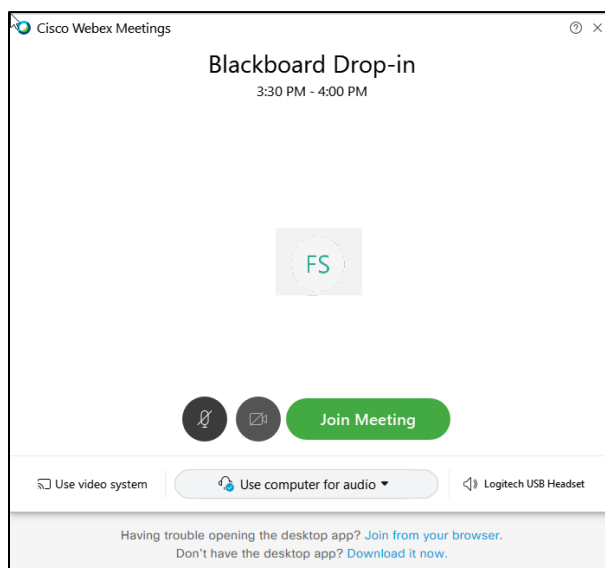


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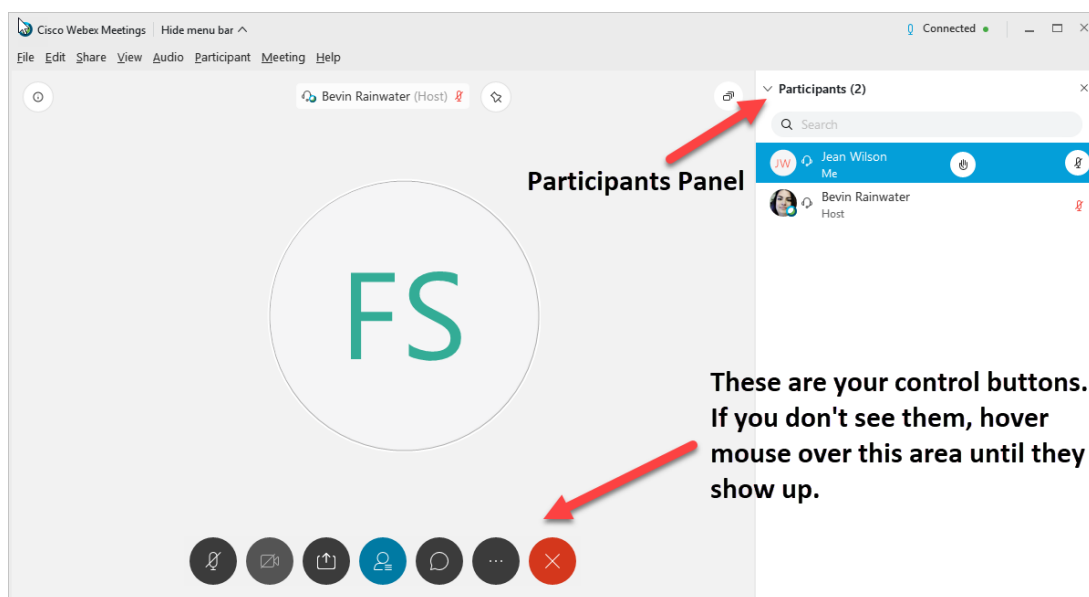
FACULTY CENTER FOR LEARNING DEVELOPMENT

Connect to WebEx Sessions – Participant Role

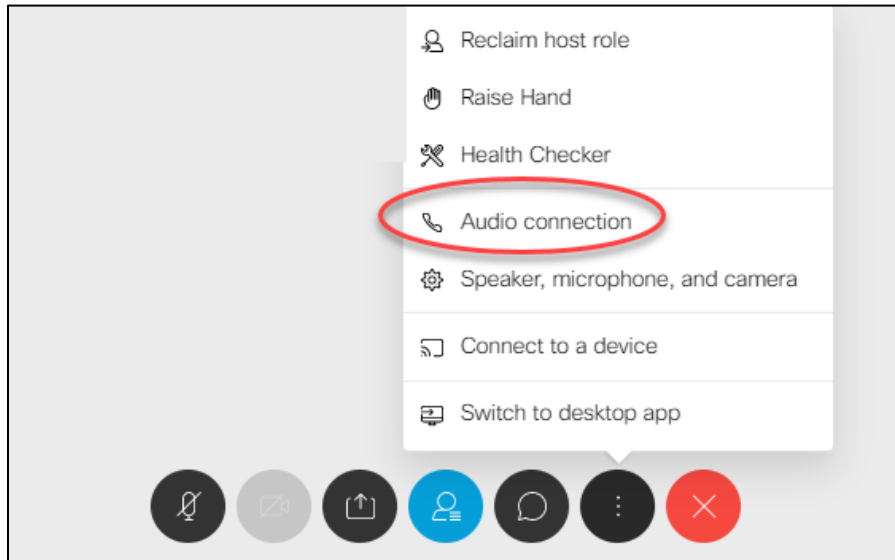
1. Click the link provided to access the WebEx Webinar.
2. Enter your Name and Email address, then click **Join Meeting**. You can optionally click Join from your Browser (very bottom of screen). It may ask you for a password, which should be in the invitation email.



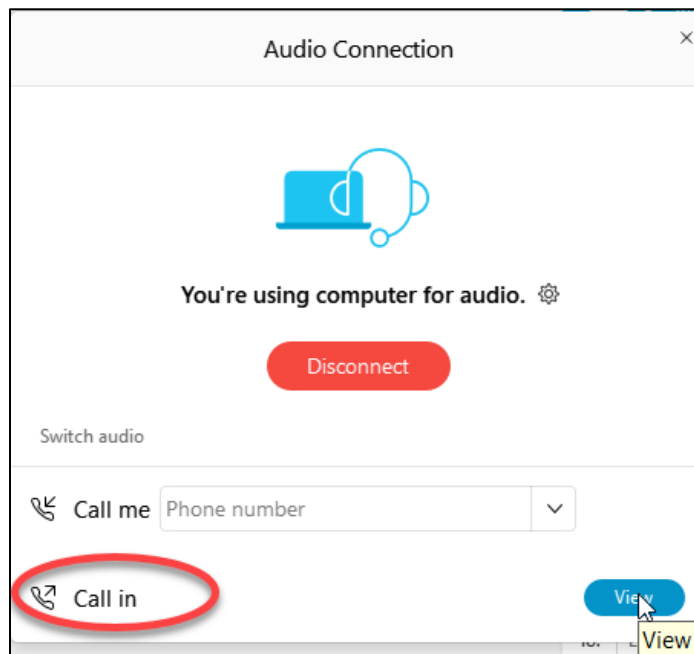
After joining, you will see a panel on the right, listing participants. At the bottom is a set of buttons used to control various settings during the session.



If you are having trouble hearing with computer audio, you may wish to change to a phone call, click the ... (three dots) control button at the bottom, and then click **Audio Connection**. From here, you can either get the call-in number or ask it to call you. NOTE: You might not hear anything if the presenter self-muted until the start time.



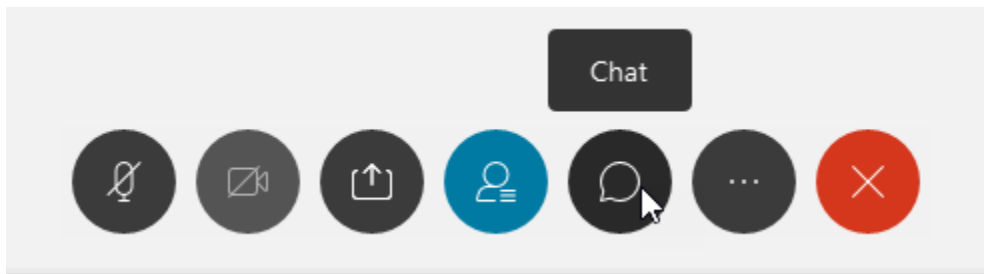
Click on **Call in**. Click the **View** button to get information about the call in numbers and/or any access codes that might be required.



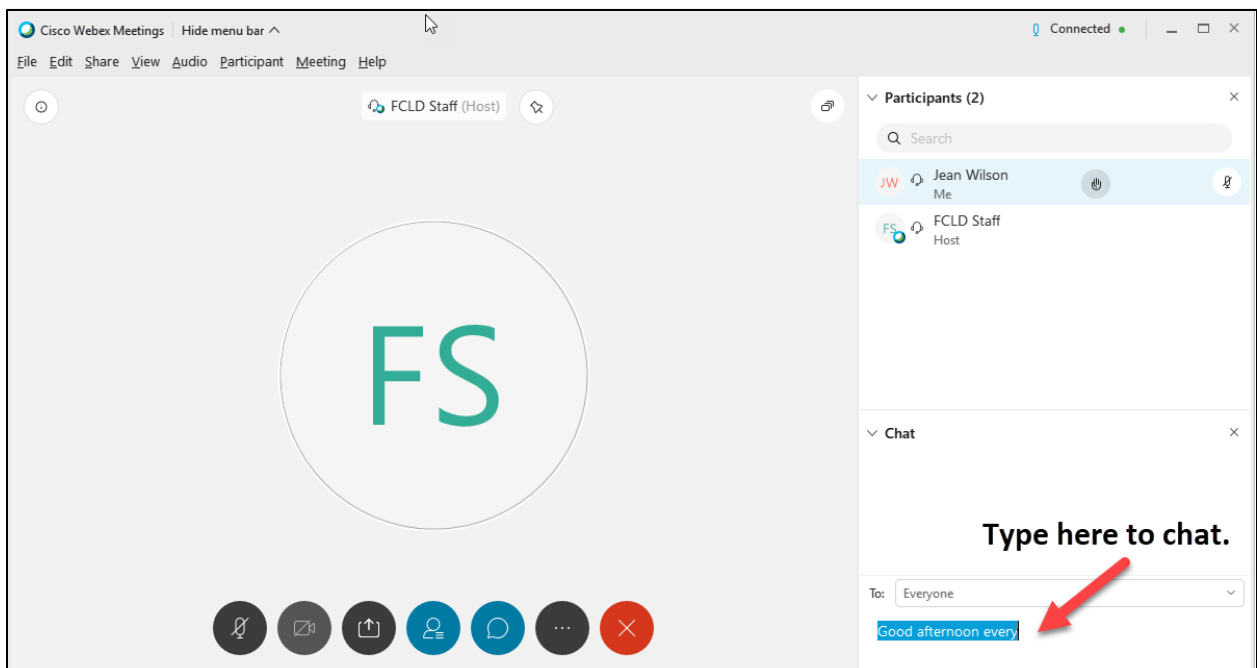
Use the controls to toggle on and off mic and camera, or to share your screen (if the host is allowing these options). You also have controls to open the Participants and Chat panels, call in by phone, or leave the meeting.



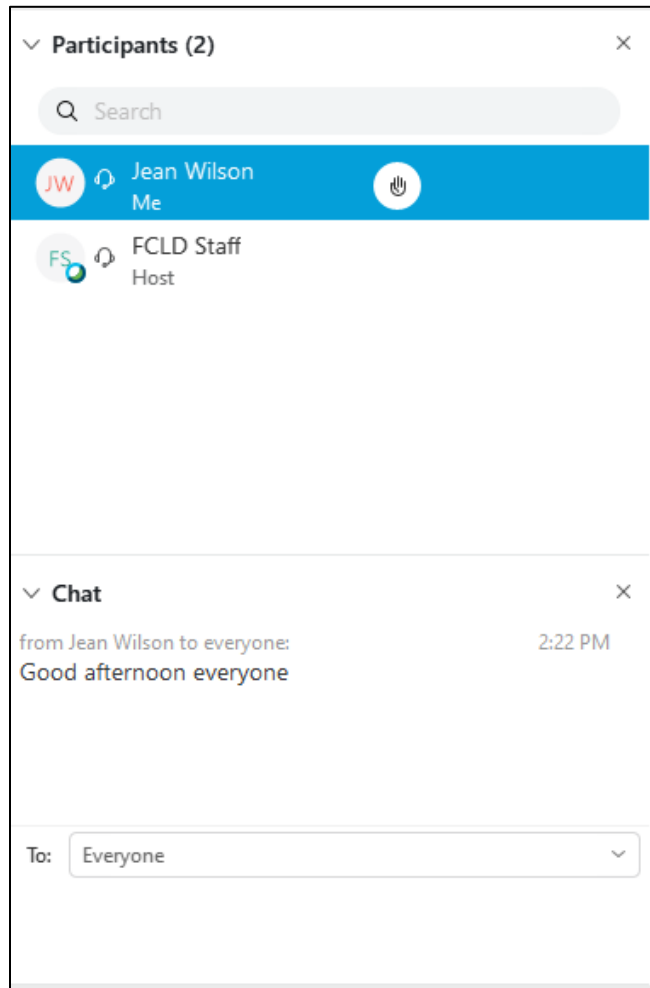
As soon as you can, open the chat panel by clicking on the **Chat** icon at the bottom of your screen.



Type your message or questions in the textbox, then hit **Enter** or **Return** on your keyboard to post it to everyone.



Once you hit return, your message shows up in the chat panel. The chat panel is a continuous conversation and after many messages, a scroll bar appears that may be used to review past posts.



Information on how to host and set up meetings is available on the FCLD website. This should only be distributed to participants.

Faculty Center for Learning Development (FCLD)

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.

Phone: (860) 768-4661 **Email:** fcld@hartford.edu

Website: <http://www.hartford.edu/fcl>

Student Blackboard Support

The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).

Phone: (860) 768-4636 **Email:** bbsupport@hartford.edu

FAQ/Submit a Ticket: <http://www.hartford.edu/studentbbsupport>

Information Technology Services (ITS) Help Desk

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).

Phone: (860) 768-4357 **Email:** helpdesk@hartford.edu

Website: <http://hartford.edu/ots>

Media Technology Services (MTS)

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

Phone: (860) 768-4357 **Website:** <http://www.hartford.edu/mts>