

Resource Library

WEBEX STUDENT GUIDE

Everyone at FAU has access to Webex, a live video-conferencing system. Your Canvas courses include an integration (**Cisco Webex**) where your instructors can schedule virtual sessions for situations where they need to teach remotely. Clicking the **Cisco Webex** link in your course will open the tool and show you the sessions that are available for you to join. You can also click on "Past Meetings" and access any session recordings made by your instructor for this course.


BEFORE WE START...

- ✓ *****iPad, Chromebook & Pixelbook Users***** Webex has been unstable on these devices. **It is highly recommended to join a Webex session through a Windows or Mac laptop or desktop, or a mobile iOS or Android phone.**

REQUIRED APPS & SOFTWARE

- **Windows/Mac Laptop and Desktop users** – download the **Webex Meetings application**.
- When accessing Canvas to join your sessions, we recommend using **Google Chrome**, **Mozilla Firefox**, or **Apple Safari**.
- **iPhone & Android users** – download the Cisco Webex Meetings app for your device(s).
 - **Cisco Webex Meetings in the iPhone App Store**
 - **Cisco Webex Meetings in the Google Play Store**

JOIN A SESSION FROM CANVAS (WINDOWS/MAC/IPHONE/ANDROID)

1. Log in to <https://canvas.fau.edu> (or <https://canvas.fau.edu/login/canvas> if your username starts with "ce.").
2. Go to a course where you want to join a session.
3. Click on the **Cisco Webex** link in the course navigation menu.
4. Once the tool loads, click on the **Virtual Meetings** tab at the top (if it is not already selected).
5. After a few seconds, your class meetings will load in the **Upcoming** tab under **Meetings**.
6. Click the  button when you know that your professor has started the session.
 - a. If you get a "Host has not started the meeting yet" error, then wait a few moments and try **step 6** again.
7. A new tab will open up and the startup process will begin. You may be asked to download or install a browser extension or a program at this point. This may take up to a couple of minutes depending on web traffic and the meeting type.

VIEWING RECORDINGS

1. Log in to Canvas and navigate to a course whose Webex recordings you want to view.
2. Click on the **Cisco Webex** link in the course navigation menu.
3. Once the tool loads, click on the **Virtual Meetings** tab at the top (if it is not already selected).
4. Click the **Past Meetings** tab under **Meetings**.
5. Allow a few seconds for your past meetings to load.
6. Meetings that have recordings available will show a **View Recording** link. Click this link to access the recording.

If you have issues accessing Webex, please fill out this [Help Desk request](#).