Connecting your Webex session to the Classroom system

Control of the session remains on your computer, but your internal webcam/microphone will be disabled in order to use the camera/microphone(s) built into the classroom.

1) Use the **UConn touch panel** to choose the **Video Conference** source.

2) If using a laptop, plug in only the charger. Do connect any video (HDMI or VGA) cables from the teaching station.

3) Open Webex on your computer,
   a) At the Webex video preview window, click on **Connect to video system**. (On Mac/iOS you may see **Find Device** instead). If you are already in the call, skip to Step 5.
   b) Click on **Search for or call a video system**. Type the appropriate room address* found below or at [s.uconn.edu/webex2room](http://s.uconn.edu/webex2room)
   c) Click on the search result to connect to the classroom system.
   d) Click **Start Meeting**

4) If you are using the **Classroom PC**, press **START PRESENTATION** and choose **PC** on the classroom touch panel.

5) Optional: To also see the conference on your computer, click on the ellipsis (next to the red X) then uncheck “Show video on video system only”. You may also use this menu to connect/disconnect to the system if you are already in the session.

6) Record your session as you normally would by using the **Record** button within the Webex application window.

7) To end the call, press the red X within the Webex application window as per usual.

**ROOM ADDRESS**

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*Note: Using your laptop is recommended*