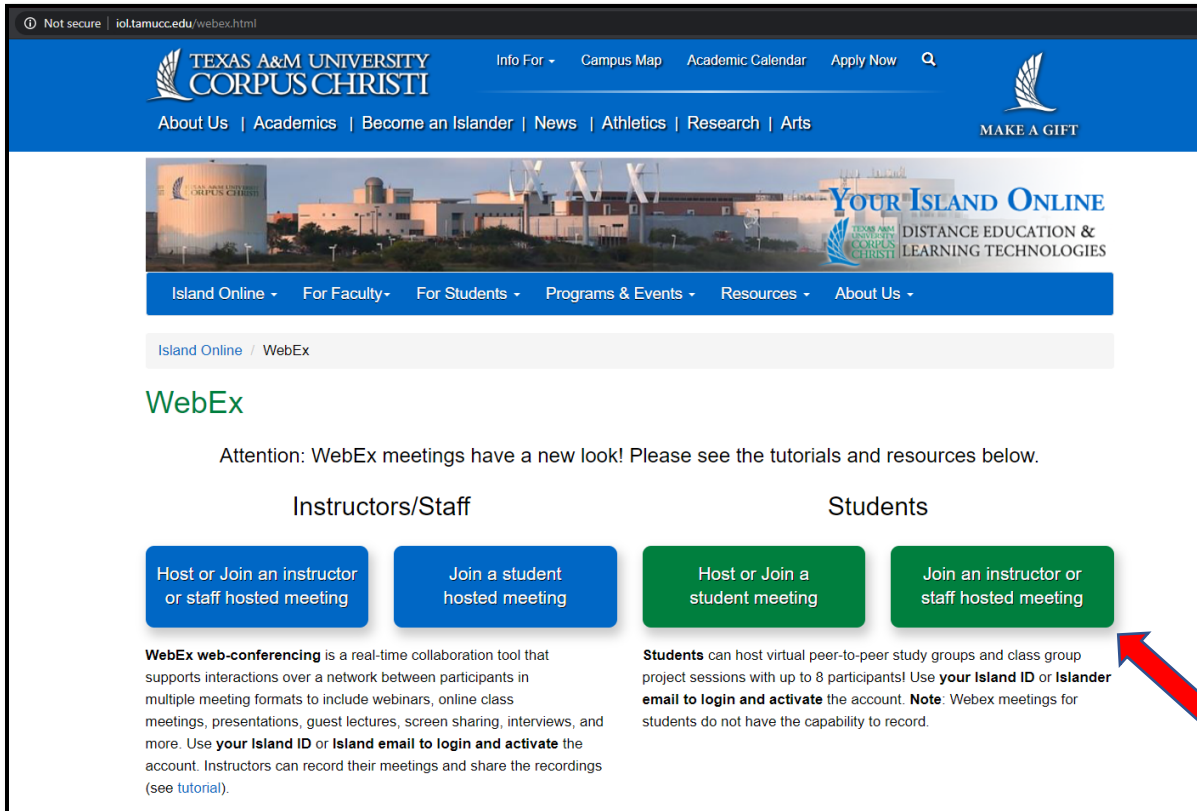


Locating & Joining Upcoming CASA SI Sessions

WebEx Sign In

1. Go to <https://iol.tamucc.edu/webex.html>
 - a. Note: Mac users should use a web browser other than Safari
2. Click on “Join an Instructor or staff hosted meeting” option under the “Students” section



Not secure | iol.tamucc.edu/webex.html

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WebEx

Attention: WebEx meetings have a new look! Please see the tutorials and resources below.

Instructors/Staff

Host or Join an instructor or staff hosted meeting

Join a student hosted meeting

Students

Host or Join a student meeting

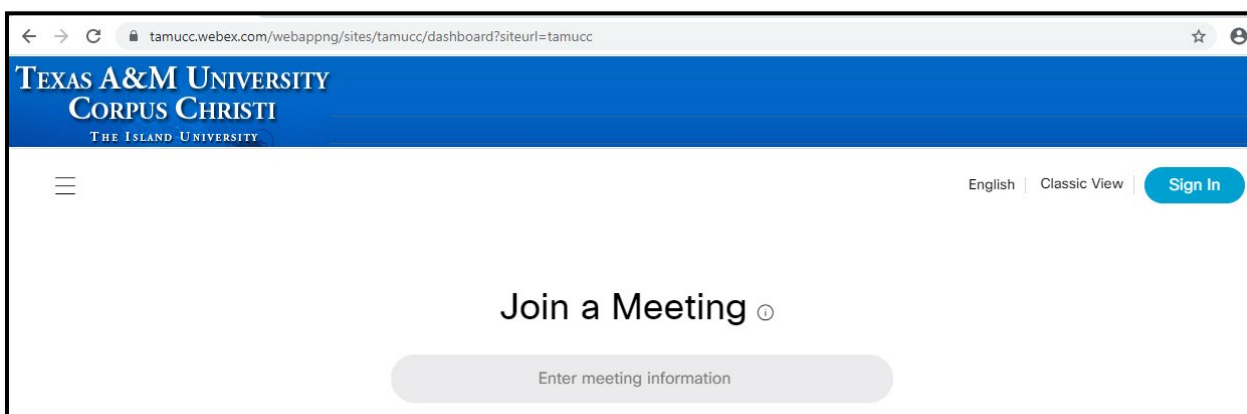
Join an instructor or staff hosted meeting

WebEx web-conferencing is a real-time collaboration tool that supports interactions over a network between participants in multiple meeting formats to include webinars, online class meetings, presentations, guest lectures, screen sharing, interviews, and more. Use **your Island ID or Island email to login and activate** the account. Instructors can record their meetings and share the recordings (see [tutorial](#)).

Students can host virtual peer-to-peer study groups and class group project sessions with up to 8 participants! Use **your Island ID or Islander email to login and activate** the account. **Note:** Webex meetings for students do not have the capability to record.

3. Sign In to Web Ex

- a. Use your islander email and password along with DUO to Sign in



tamucc.webex.com/webappng/sites/tamucc/dashboard?siteurl=tamucc

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English | Classic View | Sign In

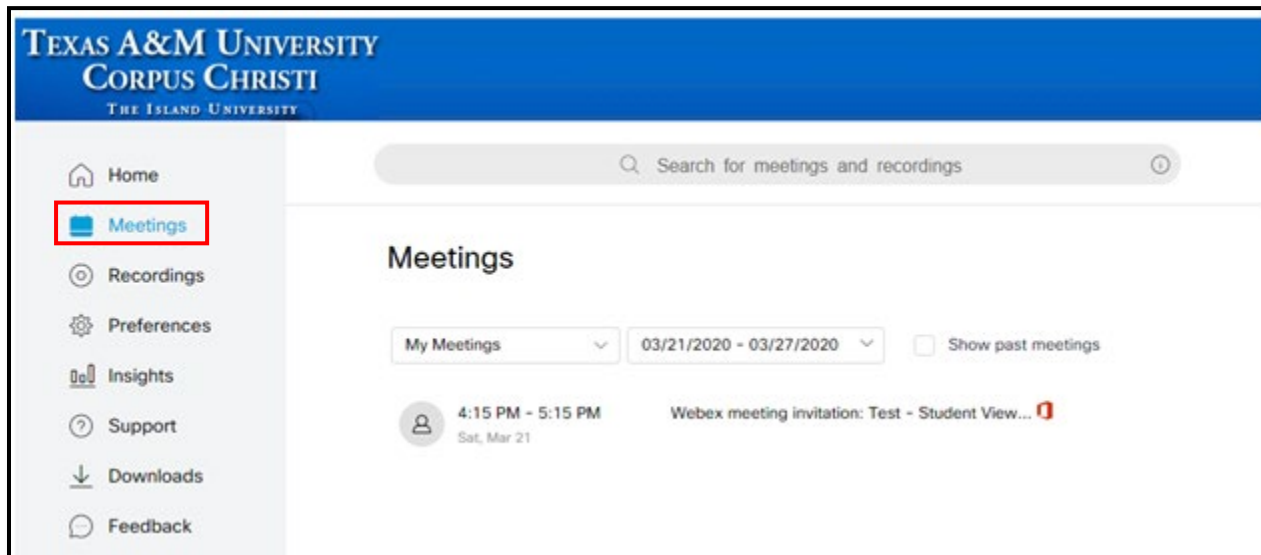
Join a Meeting

Enter meeting information

Locate Upcoming Meetings



1. Navigate to the “Meetings” tab of your WebEx account

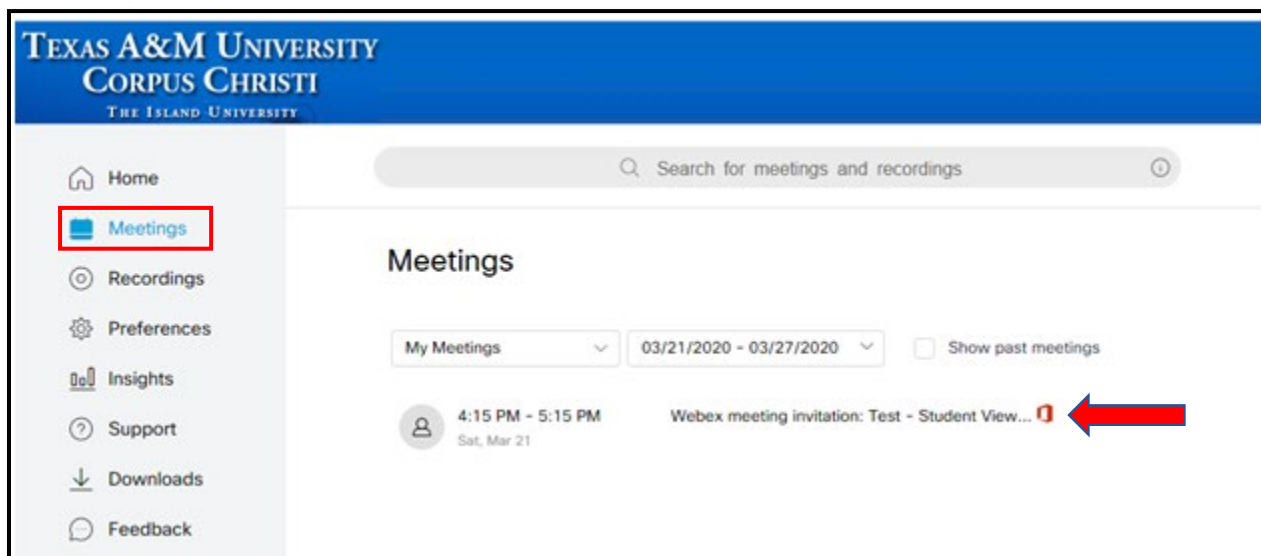
- In the “Meetings” tab you will find all of the upcoming WebEx meeting for which you have received an invitation



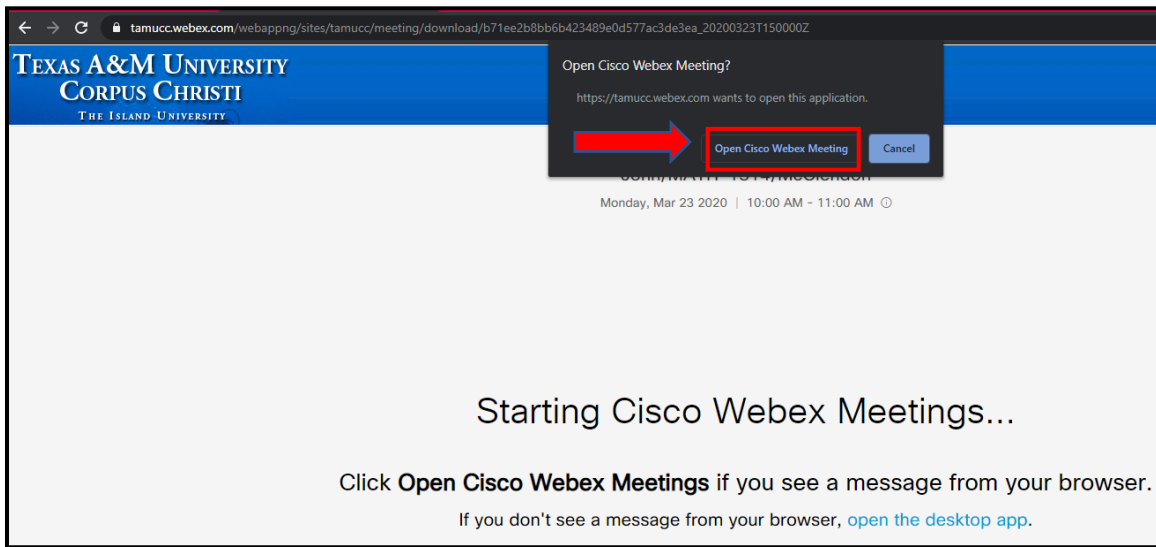
Join Meeting

1. Locate the Meeting you wish to Join

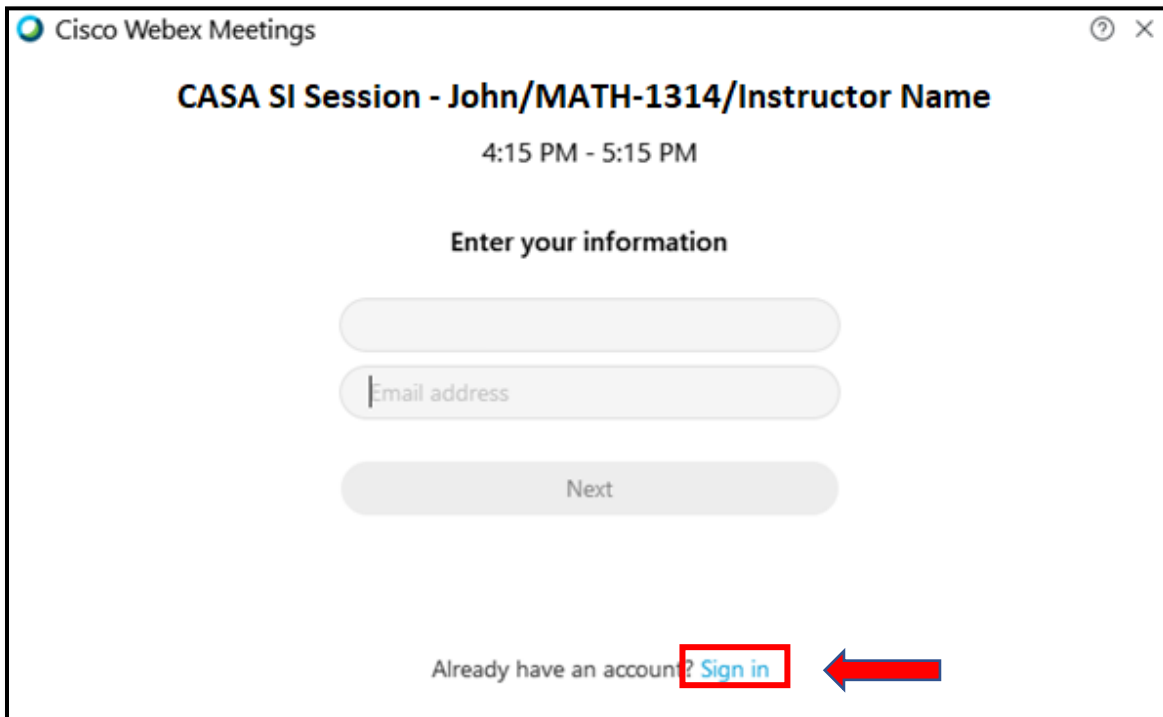
- From the “Meetings” tab click on the Microsoft Office 360 icon  found next to session you wish to join.
- Or, if available, click the green “Join” Meeting option. 



2. This will pop-up a box to “Open Cisco WebEx Meeting” click the open button.

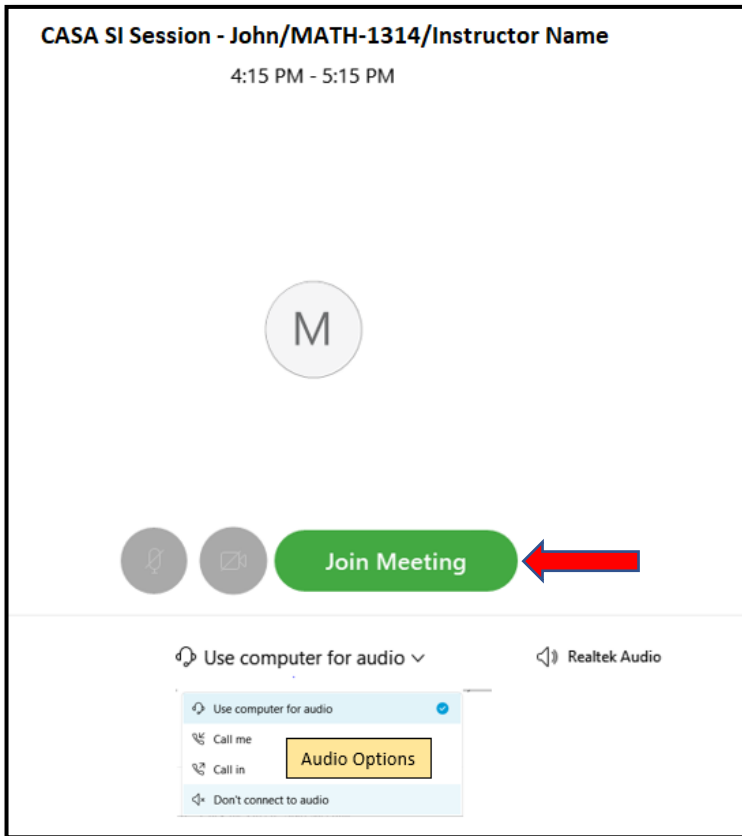


3. Enter your Information (IslandID & Islander Email) or click “Sign In”

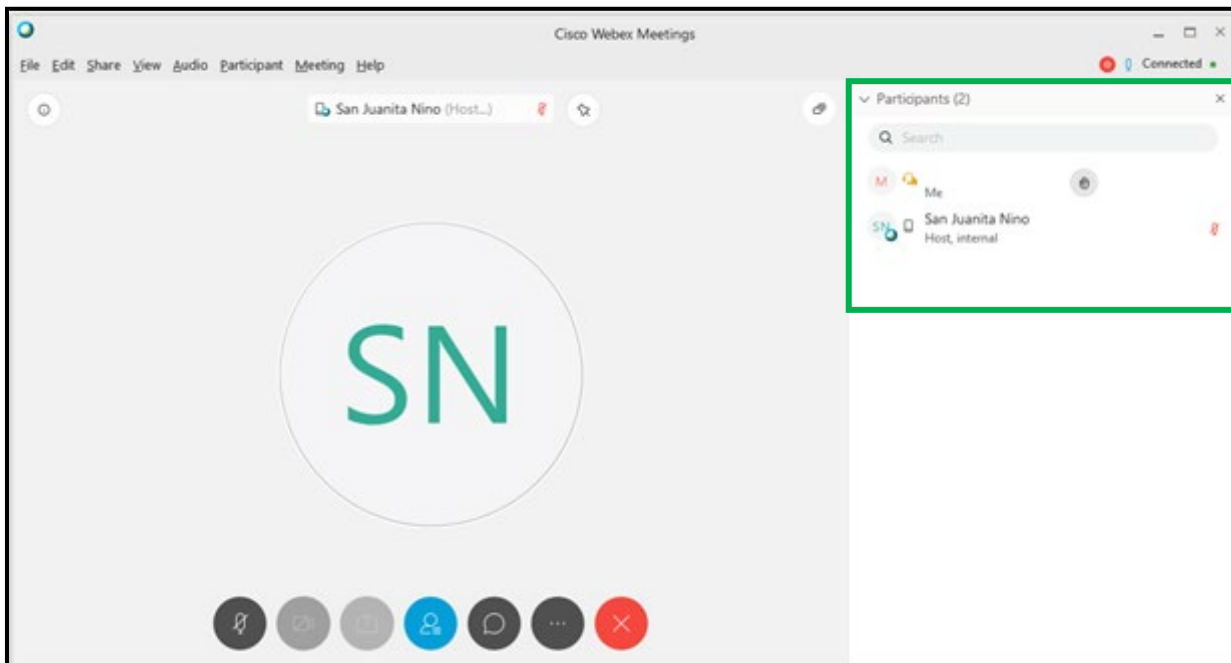


4. **This loads the Cisco WebEx Meetings app where you can make sure that you have video and audio**

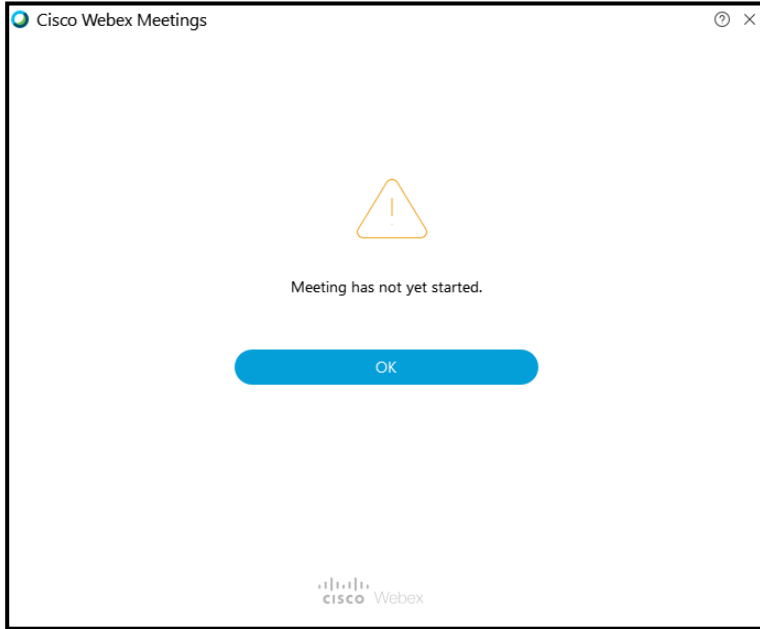
- There are three ways to have audio in the meeting
 1. “Use computer for audio” – recommended if you have earbuds or headphones with a microphone
 2. “Call in” – use your phone to call in. You can talk on the phone to have audio in the meeting.
 3. “Call me” – similar to call in only difference is WebEx calls you rather than you call WebEx
- After Selecting the appropriate audio option, click the green button that says, “Join Meeting”



- Once you have joined the meeting your name will appear in the list of participants



- Note – You may receive the following message if the meeting host has not started the meeting yet.
 1. Exit this window, wait a little bit, and then attempt to re-enter the meeting.



Help Resources

1. WebEx Tutorials and Resources
 - a. Follow the link below to view How-to documents and tutorials made by WebEx
 - b. <https://iol.tamucc.edu/webex.html>
2. WebEx Video Tutorials
 - a. Follow the link below to view Instructional videos on how to use WebEx and some of its features
 - b. <https://www.webex.com/webexremoteessentials.html>
3. Contact IT Service Desk
 - a. For any problems with the system please contact the IT Service Desk by the following
 - i. Report a Problem: ithelp@tamucc.edu
 - ii. Make a Request: itrequests@tamucc.edu
 - iii. Local Number: (361)-825-2692