

WebEx Meeting Center Short User Manual

UNICAM offers the opportunity for students who cannot go to Camerino to participate at the lessons that take place regularly in the classrooms. For this purpose UNICAM makes available the system **WebEx Meeting Center of Cisco system**.

The “WebEx Meeting Center” system allows access through a device (PC, notebook, smartphone, tablet) that is connected to Internet, a virtual classroom that the teacher will activate at the same time with the lecture. The teacher will share teaching materials, and students will speak, ask questions or ask for explanations.

The link to connect to virtual classrooms will be posted on the Courses websites (<http://biologybiotechnology.unicam.it> and <http://biologicalsciences.unicam.it>)

HOW TO USE WebEx

First of all, click on the virtual class of interest.



Now you can write: name and surname (NOT NICKNAME, please!)

Unicam e-mail address

Then click on “**JOIN MEETING**”

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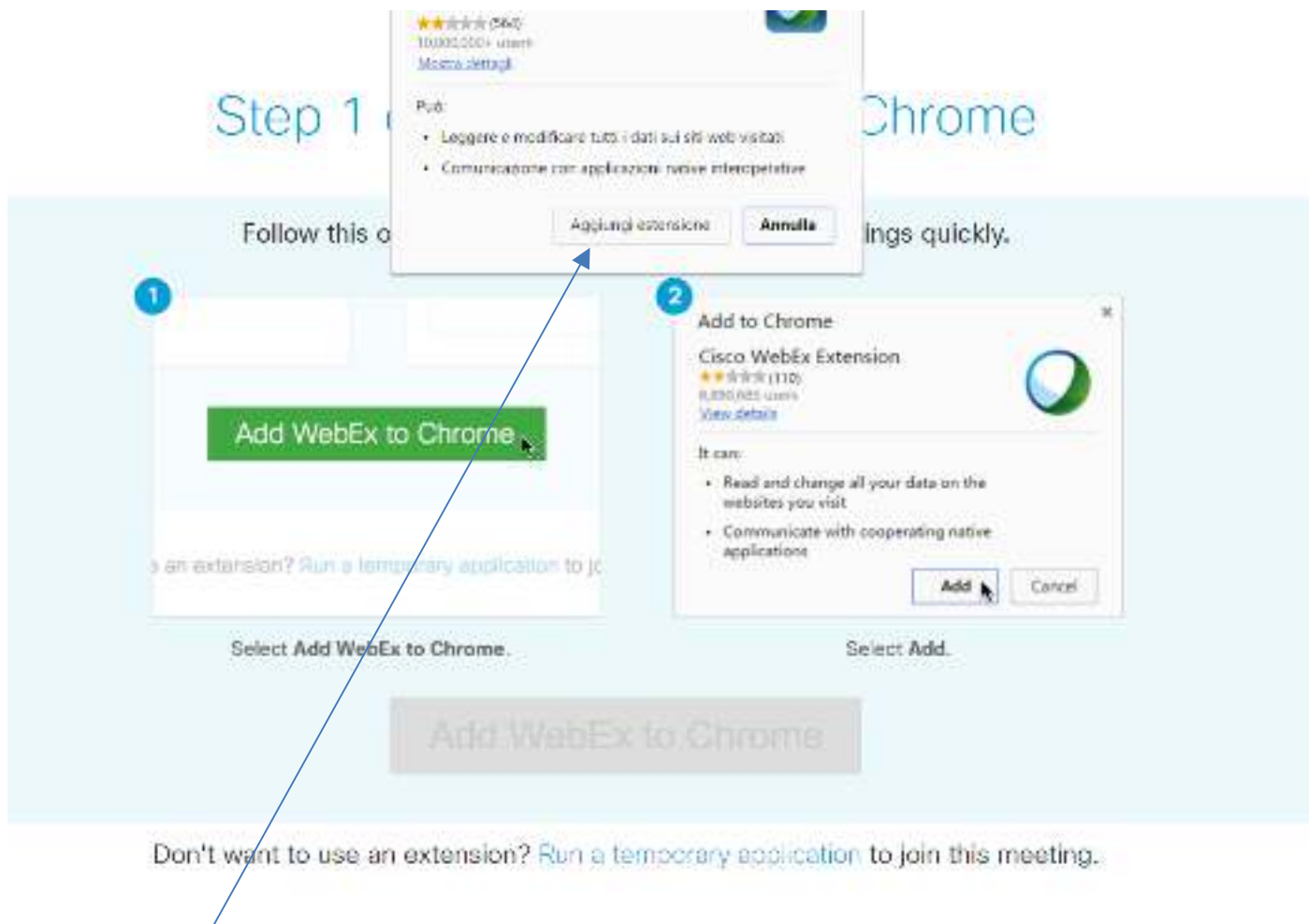
ATTENTION: When you use WebEx for the first time, it is necessary (before to access to virtual class) to install the specific plug-in (in this case the browser is Google Chrome).

Step 1 of 2: Add WebEx to Chrome



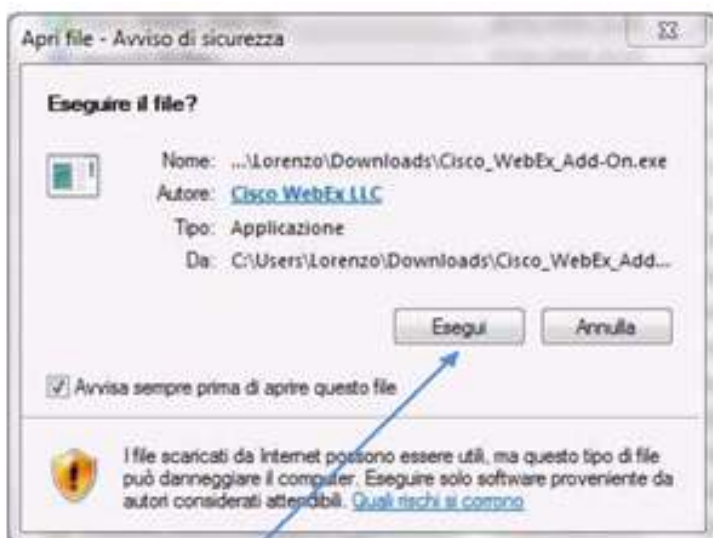
Don't want to use an extension? Run a temporary application to join this meeting.

Click **ADD WEBEX A CHROME**, then to the Request for confirmation



Click **ADD EXTENSION (AGGIUNGI ESTENSIONE)**

Download the file of installation and then click **Execute (ESEGUI)** (in this way you have finished the first part about your first access)

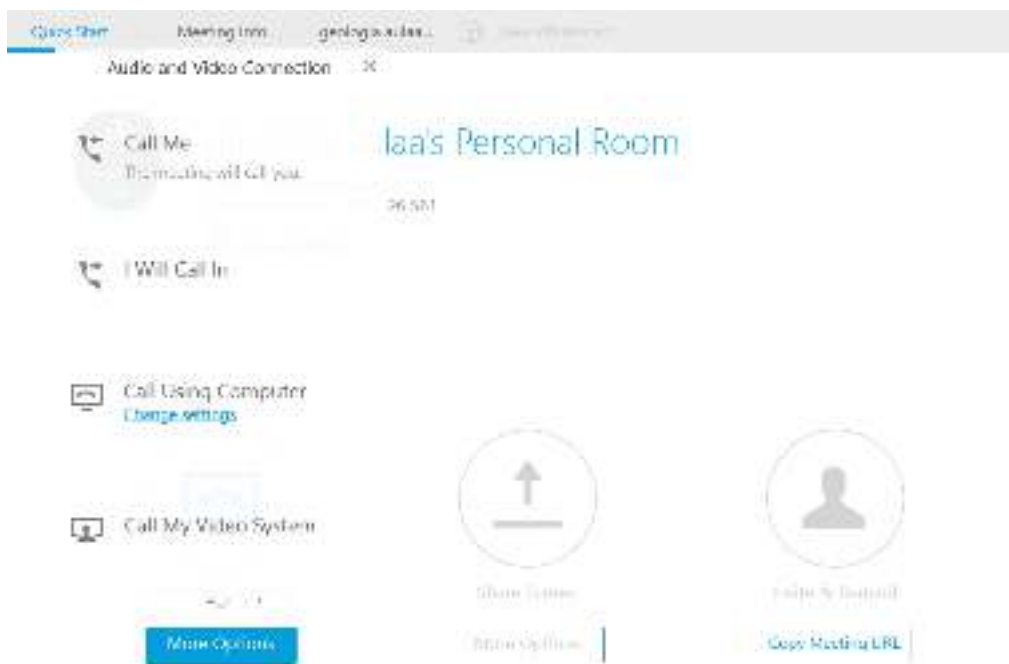


Download the file of installation and then click **Execute (ESEGUI)** (in this way you have finished the first part about your first access)

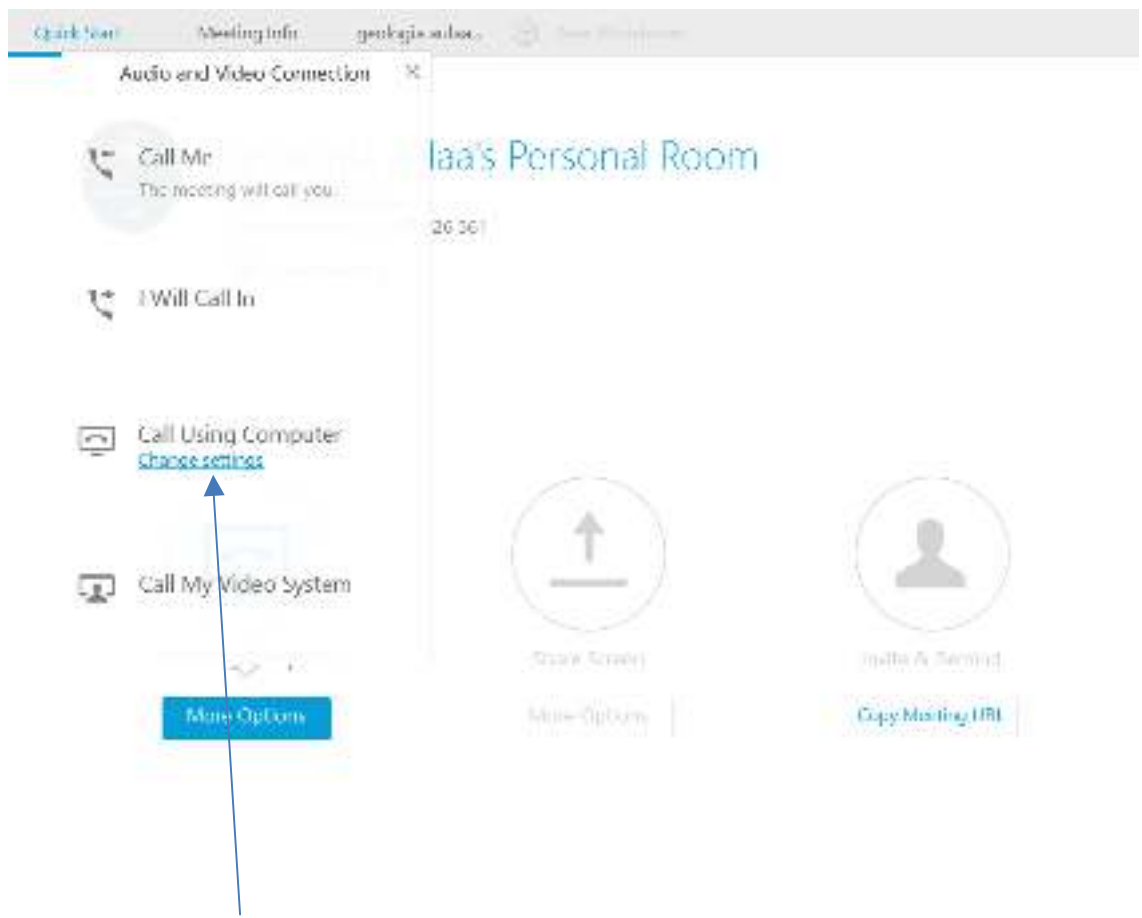
To access the virtual classroom is necessary to wait the loading of the software



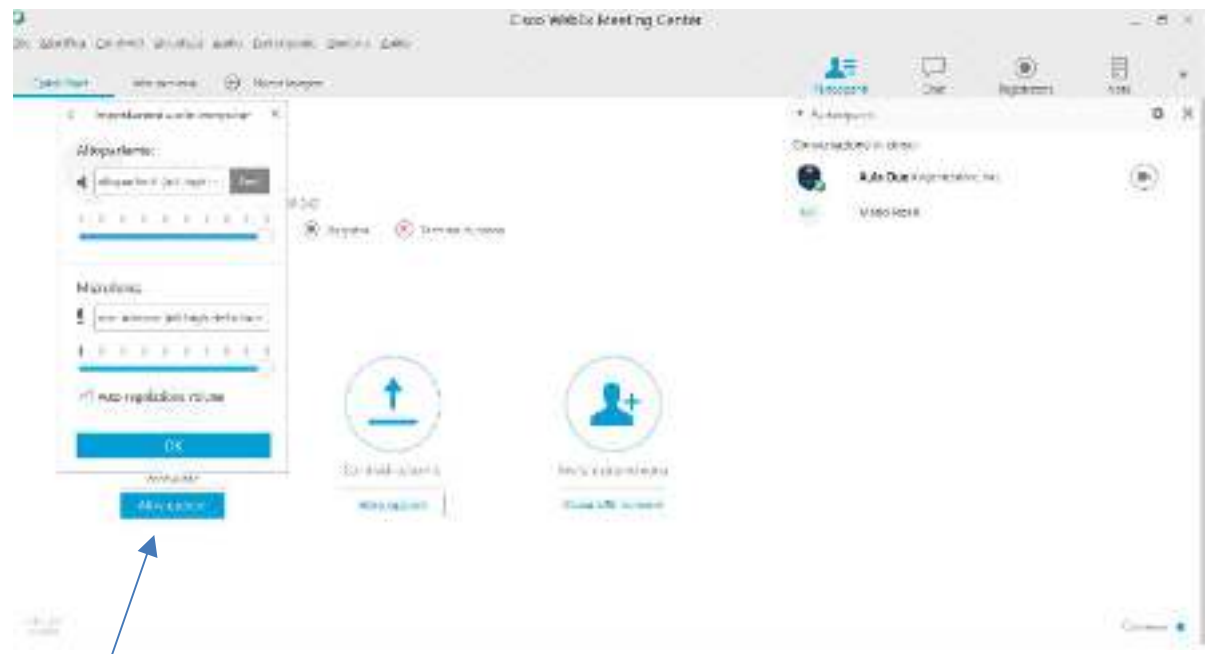
Now you can see first screen.



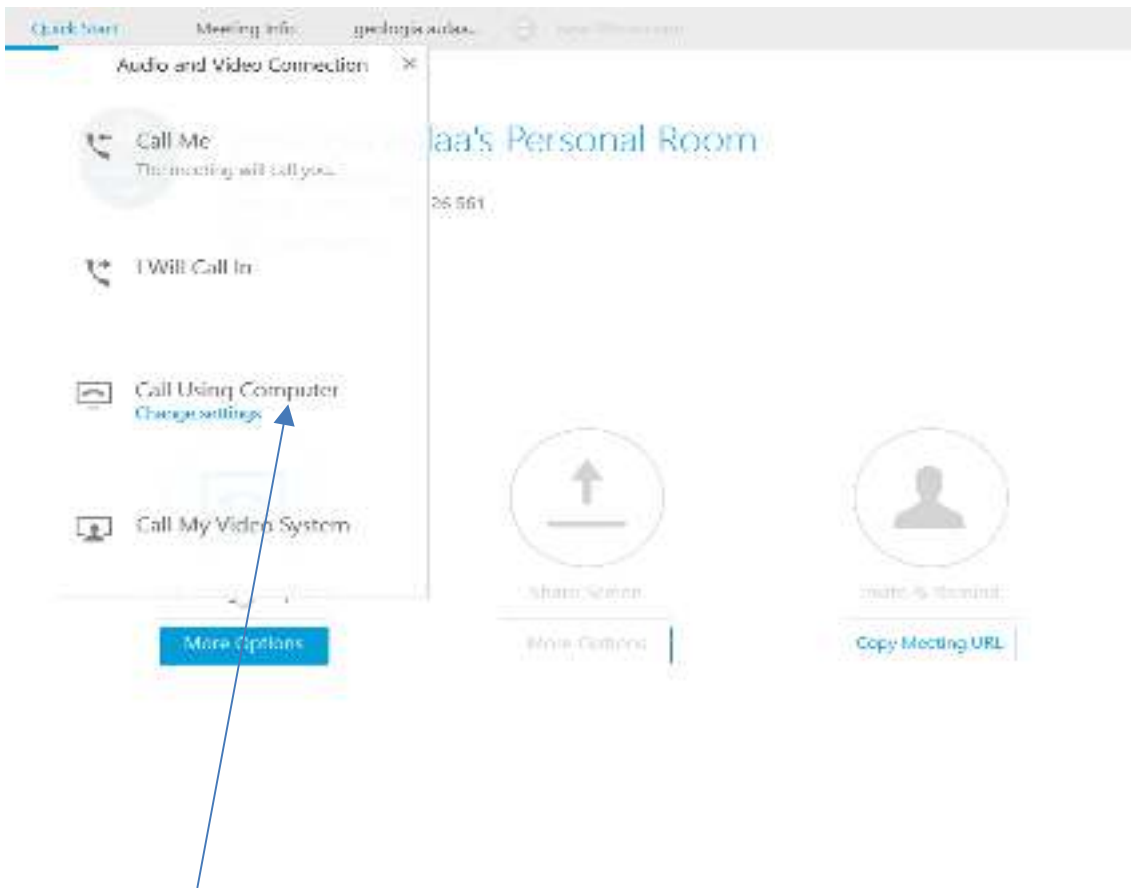
To check the operation of the audio devices and microphone.....



Click **CHANGE SETTINGS** and perform the test



Click **OK**



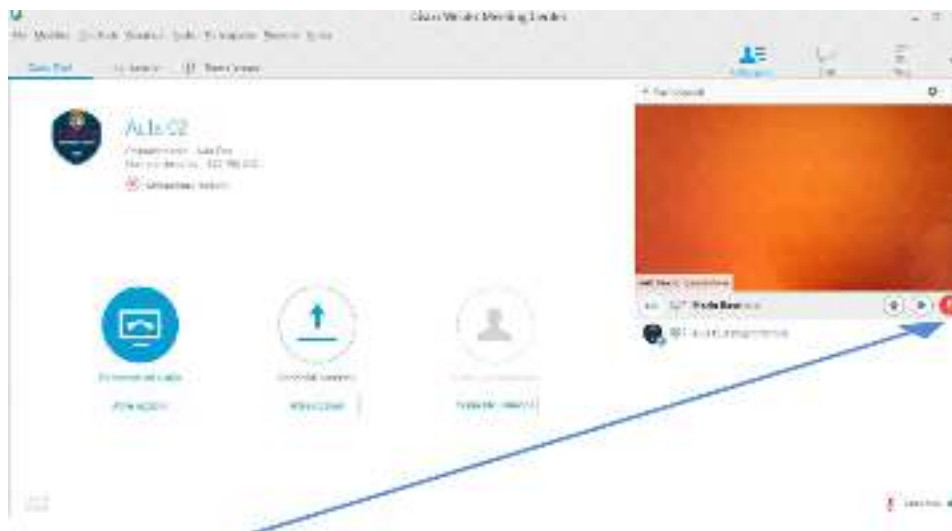
Click **CALL USING COMPUTER**

And if all settings are correct



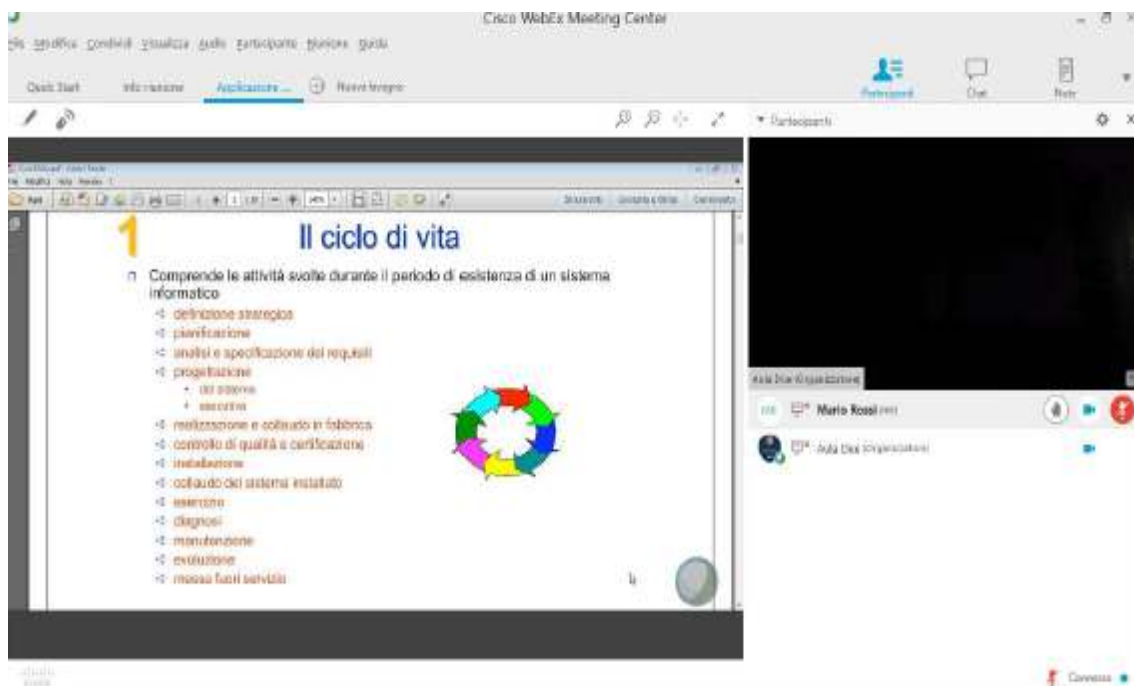
YOU ARE CONNECTED !

For a best use of the service is necessary to use audio earphones and turn off your microphone of own device.

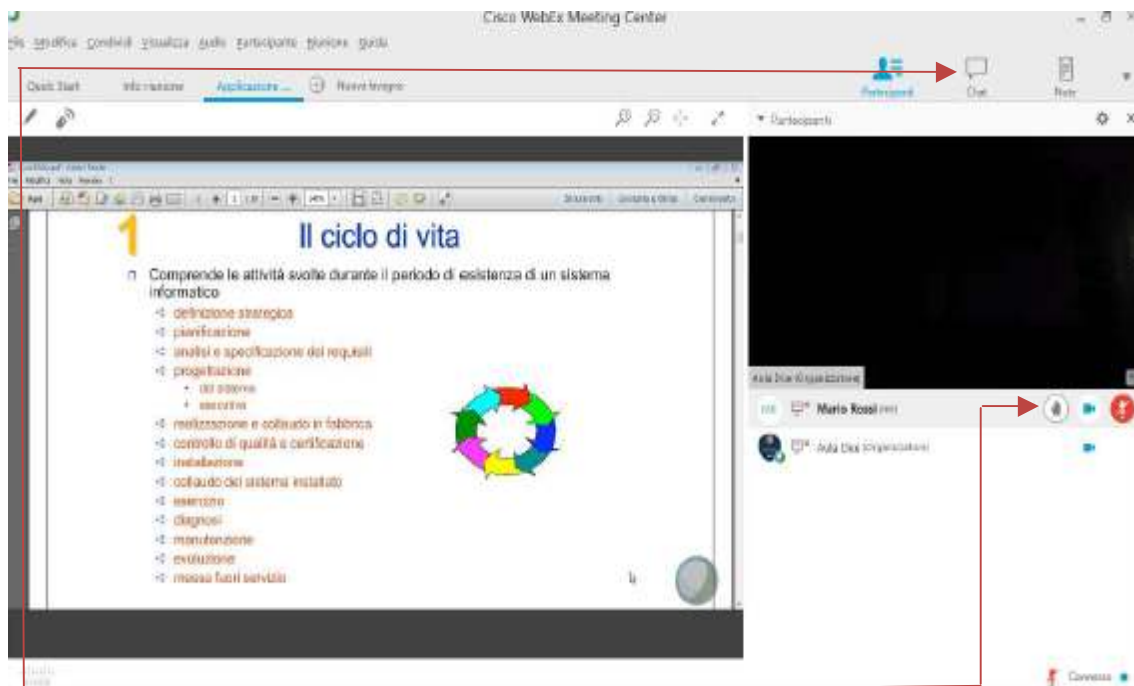


To turn off microphone, please click on the **specific red button**.

Now you can participate at the lesson. In the left part of the screen you will see the material that the teacher will share during the lecture.



To interact with the teacher click on specific button:



1. Button with hand icon to advice a request of speech;
2. Chat's button to write requests/ comment.



Finally, to exit from virtual lecture to click **LEAVE MEETING**

