Online Office Hours using WebEx

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- **WebEx** is a web conferencing tool that allows users to connect from anywhere in real time. WebEx can assist with hosting classes, office hours, department meetings, webinars, interviews and more. Once the meeting is created, the host will be able to send out an invitation via E-mail to attendees. The attendees will simply click on the link to join the meeting.

- To use WebEx, users will need a computer or wireless device with an internet connection, an audio connection (either through the computer or phone) and a webcam. It is possible to have a WebEx meeting without a webcam, but the ability to see who you are talking to requires it.

- WebEx removes many of the constraints that can make scheduling a meeting a challenge, such as gathering everyone to one location at a specific time. No matter where the user is, so long as they have a computer (with Internet connection, audio, and a webcam) they will be able to participate in the meeting.