

Accessing WebEx

Connecting to your WebEx Global Classroom

Here you will find step-by-step instructions for accessing the WebEx component of your classes. First you will sign in to MyMCC, then pass through Desire2Learn, then on to WebEx. This applies to, but is not limited to, all Global Classroom, distance, and some VNet courses.

1. You'll start by navigating your web browser to the [MCC website \(www.morgancc.edu\)](http://www.morgancc.edu).
2. From there click on the button for MyMCC in the upper right hand corner of the screen. (Fig. 1)

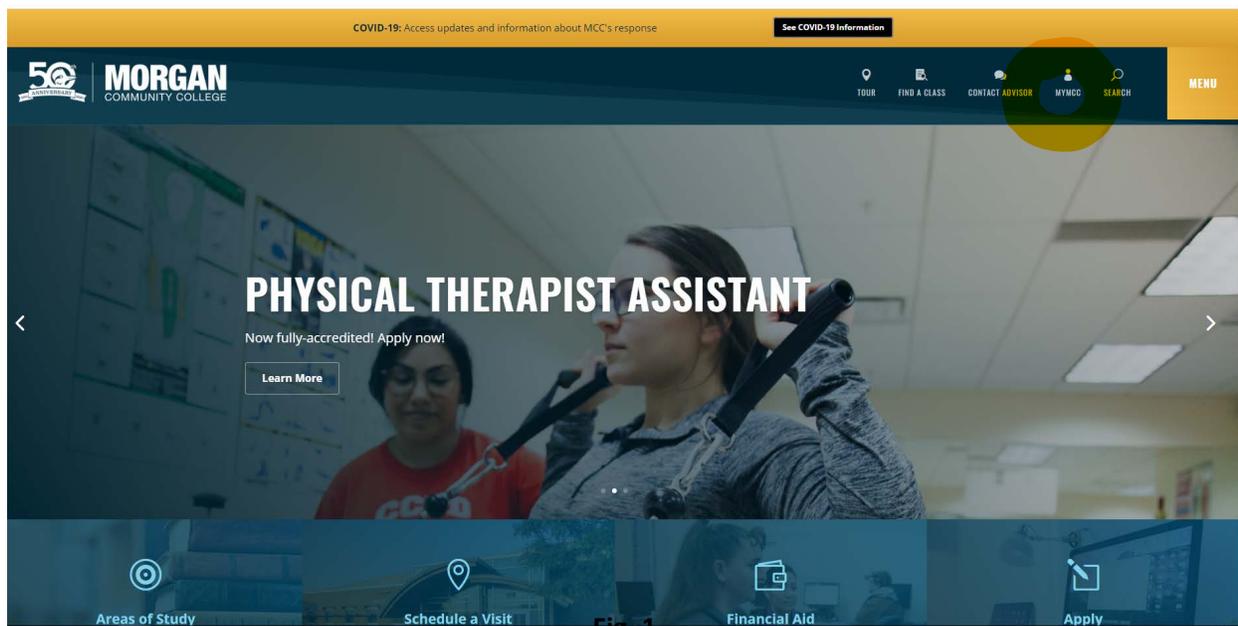


Fig. 1

3. Log in to MyMCC using your S number and Password. A link on the right side of the login box can help you reset your password if needed. (Fig. 2)

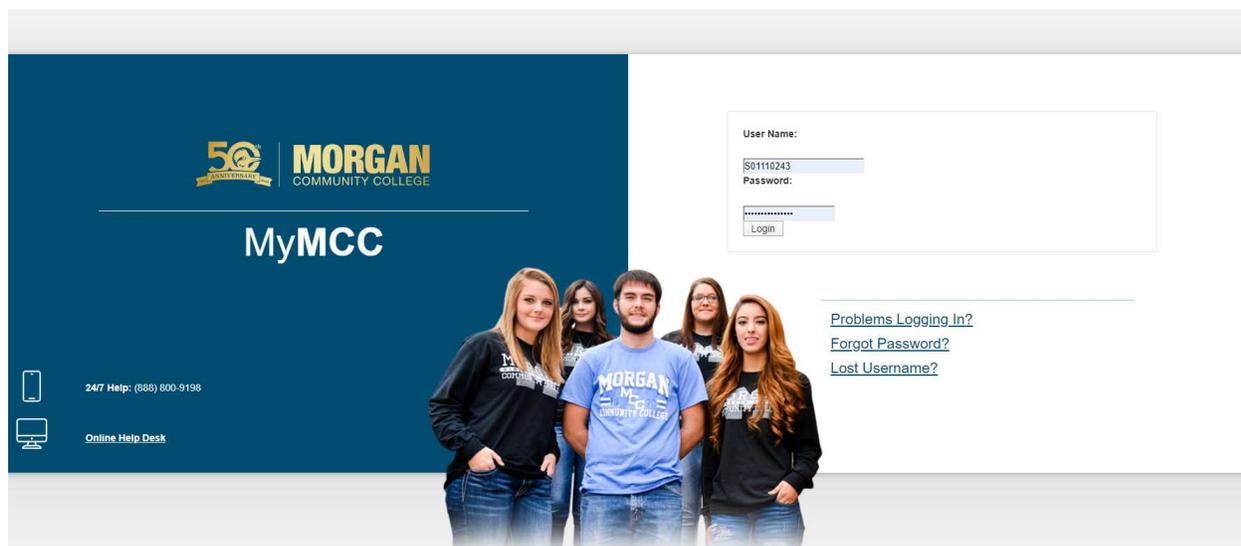


Fig. 2

4. Once you're logged in to MyMCC, click on the Course Access button on the Dashboard screen. (Fig. 3)

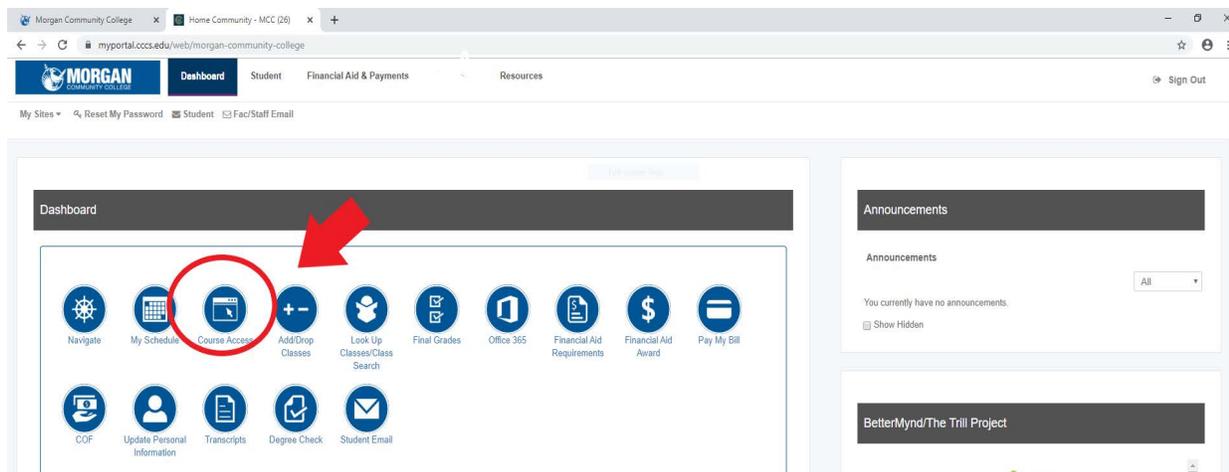


Fig. 3

5. After clicking on the Course Access button, you will be prompted to choose from either MCC Desire2Learn classes or CCCOnline classes.
6. Most often you will choose "Click here to access your MCC Desire2Learn classes." If you are taking an online course through CCCS/CCCO then choose "Click here to access your CCCOnline Courses (sections C11, C21 only)." This will then automatically log you into D2L. (Fig. 4)

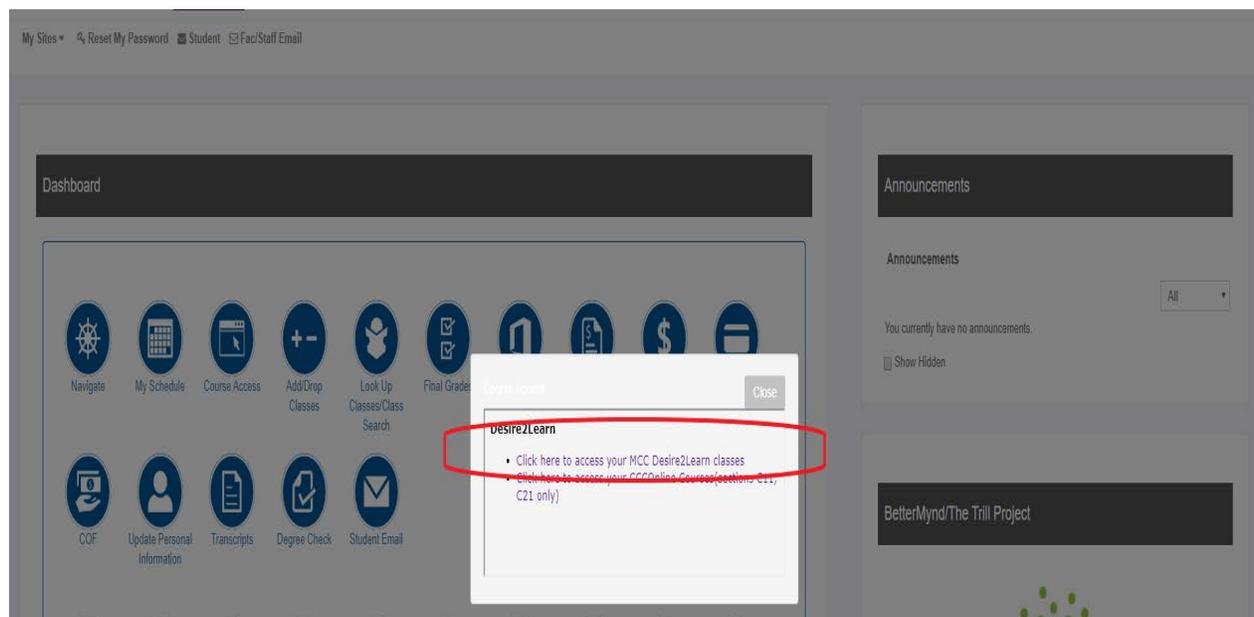


Fig. 4

7. Once in Desire2Learn you will see landing/welcome page. (Fig. 5)
8. Scroll down and find the tab called My Courses and choose the class you'd like to enter. Clicking on the name of the course will take you to the course Homepage. (Fig. 6)

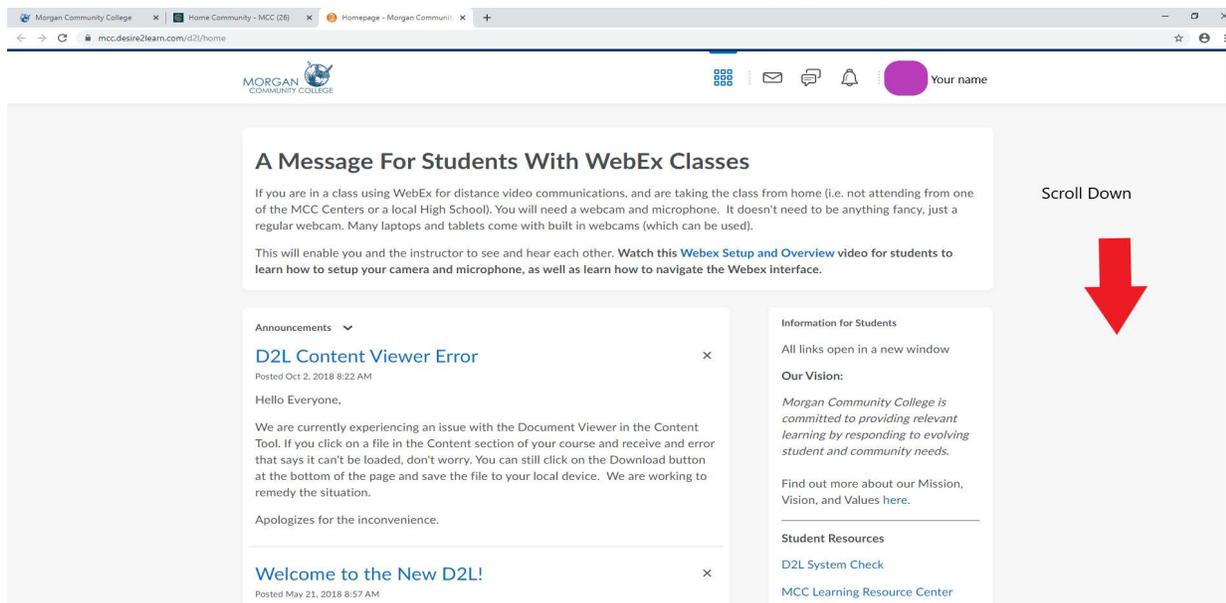


Fig. 5

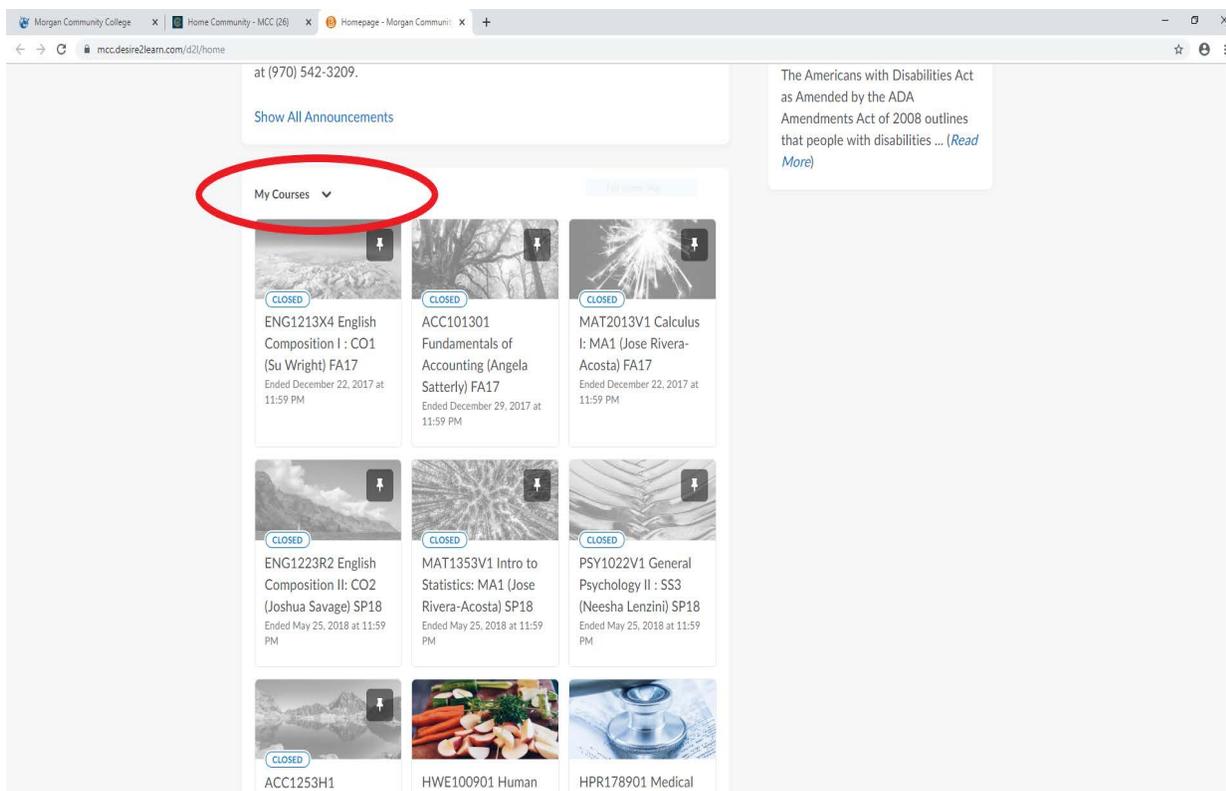


Fig. 6

9. Your instructor should have a link on the course homepage in Announcements OR on the Content page. ****Note links may appear differently than shown here (there may not be a logo and it may be labeled differently).** (Fig. 7 & Fig 8)

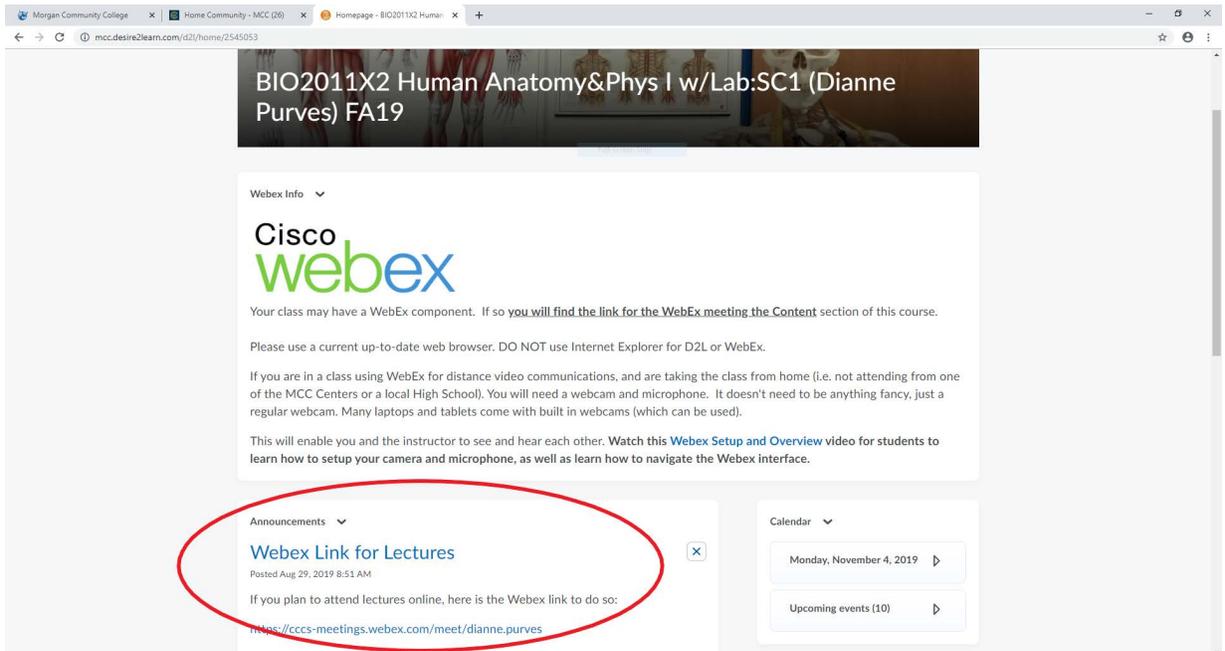


Fig. 7



Fig. 8

10. After clicking on the WebEx link provided, your internet browser will direct you to the Meeting Center and will most likely begin an automatic connection.
11. You may get a 'pop up' that asks you to Install the Cisco Webex Meetings app. Click the blue banner as shown to install it. (Fig. 9) You will see the Install or Loading Screen when it is working.(Fig. 10). !! Please note, that the WebEx Desktop app only needs downloaded one time. PLEASE NOTE: If your meeting isn't loading and the blue bar in Fig. 10 isn't progressing, close the window in Fig. 10 and choose 'Join Meeting using the Desktop App.' The same window should open and the blue bar will progress and open your meeting.

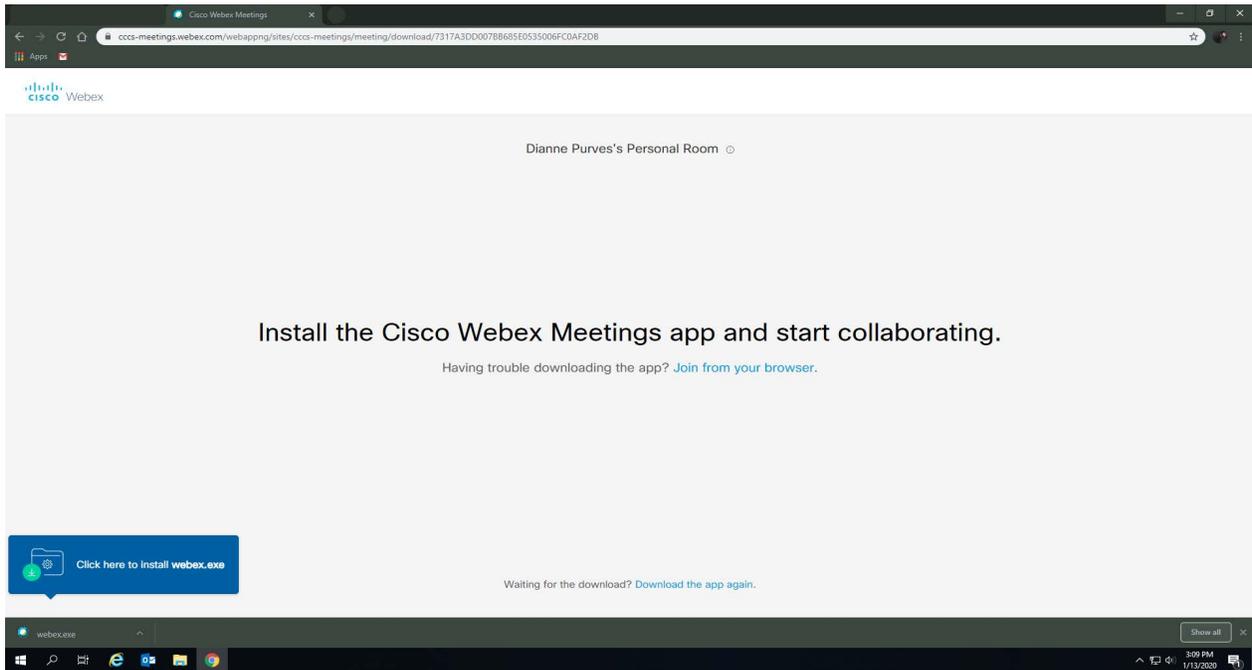


Fig. 9

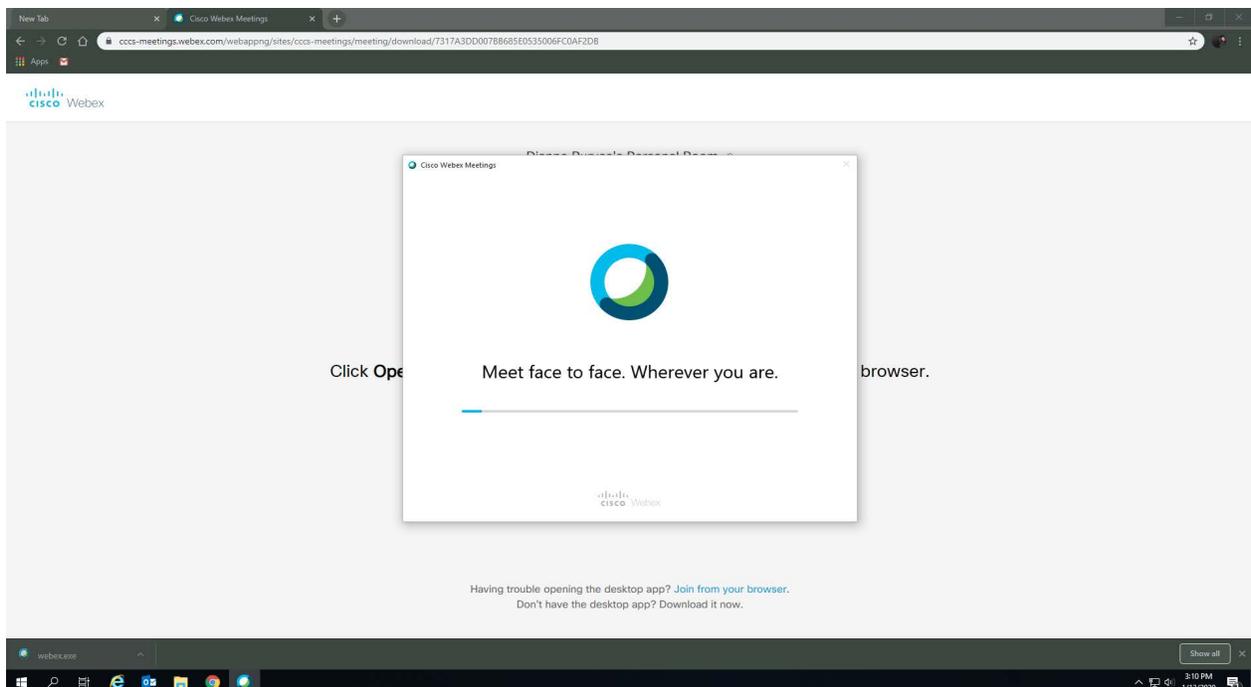


Fig. 10

12. **IMPORTANT: You will be at the Join Meeting Screen. Before joining the meeting, use the down arrow on the right of Join Meeting to Select 'Use DESKTOP app' if using a computer. (Fig. 11)**
13. Now you may click 'Join Meeting' (Fig. 12).



Fig. 11

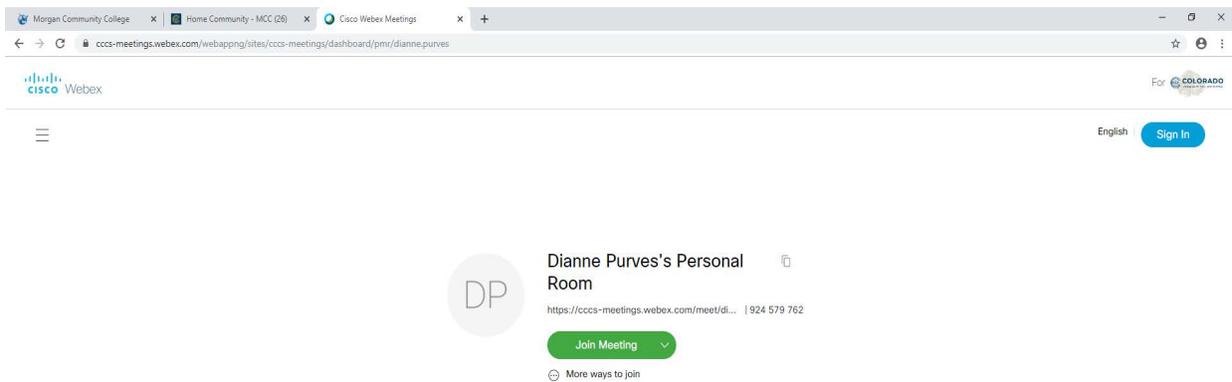


Fig. 12

14. You will be asked to enter a name and email address on this screen. Please use your official student email address. Then click 'Next.' (Fig. 13)
15. If the instructor hasn't started the class yet, you will see a message about that. (Fig. 14)

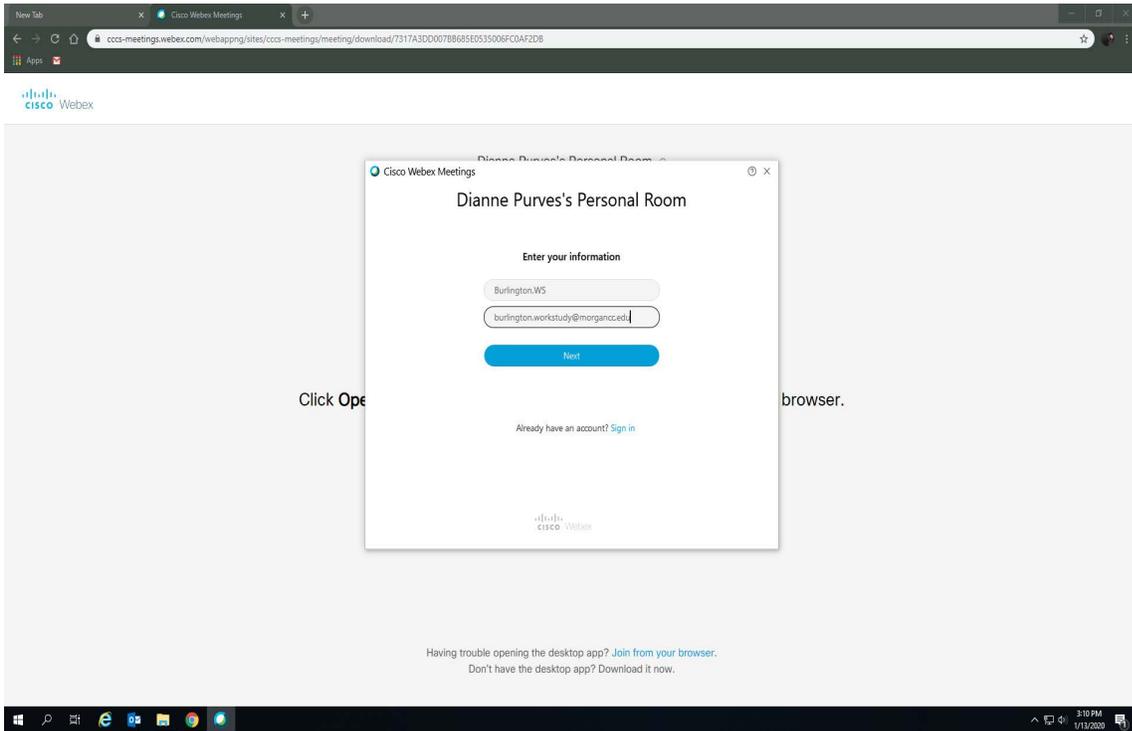


Fig. 13

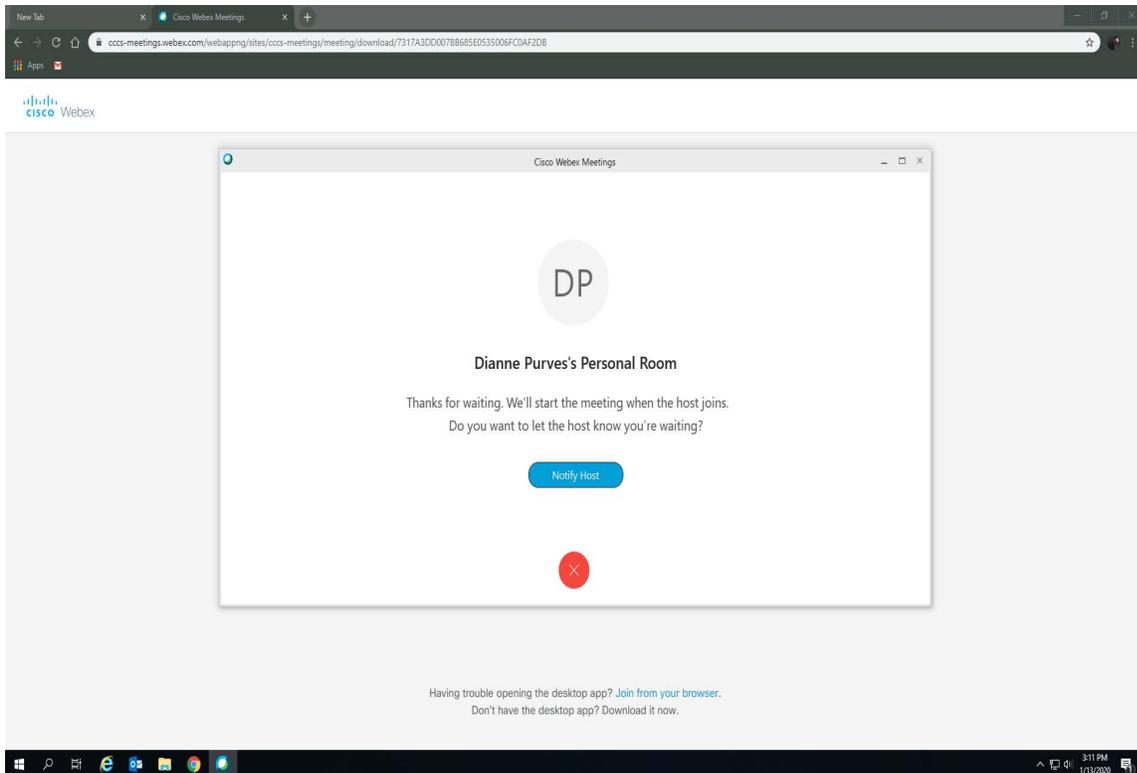


Fig. 14

- 16. Once the instructor has started class, you will enter the Meeting Center. Select 'Use Computer for Audio' (Fig. 15), or for other options (call in by phone, or have webex call you) use the down arrow to the right of that option. (Fig. 16)
- 17. Then select 'Join Meeting.'

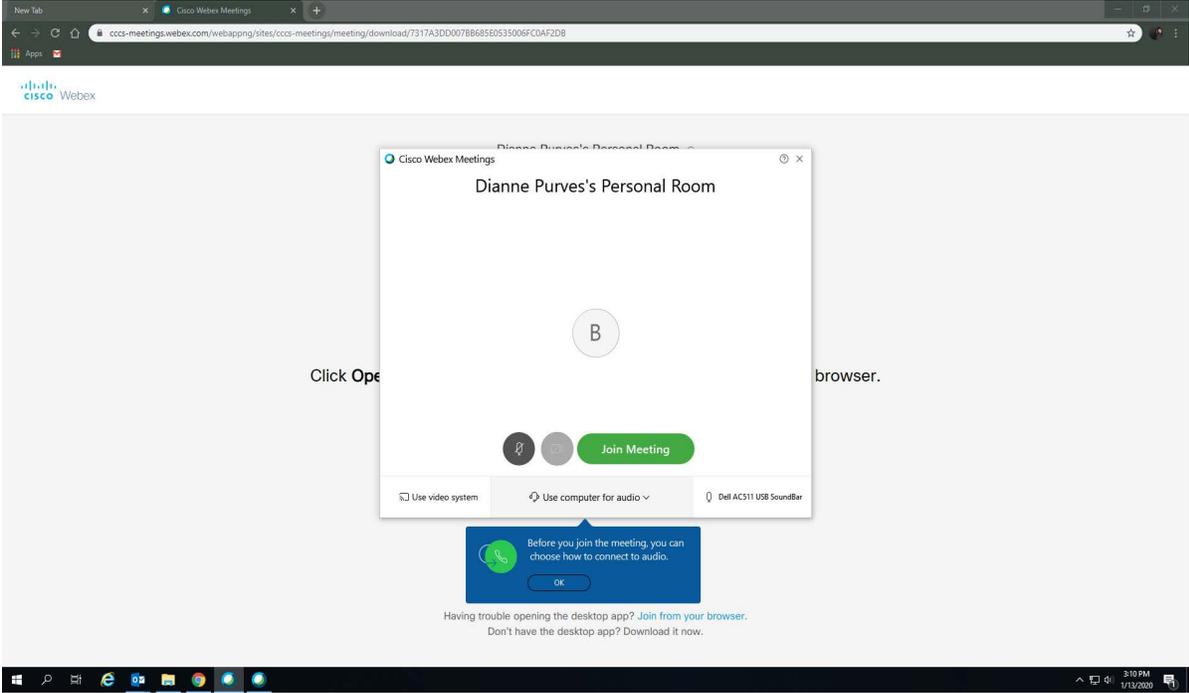


Fig. 15

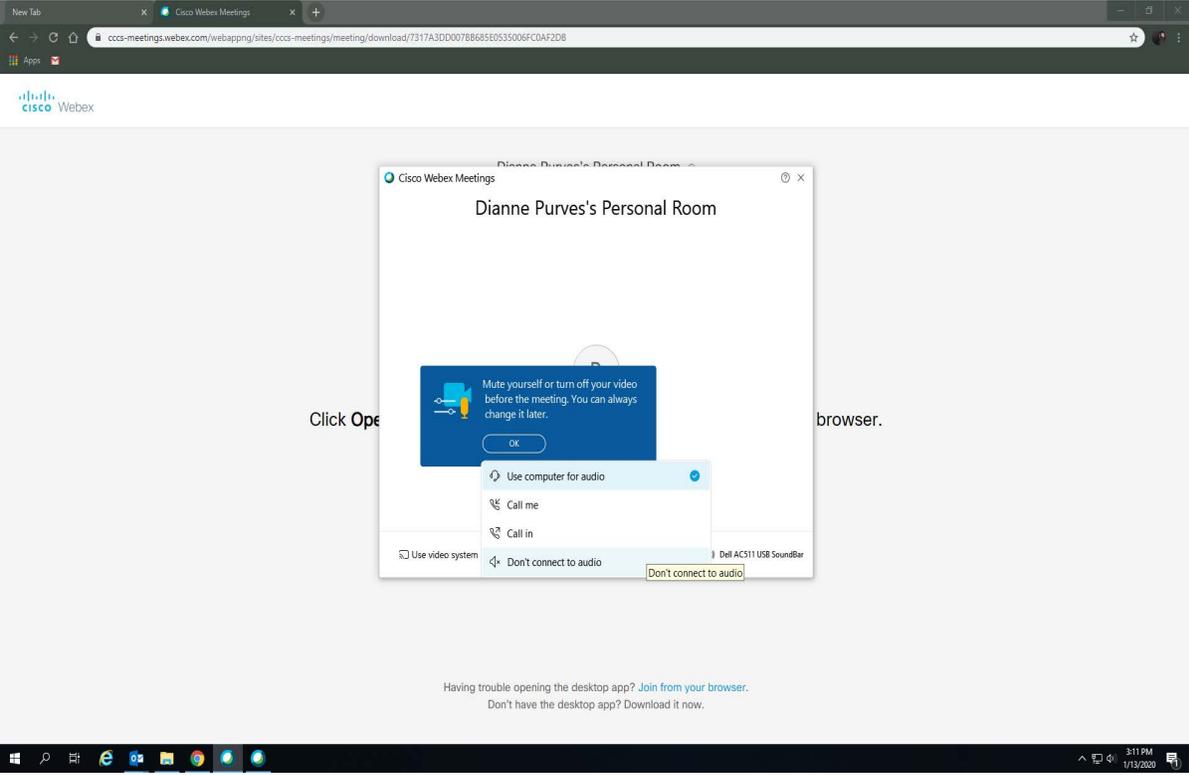


Fig. 16

18. Once connected, you should make sure your video has started, and that your audio is working. You can check/adjust your audio setting by using the 'more options'  icon at the bottom of your screen (Fig. 17).

19. This opens Speaker & Microphone options (Fig. 18 & Fig. 19), where you can choose 'Test' or use the down arrow to select different audio & microphone devices (Fig. 19 & Fig. 20). When finished, close the option window.

Waiting for others to join

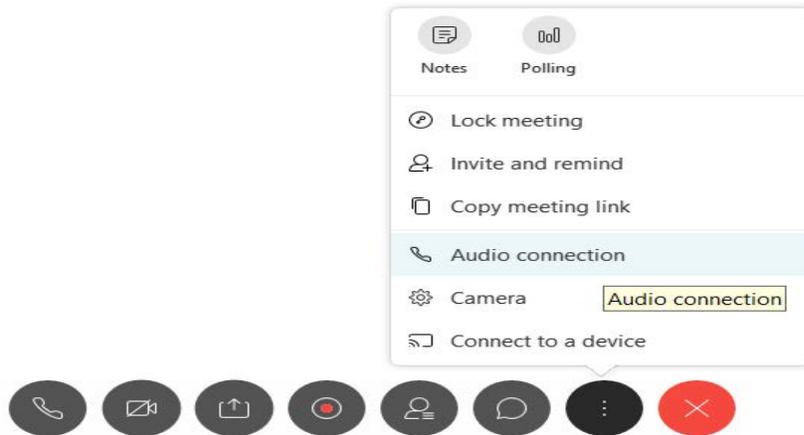


Fig. 17

If you are using an MCC Classroom Instructional Computer and Video/Audio Cart, you will need to choose 'Echo-Cancelling Speaker System' for Audio and Microphone settings.

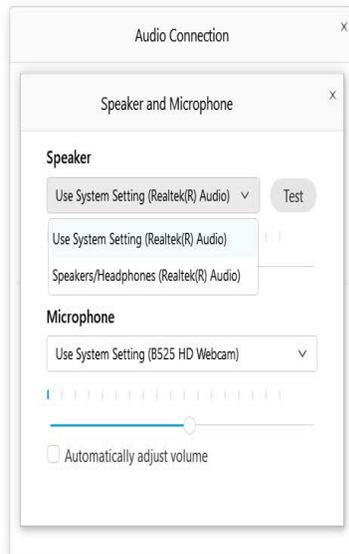


Fig. 18

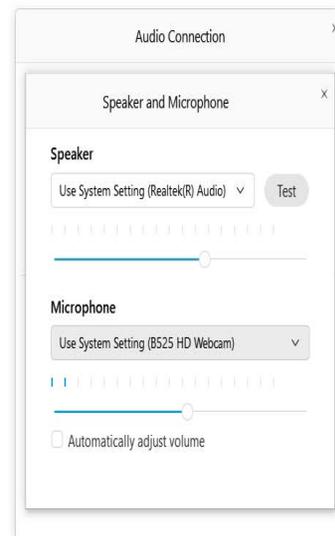


Fig. 19

20. Once you have tested your audio, you should make sure your Video is on. You must be visible to your Instructors. To do this, check the Video icon at the bottom of your screen, and if necessary, click on it to 'Start My Video.' (Fig 20)

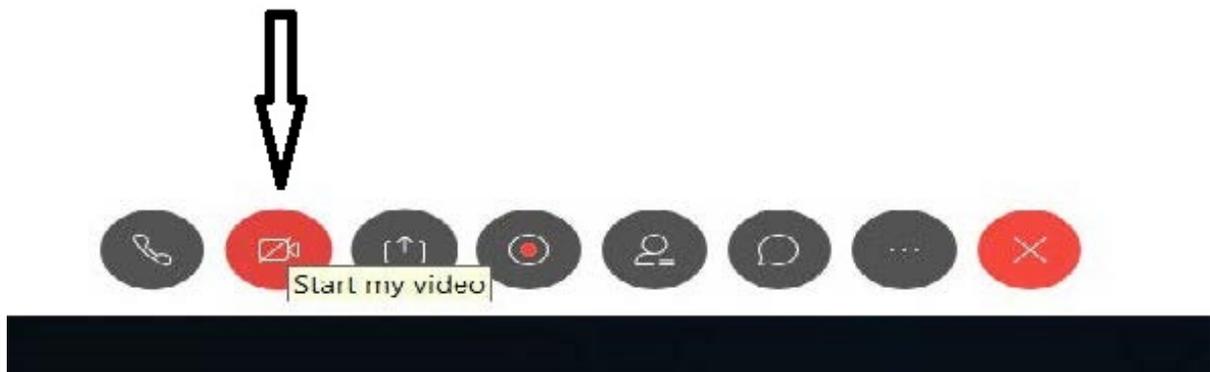


Fig. 20