NATIONAL TECHNICAL UNIVERSITY OF ATHENS

Computer Center – Network Center

User Guidelines for Cisco Webex Meetings

This informative leaflet has been prepared by the Computer and Network Centers, in cooperation with the School of Civil Engineering. Its purpose is to provide the NTUA community with a viable and free solution in order to address the problem of remote teaching in the most effective way. The Computer and Network Centers and the School of Civil Engineering have no relation to this software or its provider, and cannot provide tutoring support on the platform or address potential technical problems in the equipment of the user as she/he attempts to connect to the platform.

Read more information in the links that follow:
1. https://www.webex.com/faqs.html
2. https://help.webex.com/ld-nyw95a4-CiscoWebexMeetings/Webex-Meetings#Get-Started

This online platform has already proved successful in undergraduate and postgraduate courses of the School of Civil Engineering

Step 1 Log-in to online Lecture

The student clicks on the related link that has been received via email, or alternatively on the link that has been posted in the *Announcements* of the course webpage in the *mycourses* platform.

The link has the following typical format:

https://centralntua.webex.com/centralntua/j.php?MTID=*******************

Then, the student clicks on the button **Join Meeting**

Hosted by User1 Webex NTUA

● 9:00 AM - 10:00 AM | Friday, Mar 13 2020 | (UTC+02:00) Athens, Bucharest

Join Meeting

In the next page, the student types in her/his name and email address that she/he wants to appear during the lecture. Then, she/he clicks on the button **Next**.
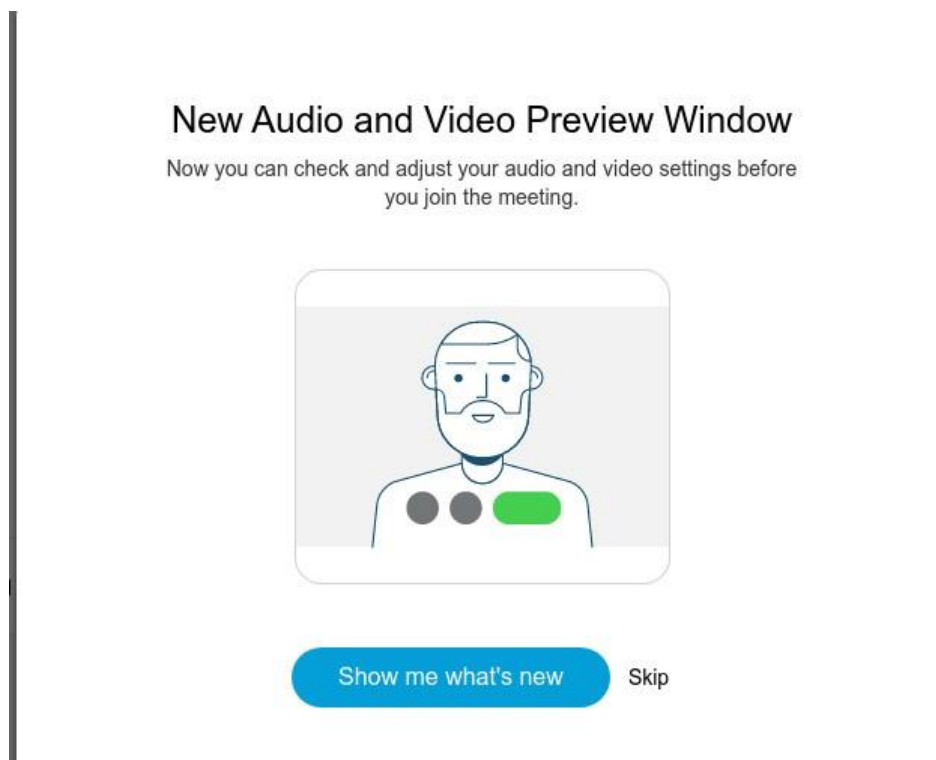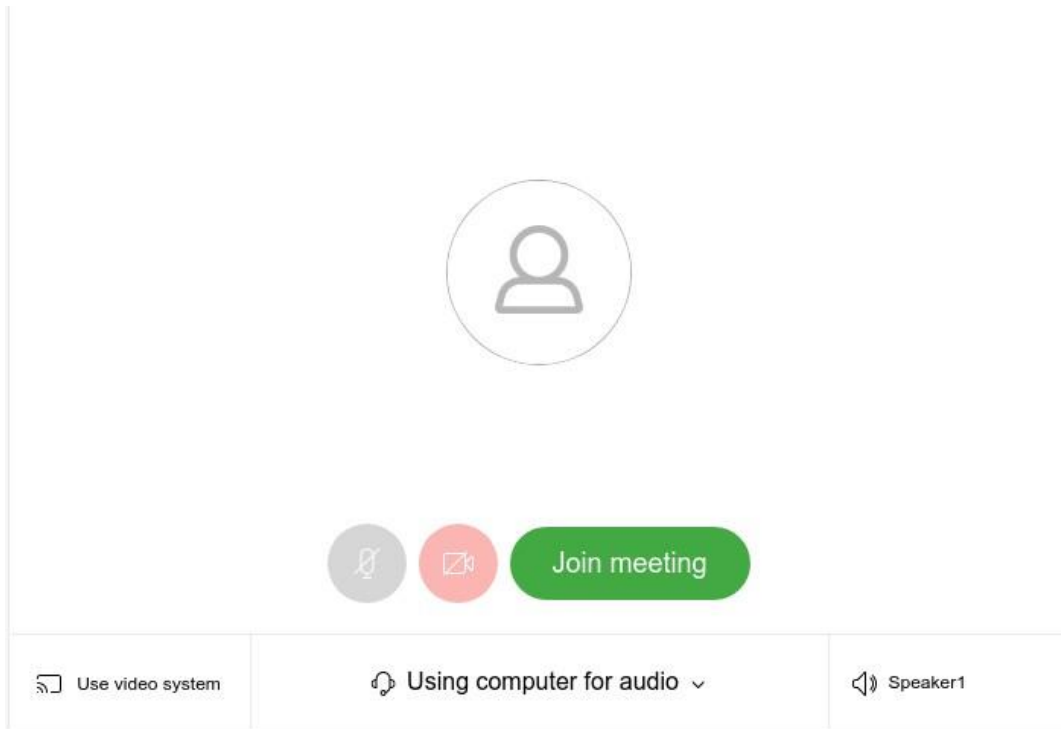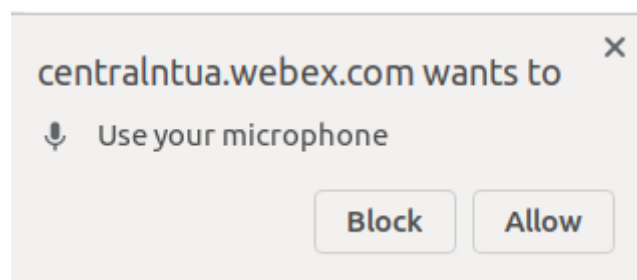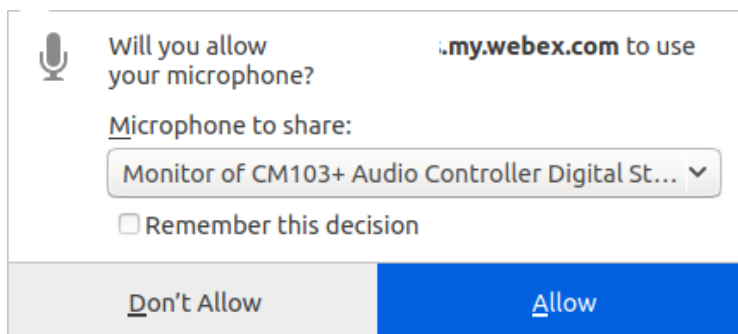

In the next screen, she/he clicks on **Skip**.

Finally, **Join Meeting** is selected.

CAUTION: In the related messages that will appear in your browser window asking you to allow access to your microphone and/or webcam, press **Allow.**

Step 2 Managing the online course

In the menu appearing at the bottom part of your screen various tools are provided.

Starting from left, the first and second option activates or de-activates the microphone and the camera, respectively. The immediately next choice (3rd from the left) allows us to share the screen of our computer. The choice in blue color opens a window at the right of our screen, where a list of all connected users is presented. The immediately next choice (3rd from the right) opens a window for text communication (chat) with the connected users, while the red button ends the session.
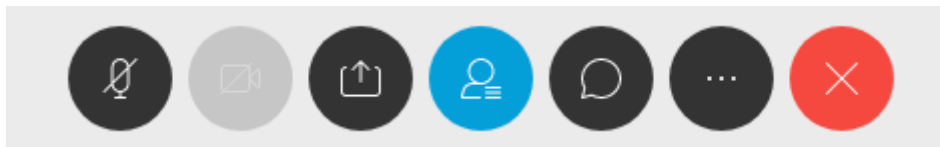
CAUTION: It is proposed that professors and students do not use their camera during the lecture, but only sound. The students should also have their microphones disabled (mute) during the lecture, and go ahead and enable their microphone only when they want to communicate with the professor, although for this case they also have the chat option (written text).