1. Under Select Audio Connection, choose **Call Using Computer** from the drop-down options.

2. Next, choose your speaker and microphone sources. If you’re using a laptop and you haven’t added any equipment, your sources will likely be **Built-In** or **Integrated**.

3. Test your audio connection by clicking **More Options** and **Test**. The Test Conference has a slide presentation playing to music so you can test your volume levels.

   **Testing your speakers:** If you don't hear anything when you click **Test**, check to make sure your volume is up and that you selected the correct input. Keep clicking **Test** and adjusting the slider until your volume is at a comfortable level.

   **Testing your microphone:** Say something out loud; if your mic is picking up your voice, you’ll see the levels change below the mic drop-down box. Adjust the slider if your levels are too low.

4. **Click OK** when you’ve set your microphone levels. Now let’s connect your video. >>
5. Webex should automatically detect and display a preview of your webcam under **Select Video Connection**. If you need to change your webcam source, use the drop-down and choose the camera you’d like to use. The preview will refresh with this new video source.

6. Once you’ve selected your video source, click **Connect Audio and Video**. You should now hear background music in the Test Conference. Your video will display in the lower right corner of the main panel.

**Meeting controls** are located at the middle of the main panel and will automatically hide when not in use. Moving your over the interface will make the controls re-appear. If you need to adjust your audio connection further, click on the three dots and choose Audio Connection.

Below is what your screen may look like when you’re connected and ready.

Important: Mute your microphone in class when you’re not speaking. You can do this by clicking on the microphone icon in the meeting controls, or by clicking the microphone that will appear next to your name in the participant roster once your audio is connected.

**Gray = Unmuted | Orange = Muted**

For instructions on how to get to your class, visit ODU Online’s web conference support page at [online.odu.edu/get-started-in-webex](http://online.odu.edu/get-started-in-webex)

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If you need help with ODU’s web conference classes, contact ODU ITS:

**itshelp@odu.edu | 1-877-348-6503**