How can faculty hold open office hours virtually using WebEx?

Tell Me

1. Log in to WebEx via webex.uncc.edu
2. Enter your NinerNET credentials using your originally assigned username
3. Select Start a Meeting

![Start a Meeting](image)

4. A WebEx window will appear. Check your audio and video tools to ensure that students will be able to hear and see you
5. Select Start Meeting

![Start Meeting](image)

6. Your personal room will launch and students are permitted to enter as long as your session is live. You can send the link to them by selecting the triple dot button at the bottom and select copy meeting link

7. To end the session, select the X in the right corner and select Leave Meeting within the box that will appear

![End Meeting](image)
Your personal room has a constant link. Therefore, students can use the same link every time they want to visit faculty for office hours.

Related FAQs

- Which web conferencing or online chat tool is best for me?
- How can WebEx and Zoom hosts help secure meetings?
- Which tools can I use to create videos or presentations for my class?
- How do I troubleshoot my audio as the host of a WebEx session?
- How do faculty allow students to annotate during a WebEx session?