Joining a Webex Meeting through Canvas

You can access any Webex meetings your instructor has scheduled by going to the Webex tab in the Canvas course.

When the meeting is open, you will see it listed on the left of the page as well as on the calendar view. You can click the meeting name on the calendar view and then press the Join button, or just press the Join button on the left.

You can connect to the meeting up to 15 minutes before the start time, but will be notified if the host/instructor has not joined yet. If you do not have the Webex software installed, you will be prompted to do so when you attempt to load the meeting. You can manually download the software at webex.com/downloads.
Audio and Video Settings

Once the meeting has loaded, you will first see a window where you can set up your audio and video. Make sure you see **Use computer for audio** at the bottom of the window - this should be the default option, but you can click the button to switch the setting if needed.

To test or change your selected audio/video devices, click the **Settings** button in the bottom right corner.

Use the drop-down menus to select your devices. You can play a test sound to test your speakers and should see the bars below the microphone selection light up to confirm it is working.

You can mute/unmute your audio and video via these buttons. If your video is unmuted, you will see a preview above. Your mute settings will carry over once you've joined the meeting - e.g. if you have your audio muted here, you will still be muted in the meeting until you manually unmute yourself. If you join before the host, your settings will turn on once they have connected.

When you are done setting up your audio and video, click **Join meeting** to finish connecting to the meeting.
Click the microphone and camera buttons at the bottom of the window to mute/unmute your audio and video.

Muted icons: ⏯️ 📹

Click the button in the upper right of the video to make it full screen. In full screen mode, click the button again or press the "Esc" key to return to windowed mode.

Click the chat icon to open the Chat panel. You can send messages to all participants or a specific person.

If you need to share content, click the up-arrow button:

You can then choose to share your whole screen or a specific application.

When sharing content, move your mouse to the top of the screen to bring down a menu. You can stop sharing here.
Troubleshooting

If you need to adjust audio or video settings during the meeting, click on the button at the bottom of the window, then click **Speaker, microphone, and camera** to open a pop-up window where you can change and test your devices.

If you have questions or need additional support, contact Baylor Classroom Technology Services at 254-307-1614, Option 2, or CTS@baylor.edu.