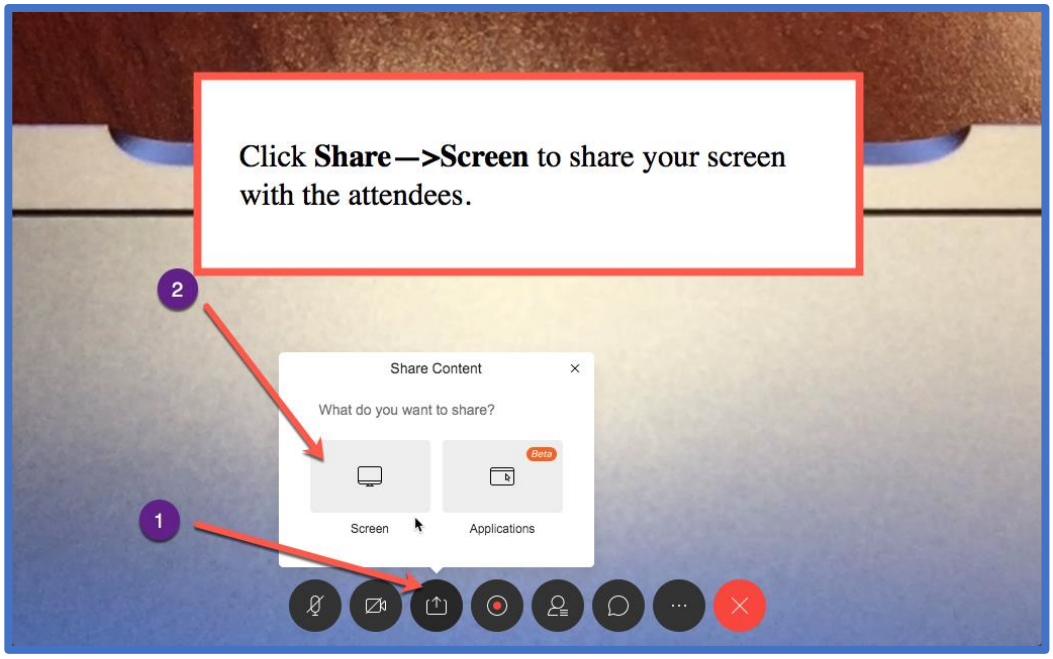
7. Click Start a Meeting on your WebEx homepage to start your WebEx room.



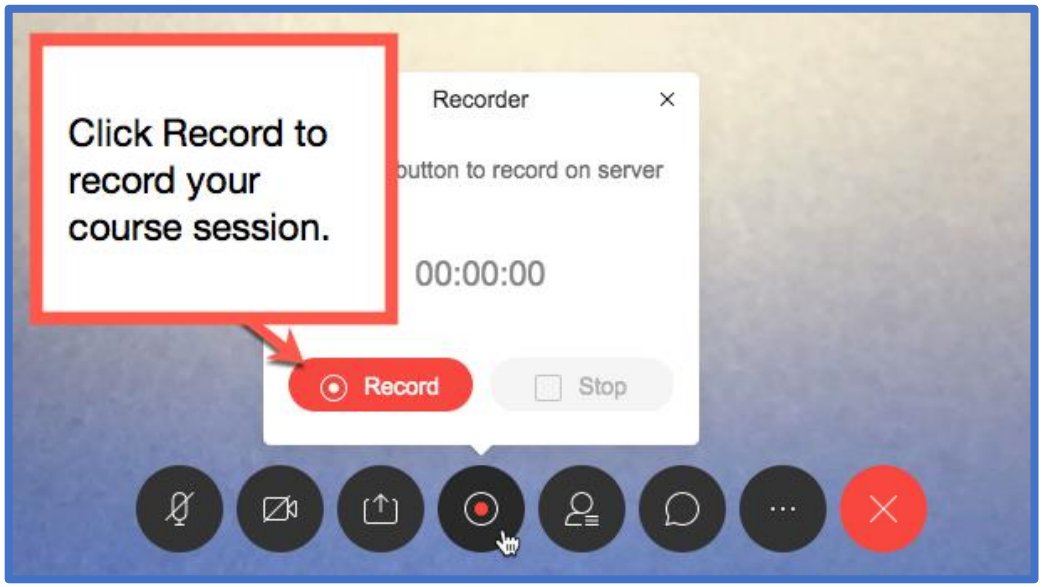
8. Check your camera view and voice. Click Start Meeting when you are ready.



9. Click Share to share your screen with the students.



10. Click Record button to record your class.



Opens the Participant list.
Opens the Chat.
End the meeting.