WebEx Quick Start

Why Would You Use WebEx?

WebEx is used in place of Teams/Zoom when you are teaching an IVN class. Using WebEx allows us to not only connect remote participants, but also entire IVN classrooms along with their functionality. You can send content normally through the Crestron touch panel, control the cameras in the class to provide room-wide shots or speaker close-ups, and use the integrated room microphones and speakers to provide higher quality audio to participants. You can also record meetings in WebEx the same way you can with Teams/Zoom.

Please follow these steps to set up a WebEx meeting for IVN:

1. You need to schedule a recurring meeting on WebEx for the IVN class. Please visit https://usm.webex.com and log in with your EmplID. Choose the days and times your IVN class meets, and the ending date for your class. This will generate a Meeting ID that reads similar to 1463920739@usm.webex.com (this was used for a previous session, yours will look different). Please send this Meeting ID and the class section/days/times you're teaching to stuart.alexander@usm.edu so I can add it to our schedule, and Hattiesburg can dial into your class session. You can also post the Meeting ID to Canvas to allow your students to join remotely.

2. On each day of class, you will need to host your meeting on your laptop or personal computer. Your laptop microphone needs to be muted to avoid feedback, and you should mute all students upon entry. IVN rooms need to be unmuted.

3. On the Crestron touch panel, you will dial into the Meeting ID that you have generated using the dial-pad/keyboard dialer on the left hand side in Conference Mode.

4. The other IVN class repeats step 3.

5. If you didn't before, unmute both IVN classes on your laptop. You can give permissions in advance to avoid having to unmute both classrooms every time.

Contact a tech immediately if you need assistance. Thank you!