

Accessing WebEx

Connecting to your WebEx, Global Classroom, VNets, and Other Digital Classrooms

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](#).
2. From there click on the button for MyMCC in the upper left hand corner of the screen.

(Fig. 1)

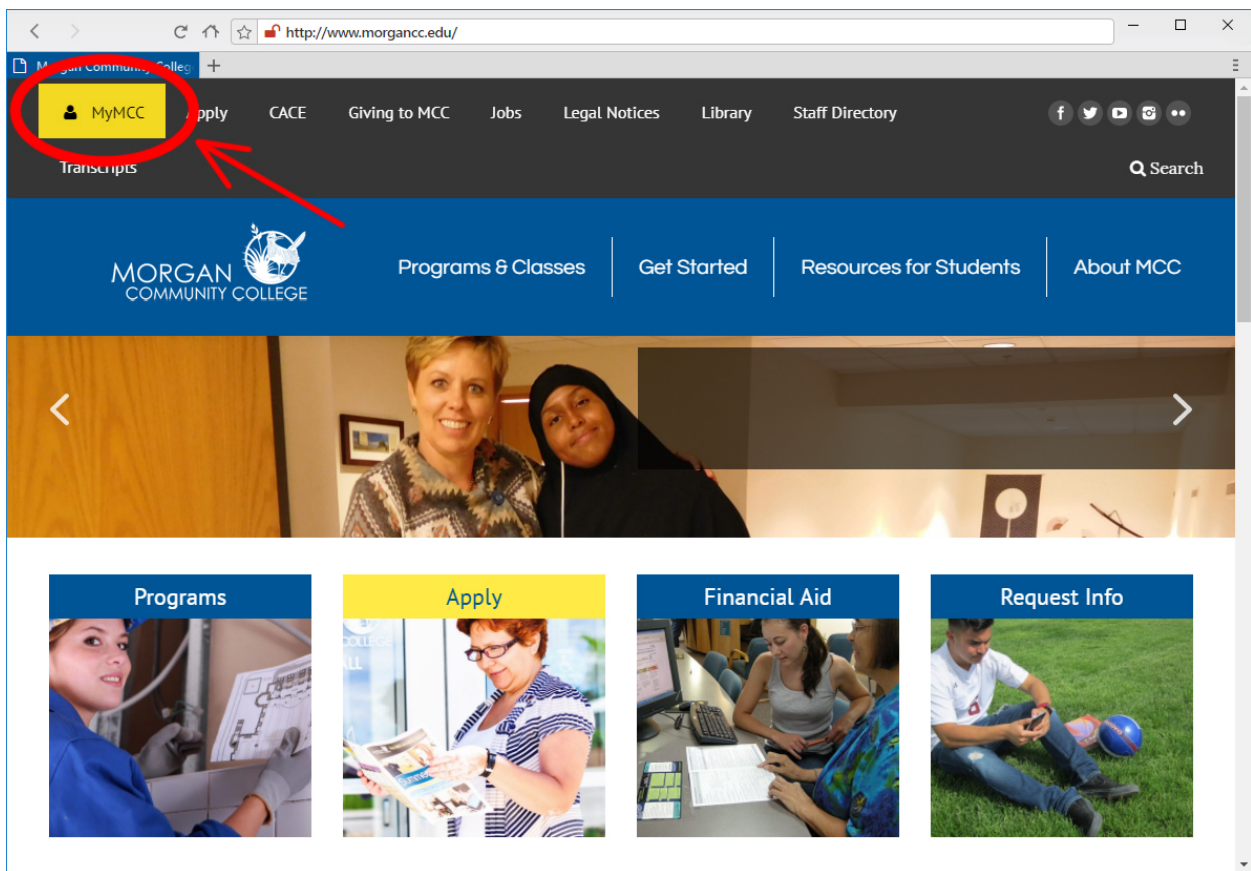


Fig. 1

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

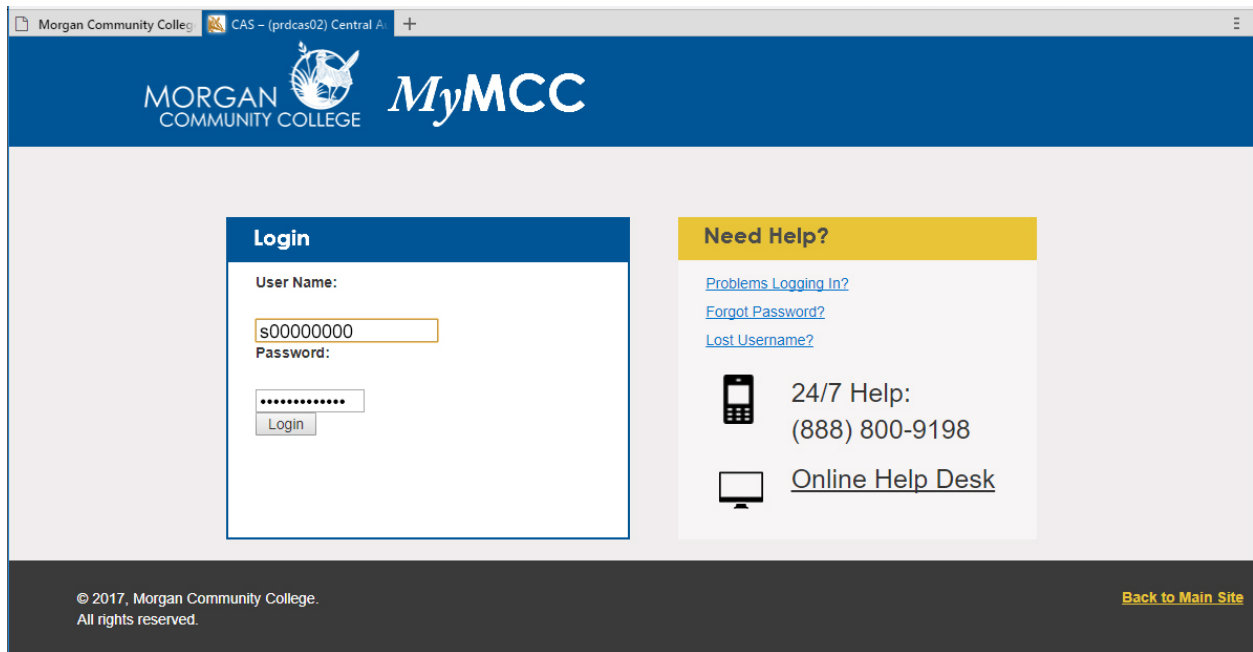


Fig. 2

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

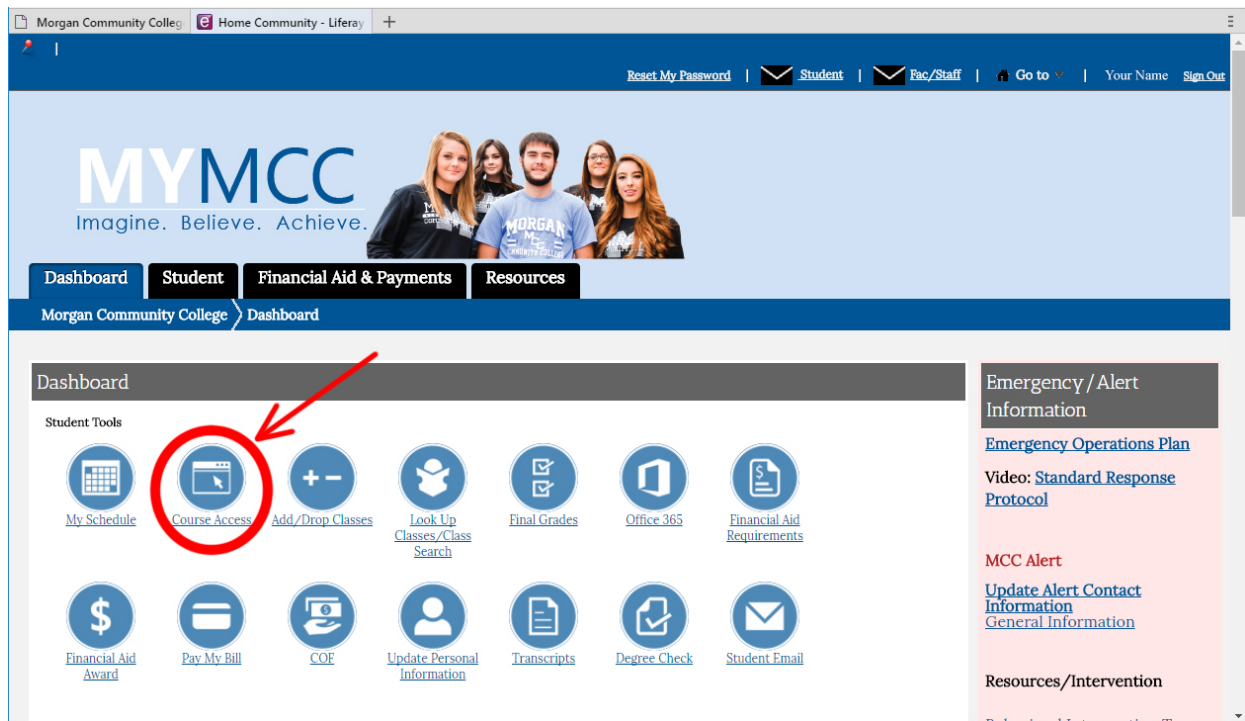


Fig. 3

- After clicking on the Course Access button, you maybe prompted to choose from either MCC Desire2Learn classes or CCCOnline classes.
- We will choose Click here to access your MCC Desire2Learn classes. This will then automatically log us into D2L. (Fig. 4)

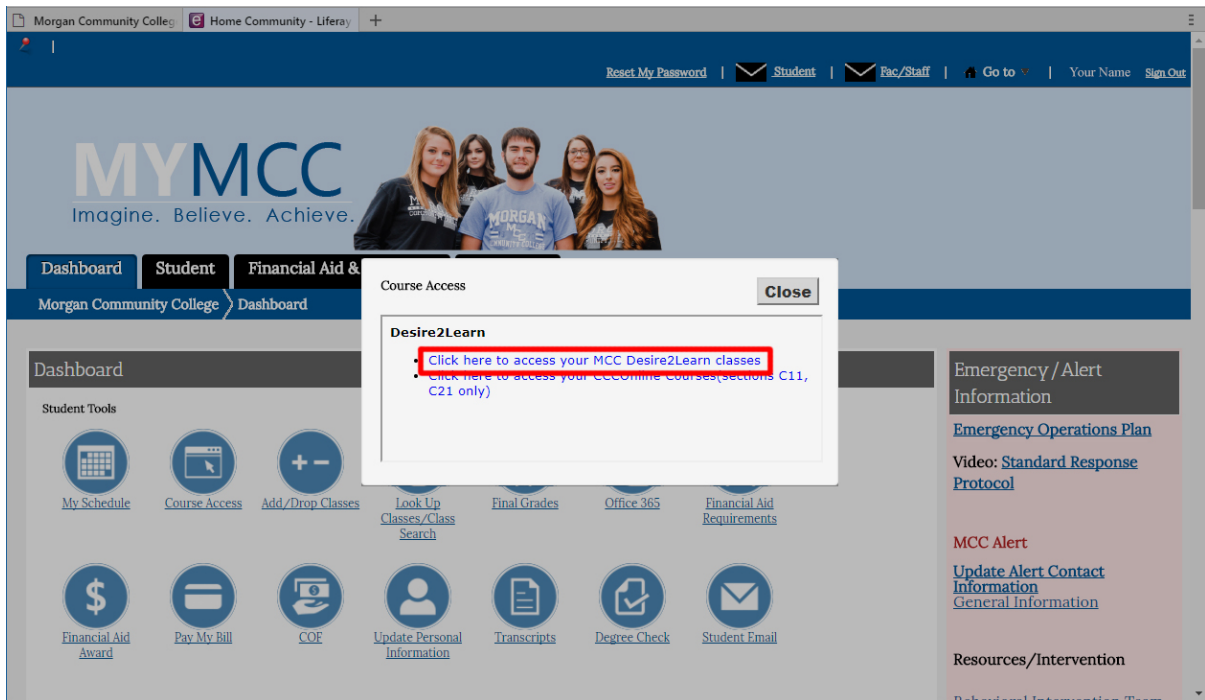


Fig. 4

7. Once in Desire2Learn you will see the My Homepage.
8. Find the widget 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. 5)

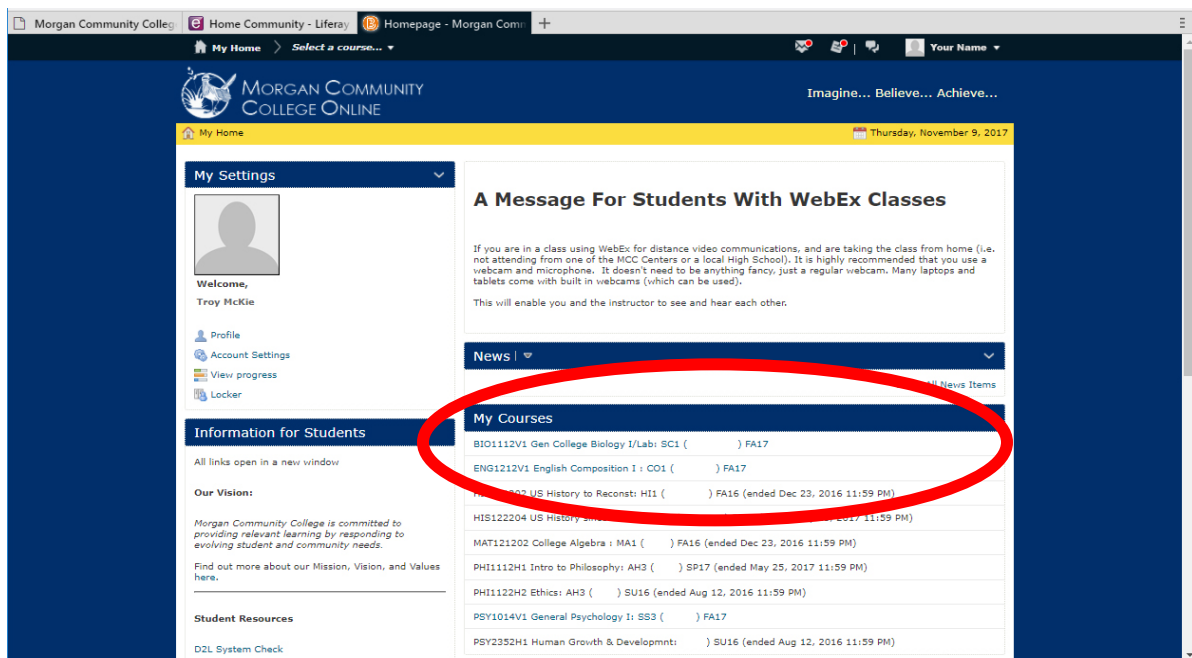


Fig. 5

9. Your instructor should have a link setup in a widget on the course homepage with the WebEx logo. Click on the link in this widget to be taken to WebEx. (Fig. 6)

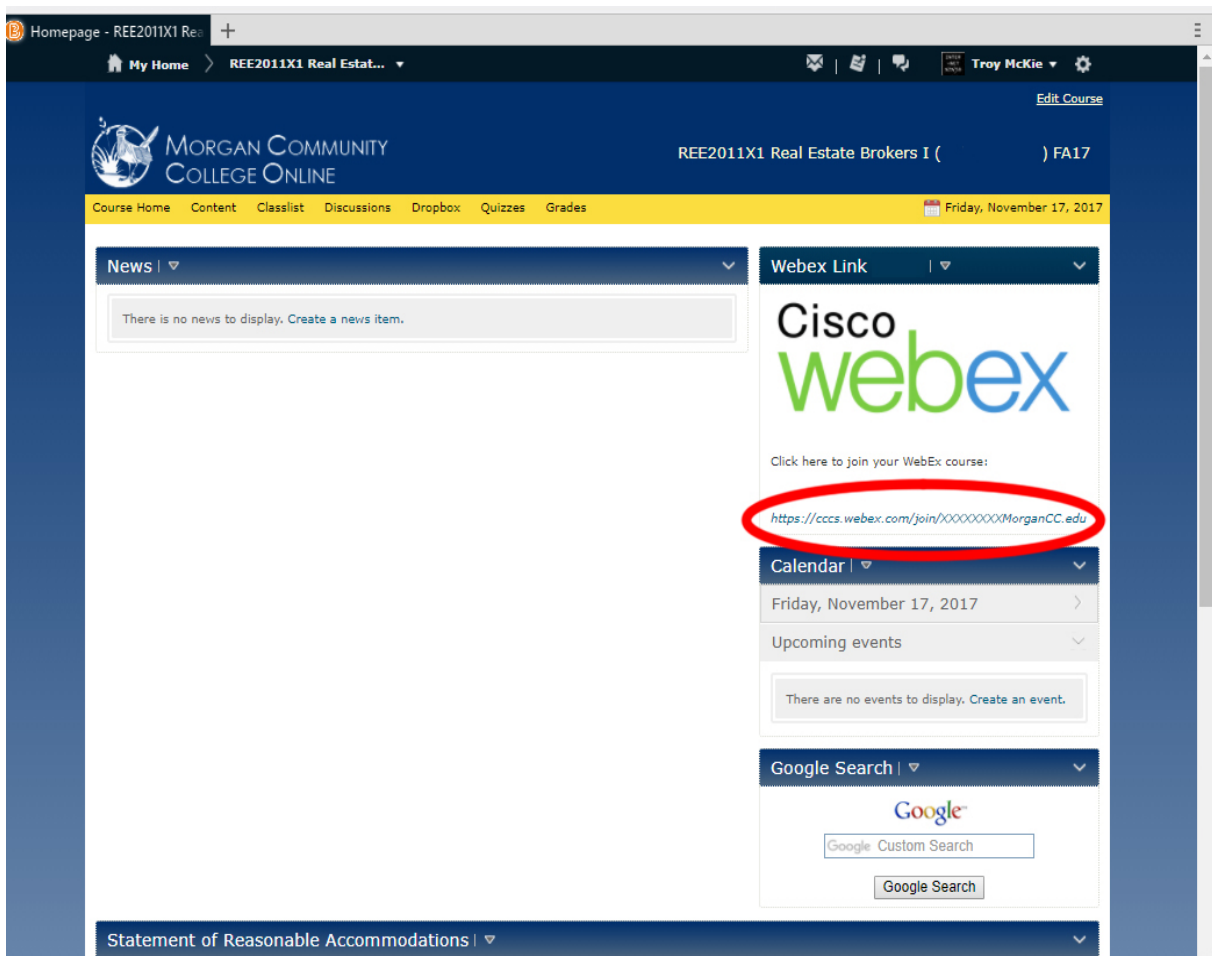


Fig. 6

10. After clicking on the class link, your browser will direct you to the Meeting Center.
11. You will see a screen asking you to join the meeting. You may need to enter a name and email address on this screen. (Fig. 7)

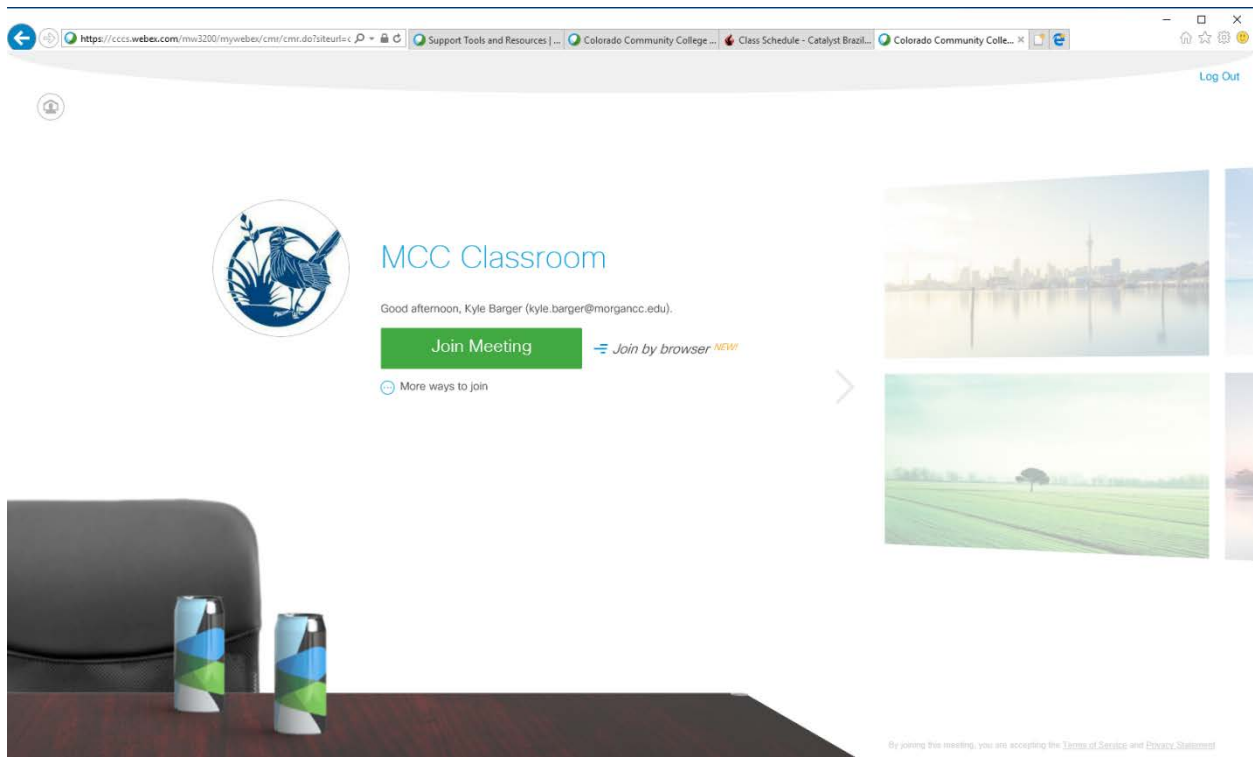


Fig. 7

12. Select Join Meeting.

13. If the instructor hasn't started the class yet, you will see the following screen. (Fig. 8)



Fig. 8

14. Once the instructor has started class, you will enter the Meeting Center.
15. Select how to connect audio from three options. (Fig. 9)
 - a. Call in via phone (Fig. 10)
 - b. Have WebEx call you
 - c. Call using computer. (Fig. 11)

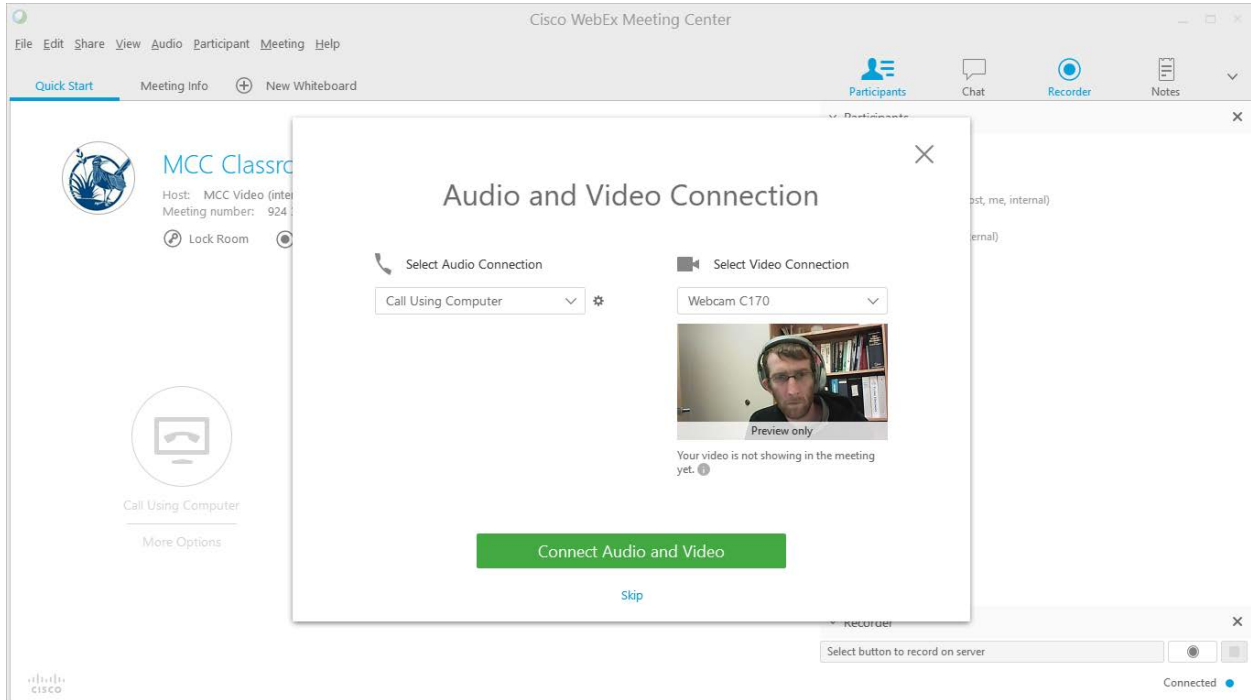


Fig. 9

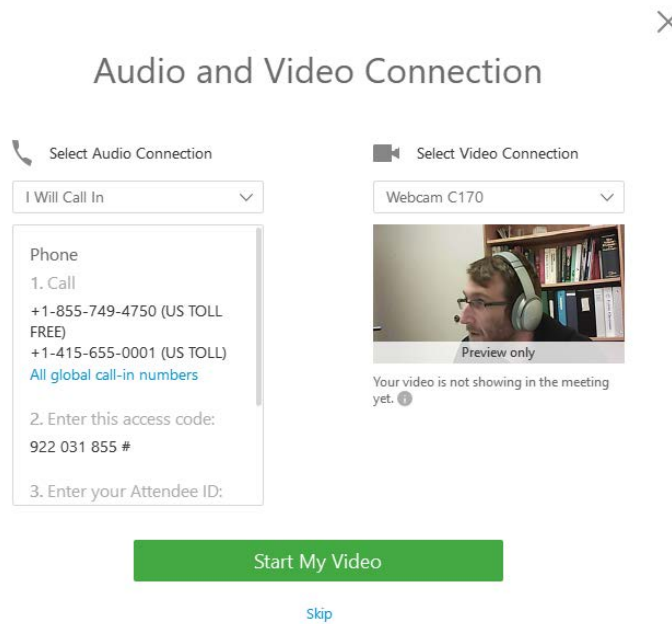


Fig. 10



Audio and Video Connection

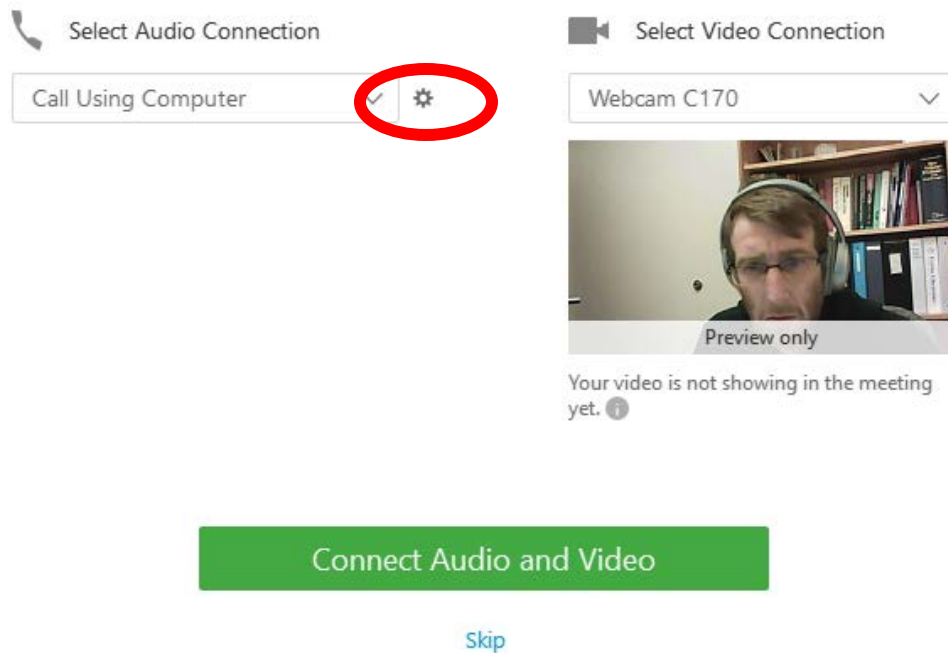


Fig. 11

16. When joining by computer, click the gear icon to open the audio and video settings to ensure your microphone and speaker are working properly. (Fig. 11)
 - a. You can test your speaker and microphone (Fig. 12)
 - b. You can select and test your webcam (Fig. 13)

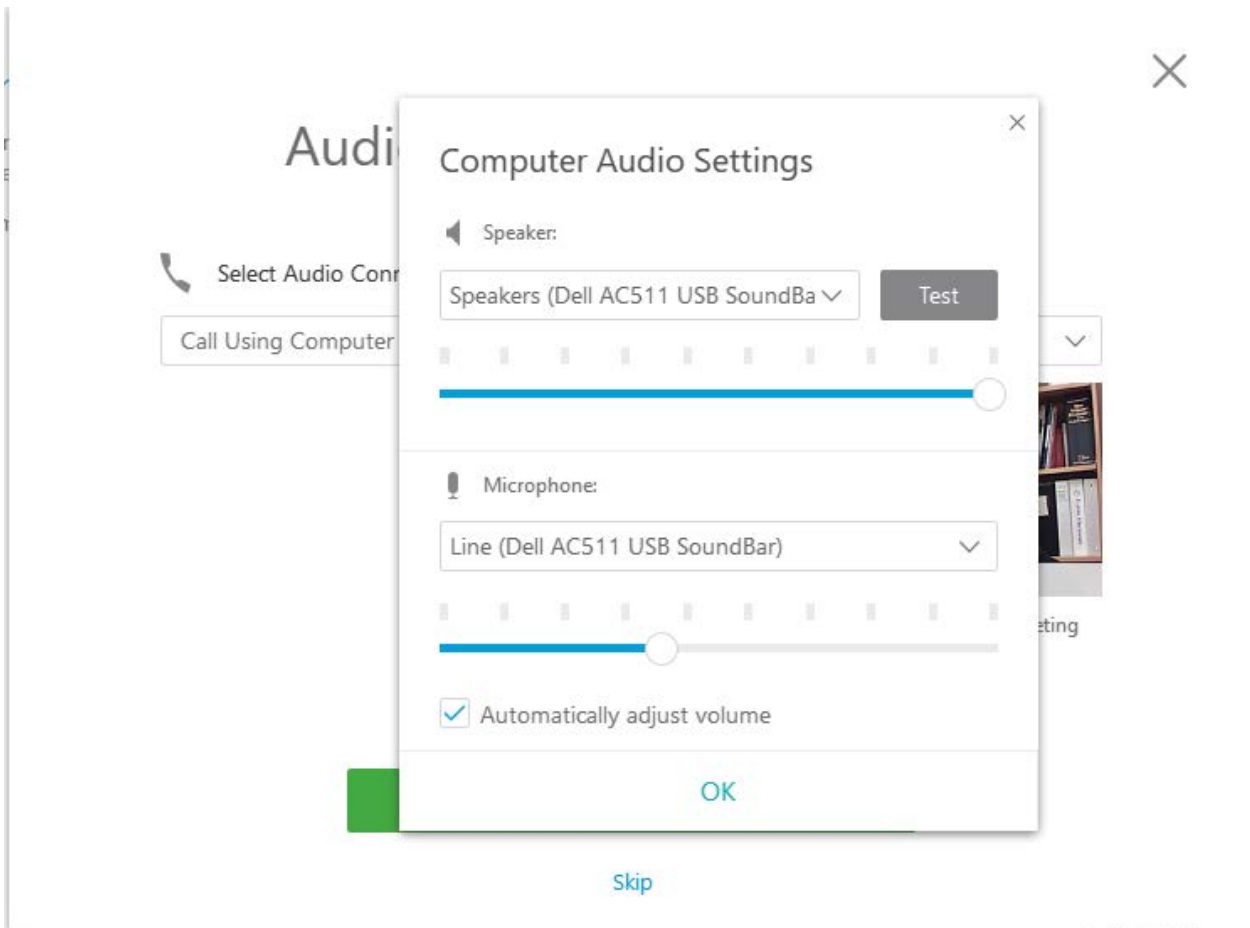


Fig. 12

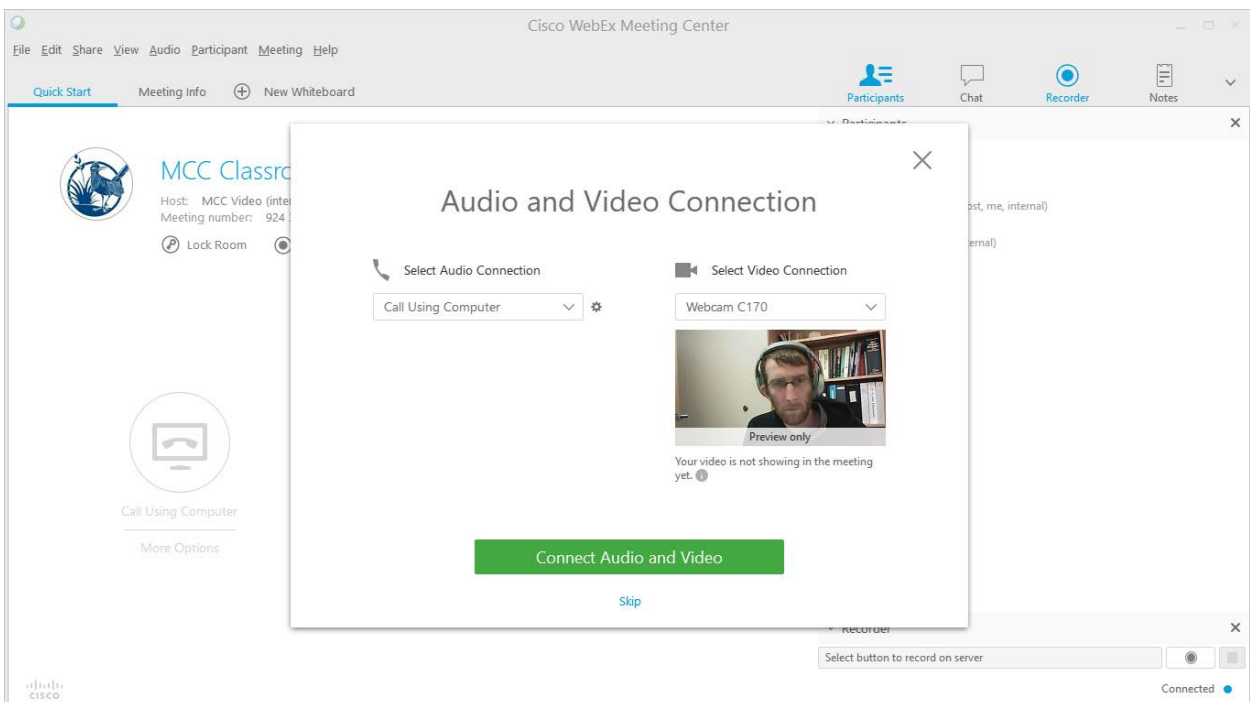


Fig. 13

17. Once you have tested your audio and video, select Connect Audio and Video to connect to the meeting. (Fig. 14)

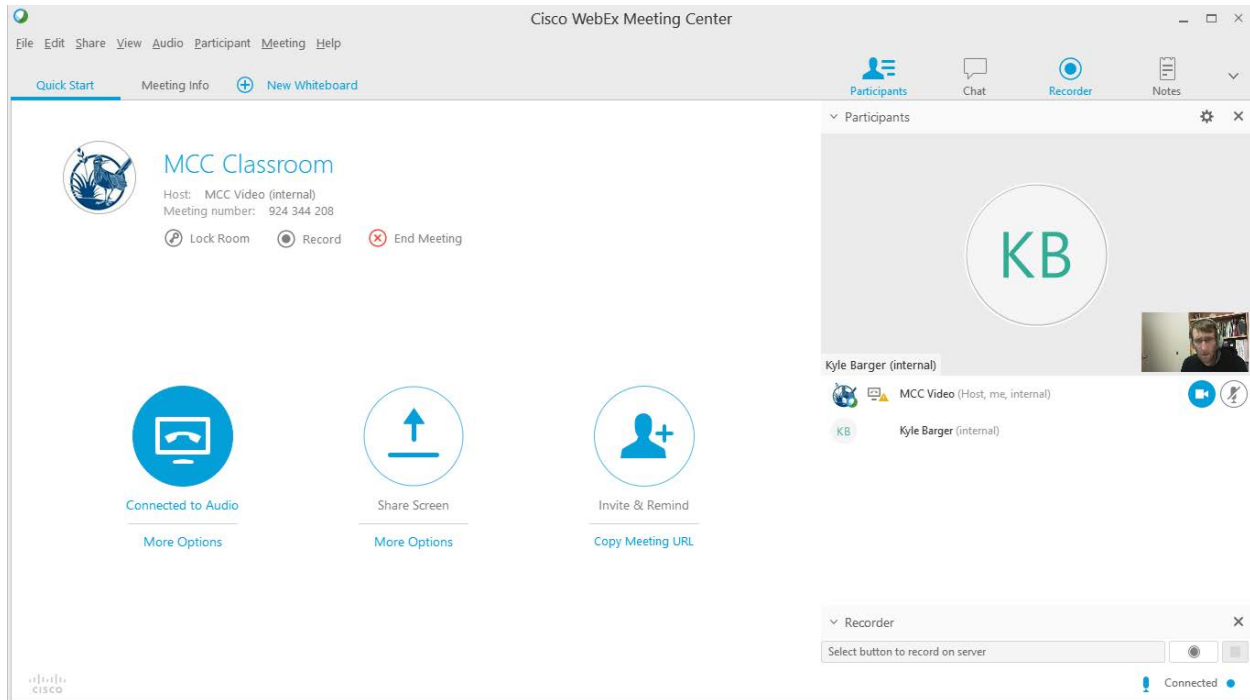


Fig. 14