

# Webex user guide for online Learning when using a PC or a Lap Top



# Webex Meetings Guide

---

## **Introduction**

During your time studying with the Adult Skills and Community Learning Service you will be expected to attend online sessions with your tutor, these sessions will take place on a system called Webex meetings. In this document you will find helpful information on how to access your online sessions on PC. The guide covers what you need to do before the meeting begins, during the meeting, how to share any content needed and advice and support.

Please be aware that in order to access your online sessions you need to have access to an email address. Information on how to set up an email address will have been provided when you made an enquiry. A link to this is also available on our website <https://www.barnsley.gov.uk/services/adult-skills-and-community-learning/>

If you are still having difficulty accessing Webex meetings, you can contact Ben Powell on,

[Benpowell2@barnsley.gov.uk](mailto:Benpowell2@barnsley.gov.uk)

# Webex Meetings User Guide for Learners - PC

Webex Meetings makes joining a session with your tutor hassle free. You can meet online, talk over the phone or your computer, see each other's video and share content.

## Join a Meeting

If someone invites you to a Webex meeting, you receive an invite with instructions on how to join in an email invitation. You can click the **Join** link to join the meeting.

💡 You might be asked to enter a meeting password, it is in your email invitation.

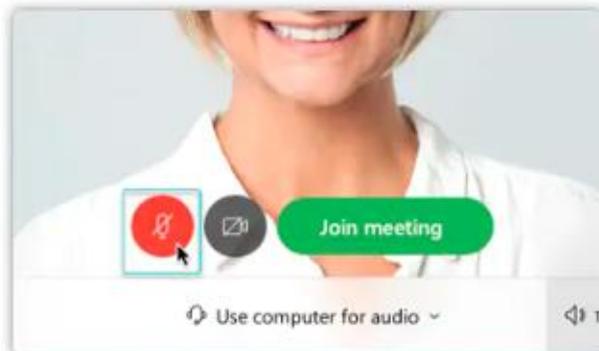
## Before you enter the meeting

You will need to check that you will be able to hear your tutor. You will need to select 'use computer for audio' if you are on a computer (see below). Then select 'join meeting'.

At this point you can also turn your microphone and video on and off.

If you want to join the meeting with your audio muted, click **Mute my microphone** .

You'll see  when your microphone is muted. Click **Unmute my microphone**  when you want to speak in the meeting.



## Start Your Video

Before you join a meeting you can choose the settings you use for video in the meeting.

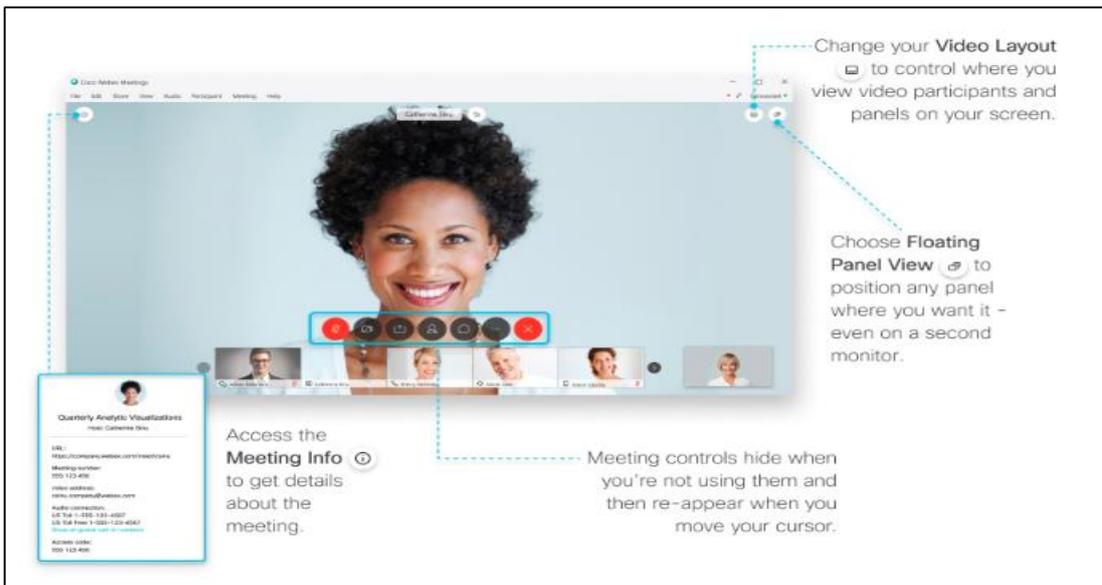
1 If you want to join the meeting with your video turned off, click **Turn off my video** .

You'll see  when your video is turned off. Click **Turn on my video**  when you want to show your video.



## In the meeting

Once you are in the meeting, this is what your screen will look like and also how you can change the way your screen looks.

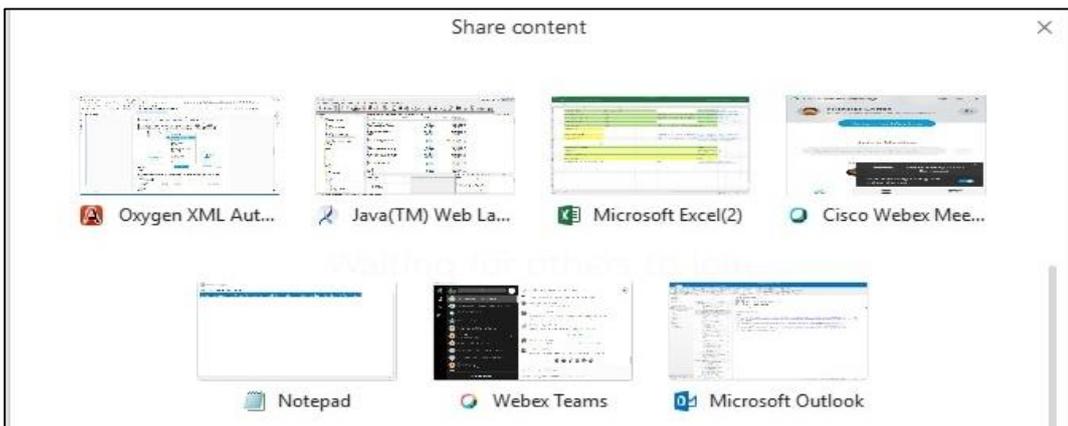


## Sharing content with each other

You may want to share your work with the class or your tutor may want you to share your work with them. You can do this by following the instructions here:

### Share Content

You can share content during a Webex meeting. In the Participants panel, grab the ball  and drop it next to your name. You become the presenter. Select Share content  and start sharing.



## Advice and Support

If you require any further advice or support with using Webex, please contact Ben on:

[Benpowell2@barnsley.gov.uk](mailto:Benpowell2@barnsley.gov.uk)

Ben will endeavour to resolve your query as quickly as possible.