Using Cisco Webex to Deliver Lectures

1. Login to UM Learn (https://umanitoba.ca/umlearn) and select your course.

2. Go to **Communication** tab**.**

3. Click **Cisco Webex.**

   NOTE: If is your first time using Webex in UM Learn, you will need to set up your account in Webex. Go to **Account Settings**, then **Conferencing Accounts** and choose **WebEx Meetings**, enter your username (email) and password. After a successful login, the screen will display a green checkmark.
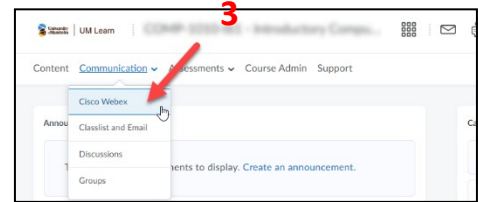
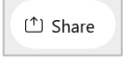4. If you are already logged into your Cisco Webex account, locate and click the **Schedule** button.
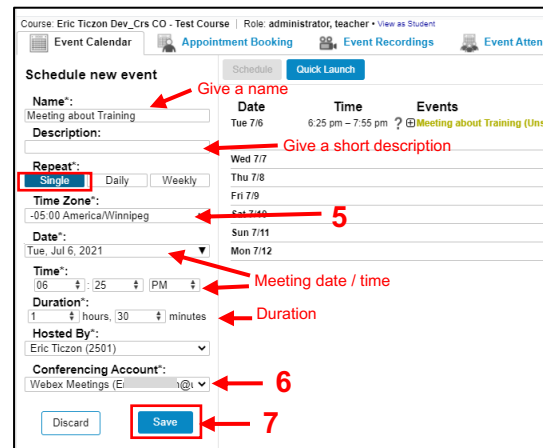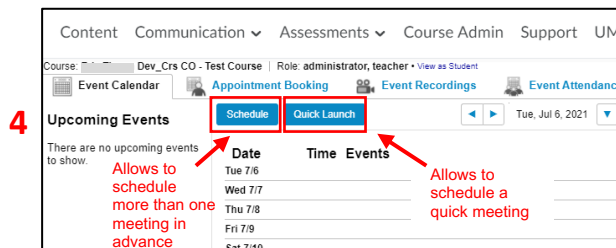
5. Click Time Zone and choose **-05:00 America/Winnipeg** (if applicable).

6. Select **Webex Meetings** under Conferencing Account.

7. Complete the fields and click **Save**.
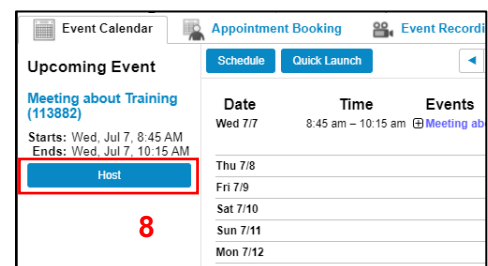
Hosting meetings

8. Click the **Host** button to join to the meeting.

9. Students can join a meeting in progress only if the instructor is online. Make sure that you start hosting the meeting at least five minutes before the meeting starts.

Share PowerPoint, PDF, Word documents or Desktop

10. Click [⬆ Share] at the bottom of the screen, then **Screen 1** to share your desktop with students or **File** to share files such as PowerPoint presentations.

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