OVERVIEW
This guide will walk you through the steps to initiate and schedule a WebEx meeting through D2L.

Note: You must log into WebEx at least once before using WebEx through D2L.

Note: Only instructors are able to initiate a WebEx meeting through D2L.

Launching WebEx through D2L

Step 1. Through D2L, log into the course you wish to launch WebEx.
Step 2. Select More Tools | WebEx from the toolbar at the top of the page.
Step 3. The WebEx meeting screen will now appear.

Join WebEx Meeting

Step 1. Click the Join button to join the meeting.
Step 2. The WebEx Meeting Center application will now launch.

Schedule a WebEx Meeting

Step 1. From the D2L WebEx screen, click the Schedule more events button.

Step 2. Enter a name for your meeting.
Step 3. Select how often the meeting will repeat.
Step 4. Select your time zone if different.
Step 5. Select the start date and time for your meeting.
Step 6. Select the duration of your meeting.
Step 7. Select the “Host” of your meeting.
Step 8. Click the Schedule button to schedule your meeting.
Step 9. Your new meeting should now be listed in the D2L WebEx meeting list.

Access Pre-recorded Meetings

Step 1. Click the icon in the top left corner of the screen.
Step 2. Select “Video Recordings”.

You will now see a list of pre-recorded meetings. Click the View Recordings button to watch the recorded meeting.

Step 3. Click the meeting link to launch the recorded meeting.

View Attendance Records

Step 1. Click the icon in the top left corner of the screen.

Step 2. Select “Attendance Records” to view a list of events.

Step 3. Select your event from the list to view the attendance record for that event.

Delete a WebEx Meeting

Step 1. Click the button to the left of the meeting name.

Step 2. Select Delete.

Step 3. To completely delete the meeting, click the Delete Event button.
**Helpful Tips:**

- **Substitute (as host):** Allows another admin user to launch the WebEx meeting as the host of the meeting.
- **Prepare (as host):** Allows the meeting host to launch the WebEx meeting before the start of the meeting.
- **Trouble launching the meeting application?** Sometimes popup blockers prevent the WebEx application from launching. To override any popup blockers, click the Run Temporary Application link to download and launch the WebEx meeting application.