

WebEx Checklist

Starting WebEx

- Log into gwu.webex.com
- Click on My Meetings → Start
- Connect your Audio
- Connect your WebCam (if you are using it)
- Go to Participants
 - Check the option for “Mute on Entry”
 - Uncheck the option for “Anyone Can Share”
- Share the intro slide to welcome students to the class
- Click on the recorder to open it

Running the Class

- Start the recording
- Take your first break
 - Stop the recording
 - Let the class know how long the break will be in chat
 - Restart the recording
- Take your second break
 - Stop the recording
 - Let the class know how long the break will be in chat
 - Restart the recording

Ending the Class

- Go to Quick Start → End Meeting
- Save the meeting files and chat if desired
- Make sure you select end meeting and not leave meeting or the class will continue to run.