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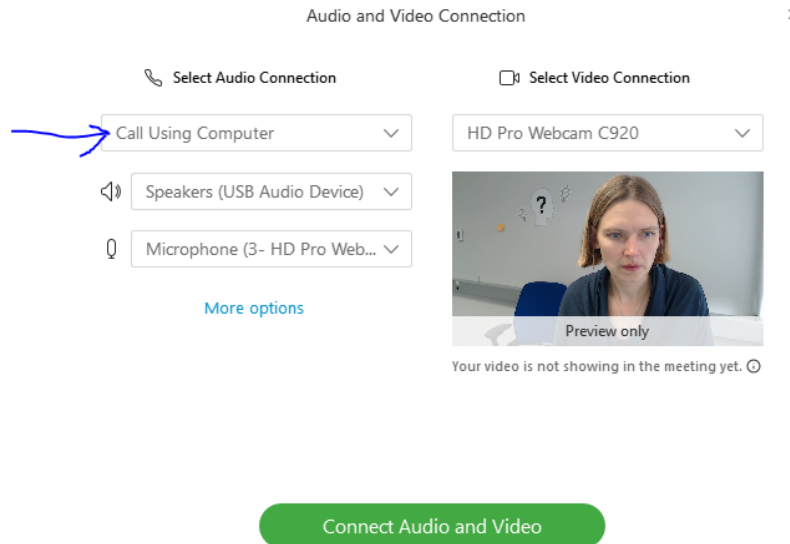
2. **Send the URL to your personal meeting room** (https://capilanou.webex.com/meet/yourname) **to students and post it** as an announcement, or as an Activity – URL on your eLearn site including the time of the office hours/live online class.

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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.

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

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