Connect Your Audio in WebEx

The first time you run WebEx, the software will ask to connect your audio. You should see a slide presentation on the left, ODUOnline's test video in the window in the upper right, and an Audio Connection window in the middle of your screen.

1. In the Audio Connection window, select the Call Using Computer option. (On a Mac, click on Change Settings.) You'll get another small window to select your speakers and microphone.
2. In the first drop-down, select your speakers.
3. Test your speakers by clicking the Test button. If you don't hear anything when you play the test, check to make sure your volume is up and that you selected the correct device.
4. In the second drop-down box, you can select your microphone. If your mic is picking up your voice, you'll see the levels change below the mic drop-down box.
5. Once you're done, select OK. You're now connected into the audio portion of the WebEx Test Conference.
6. If you want to change any of these audio settings, click on the Quick Start tab.

The test conference will always have music playing so you can test your speakers.

Finally, don't forget to mute your microphone in class when you're not speaking. The mute button is next to your name on the right.

If you need help with ODU's web conference classes, contact ODU ITS at itshelp@odu.edu or 1-877-348-6503 (toll-free).