Hosting WebEx Meetings from a Computer

Hosting a WebEx meeting from a computer or laptop is done through Canvas. You must either have created the meeting or have access to the Canvas course where it was created.

**Opening the Meeting**

Login to Canvas and go to the course where the meeting was created, then click on the WebEx tab on the left. You will see the meeting listed on the Event Calendar as well as under the Upcoming Events section to the left.

You can either click the name of the event in the Calendar listing, then click on the Host button¹, or just click the Host button under the event on the left if it appears there. If you have not already installed the WebEx extension on your computer, you will be prompted to do so at this point.

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¹ The button may be labeled differently in some cases, but it will function the same way:
- **Prepare** - the meeting start time is more than 15 minutes away
- **Substitute (as host)** - someone else created the meeting
- **Prepare (as host)** - someone else created the meeting and its start time is more than 15 minutes away
Audio & Video Settings

Once the WebEx window opens, you will be prompted to connect your audio and video.

For audio, choose “Call Using Computer” from the drop-down menu, then use the two drop-down menus below it to change or confirm the speakers and microphone you have selected. If you want to test your audio devices, click “More Options” to open a new pop-up window.

For video, confirm the preview displays or change the selected camera from the drop-down menu. Once you have set your audio and video options, click Connect Audio and Video to join the meeting.
**WebEx Meeting Interface**

To make the video full screen, mouse over the video window and press the button in the upper right. Press this button again to return to windowed mode.

You can mute/unmute your microphone and camera using the icons at the bottom of the video window. If the icons are hidden, simply mouse over the video and they will appear. You can also minimize your self-view by hovering your mouse over it and then pressing the button in the upper left. It will collapse into a button that you can press to restore the self-view.

**Audio & Video Settings**

If you need to change your audio settings during the meeting, such as choosing a different microphone or adjusting volume, click the **Audio** tab at the top of the window or at the top of the screen if using a Mac device, then select **Audio and Video Connection**. On the pop-up menu that appears, click **Change settings** to open a menu where you can change and test your selected speakers and microphone.

To access video settings, click on the camera icon at the bottom of the video window.
Sharing Content

To share content (e.g. a PowerPoint presentation or other document), click the Share button at the bottom of the video window (highlighted below). This will open a pop-up window where you can choose to share your entire screen or a specific application.

To stop sharing, hover the mouse at the top of your screen to bring down a tab with additional controls, and select “Stop Sharing.”