WebEx provides a real-time, collaborative web environment for meetings and learning & teaching events, accessible from virtually any device. This guide is aimed at Edinburgh Napier University students who wish to participate in a WebEx meeting from within a Moodle course.

Further information can be found on the WebEx staff intranet page: [http://staff.napier.ac.uk/services/cit/AcademicApplications/Pages/WebEx.aspx](http://staff.napier.ac.uk/services/cit/AcademicApplications/Pages/WebEx.aspx)

1. **Log in to Moodle**
   Login to Moodle with your University ID and password. If you are using an on-campus computer you will be logged into Moodle automatically.

2. **Find the WebEx link**
   Shortly before the meeting begins access your module or programme site in Moodle and click the WebEx link.

   **Note** that the icon and the title of the link in Moodle is determined by your lecturer.

3. **Join meeting**
   All available WebEx meetings will be listed. Click Join to start to enter the WebEx meeting.

4. **Install WebEx (off campus only)**
   All University PCs have WebEx installed but if you’re off campus and have not used WebEx before on this computer you’ll need to install WebEx. Note, you’ll need to allow pop ups.
5. Enter Virtual Meeting: the WebEx meeting will load:

- The meeting details are listed
- Click to leave the meeting
- If the host has set up an audio meeting click Connect to Audio to use your PC microphone and speakers
- If the meeting host makes you a presenter you will have the option to Share Applications

6. View Shared Screen I
   If the meeting host shares their screen you’ll be able to see the content they are broadcasting.
   To view full screen click on this icon:

7. View Shared Screen II
   If you view full screen a green box will appear at the top of your screen, when you hover the mouse over it an options menu will appear:

8. Close: At the end of your meeting the host will stop sharing with you, or click on the Leave Meeting button and close the application when you’re ready to finish.