

WebEx: Hosting Virtual Office Hours, Recording or Streaming a Class

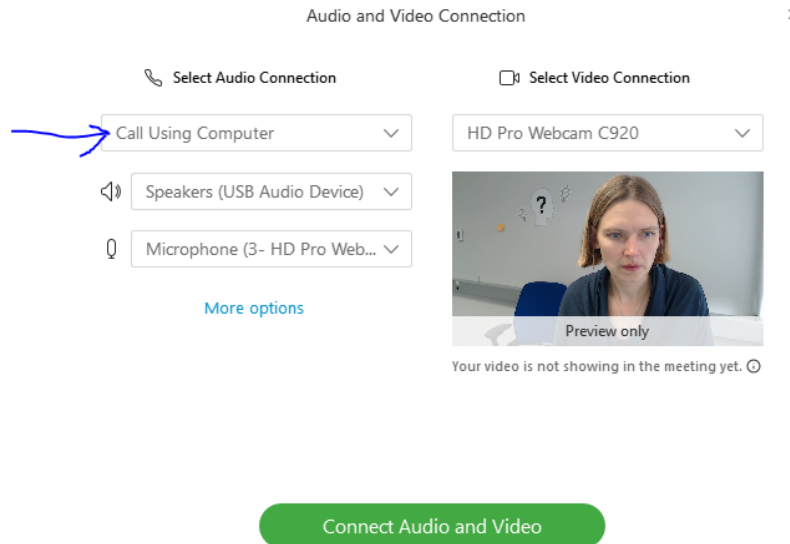
If you haven't used WebEx before [click here to get started](#). As faculty, you will have access to a "host account", however you will need to enable it first. To do so:

- Go to <https://capilanou.webex.com/>
- Verify your email address (ignore browser pop-ups)
- You do not need to install anything
- Go to <https://capilanou.webex.com/> and login with your CapU username and password. You'll see a welcome message
- Click start meeting to host an instant session

Once you have enabled your host account, you will have access to your own "Personal Meeting Room" with a permanent URL i.e.: <https://capilanou.webex.com/meet/yourname>. Students can enter once you're in the room. You do not need to schedule this. Just communicate the time you will be there to the students.

Live Class or Virtual Office Hour Login & Set-Up:

1. Log in to your personal meeting room, select your audio and video connection and test it



2. **Send the URL to your personal meeting room** (<https://capilanou.webex.com/meet/yourname>) to students and post it as an announcement, or as an Activity – URL on your eLearn site including the time of the office hours/live online class.

Record a WebEx Session (with or without students)

1. Log in as above
2. Click **record in the cloud**
3. **Share you whole screen** i.e. with a PowerPoint, or upload a file.

Access & Share Recording:

1. Go to <https://capilanou.webex.com/> and log in.
2. Click on My Recorded Meetings, and click on the Envelope icon to email a link to the recording to students. You can also get the hyperlink and post it on your eLearn course site.

The screenshot displays the Cisco Webex user interface. In the left-hand navigation menu, the 'My Recorded Meetings' option is highlighted with a blue circle. Below this, a table lists recorded meetings. The first entry is 'Bettina Boyle's Personal Room-...' with a size of 188.24MB, a duration of 53 minutes, and a format of MP4. To the right of the table, a storage indicator shows 'Recording storage Site: 51% of 50 GB'. A blue arrow points from the email icon in the table's action column to the storage indicator.

Topic	Security ⓘ	Size [†]	Create Time ▾	Duration	Format
Bettina Boyle's Personal Room-...		188.24MB	21/10/19 1:00 pm	53 minutes	MP4

3. Note, it may take a few hours for the recording to upload to the cloud.