1) Open & Sign in to Webex

- Navigate to iastate.edu
- Click ‘Sign Ons’, then ‘More Sign Ons’
- Scroll Down to ‘WebEx’
- Click ‘Sign In’
  - It’s important to use your ISU Email Address, because Webex is a paid service that Iowa State licenses.
- Complete Okta Authentication
2) Send Meeting Information to Tutees

- Find your Personal Room link in Webex

- Share this link with tutees so that they can join you virtually
3) Hosting a Meeting

- You may use Webex in a browser, or you may download the desktop or mobile app versions.
- To use Webex in your browser, click the down arrow next to ‘Start a Meeting’, and click ‘Use Web App’
- Make sure your video and audio are ‘On’ – They are grey when they are on, and red if they are off.

- You may choose to utilize the ‘Chat’ feature:

- You may want to use Screen Sharing. This allows your tutees to see exactly what you are seeing.
- When Webex is sharing, the icon turns blue.
- This might be helpful for you to have a ‘Whiteboard’ or workspace for your sessions!
Options for Tutees with a Bad Connection

- Ideally, tutees can use video chat and audio to make it the most engaging and effective.
- If this is not an option, here are some other options:
  - Voice chat only – If a tutee turns their video off, the chat will use less bandwidth
  - Typed chat only – Turning off the audio and video will use the least bandwidth
  - Calling in – All Webex meetings have a telephone number that you can use to call in by phone.

  - You can find it by clicking the small i symbol
    - You will need to share the telephone number, meeting number, and access code with them.
4) Ending the Meeting

- When you’re ready to say goodbye, click the red X