

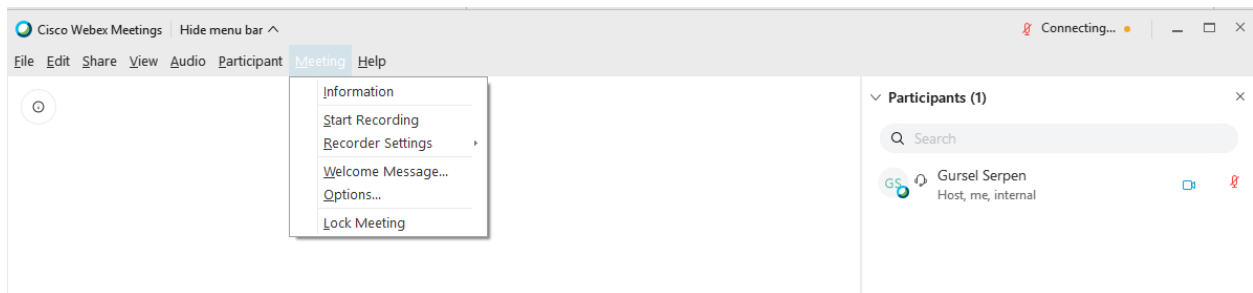
Virtual Meetings with Webex

Emulating Face to Face Interaction with Students during Office Hours

How to Hold Group/Public or Private/Individual Virtual Meetings with Webex

It is possible to emulate the face-to-face office meetings held during office hours of faculty members using Webex.

As the meeting organizer you have full control whom should be in your meeting room through the “Lock Meeting” menu option – see below.



When you lock your meetings (prior to anyone joining), anyone who wants to join will be admitted to your waiting room (hallway analogy) by you and it may be in the order they join (first come first serve as if students form a line in the hallway for the office hour visit). You then have the option to “admit” one participant at the head of the listing in your waiting room by clicking next to their name to let them into your meeting room (faculty office analogy). This is the scenario for a private one-to-one meeting.

If you wish to admit a team or group of students, then simply admit each one by clicking next to their names in your waiting room.

If you wish to open the meeting to any participant with a link, then choose the “Unlock Meeting” option as below.

