Make a Presentation in an Online Class

If you have to give a class presentation, WebEx lets you share your screen to show content or slides.

Here's how it works:

1. Before you make a presentation, you should open your slides or images in another program on your computer, like PowerPoint.
2. Leave that program open and go back to your WebEx classroom window.
3. When it's time to make your presentation, go to Quick Start, click More Options, and choose the specific program where your presentation is already open.
4. WebEx will adjust the layout so you can present. You'll get a little warning at the top of the screen that says, "You are now sharing [name of application]." Also, a red box will surround the application window or screen that you're sharing.
5. Your WebEx controls are now hidden at the top of the screen. Move your mouse to the top of the screen to reveal the controls. This is also where you can unmute your microphone.
6. You can now go through your presentation slides, talk to your class, and even take questions. In the WebEx controls, click on Chat and Participants to open or close those windows.
7. When you're done with your presentation, go up to the WebEx controls and click on Stop Sharing.
8. Your WebEx screen will adjust back to normal class mode. Don't forget to mute your mic!

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