To help students that cannot physically attend classes, UNICAM provides WEBEX MEETING CENTER SYSTEM by CISCO SYSTEM to offer the opportunity to attend live classes on line.

Through an electronic device (PC,notebook, smartphone, tablet) connected to Internet the WEBEX MEETING CENTER SYSTEM allows access to a virtual classrooms activated by the professors for the lesson. The professor, in addition to the audio-video transmission of the lesson, will share teaching materials and comments with the students, who - coordinated by the professor - will speak and ask questions /explanations.

The links to connect to virtual classrooms are available at https://www.unicam.it/didatticaduepuntozero/aule-virtuali;

For any question please send an e-mail to comunicazioni.webex@unicam.it or helpdesk.utenti@unicam.it

HOW TO USE WEBEX

After clicking on a link to be connected to a virtual classroom, the login page will appear

here, in the respective boxes, you must type

name and surname
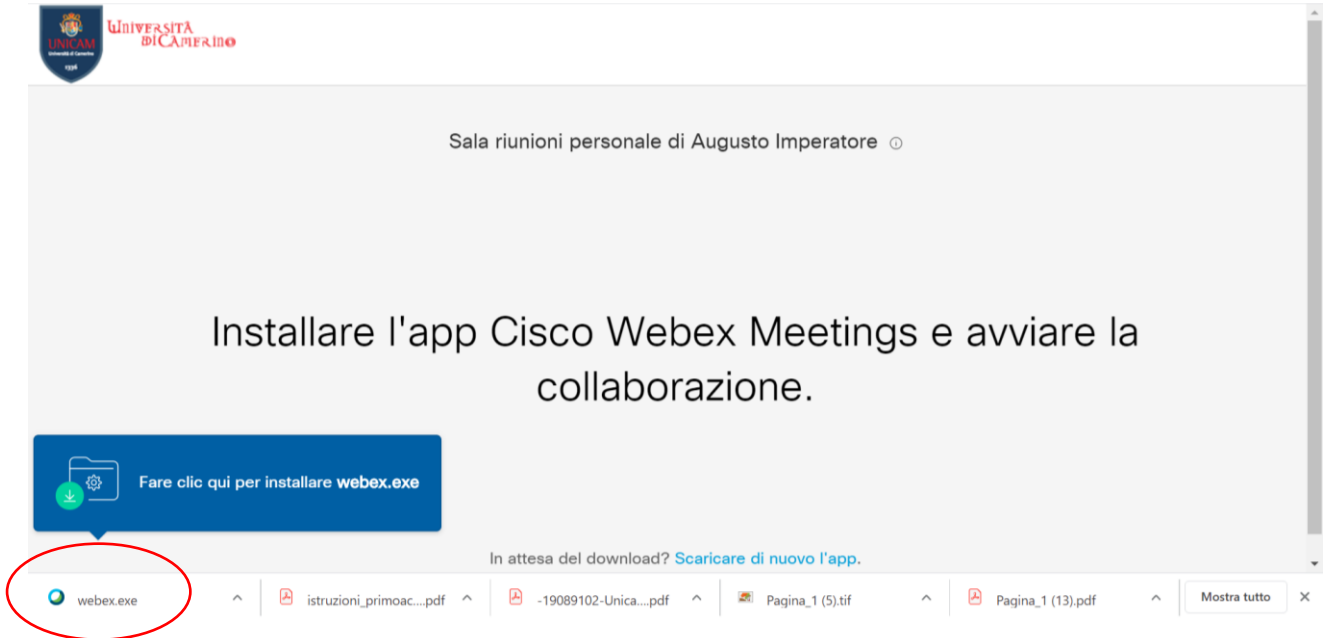
email address assigned by the university

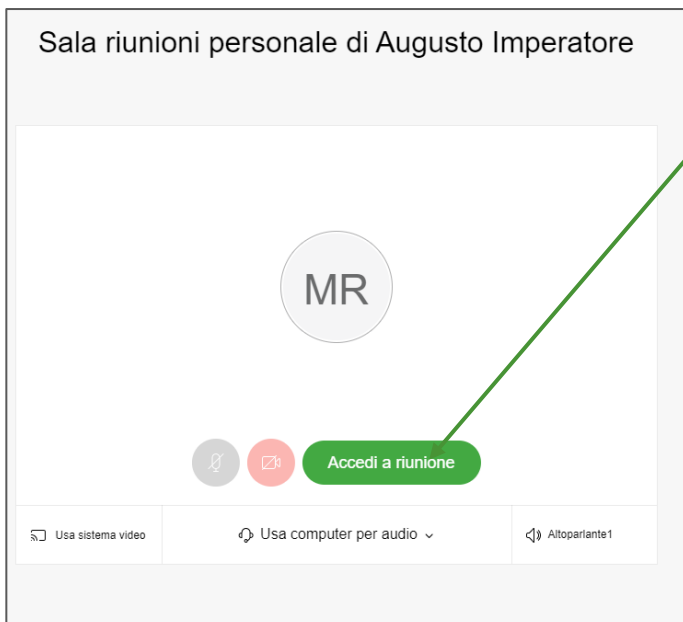To confirm the information and log in, click on the appropriate button.

ONLY THE FIRST TIME you use WEBEX, please install the WEBEX app desktop

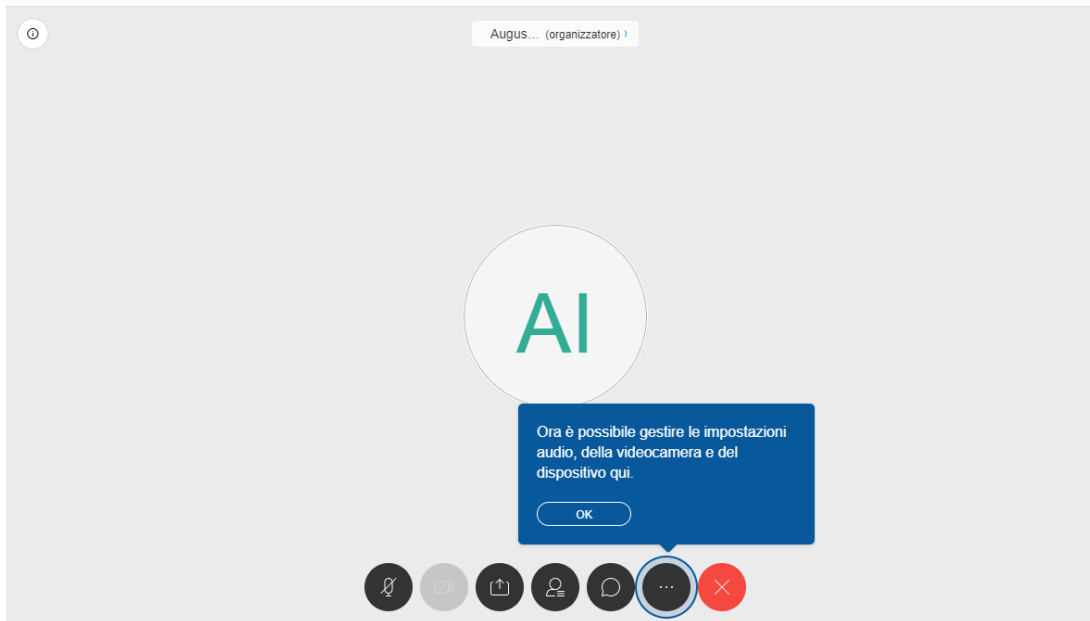Click on webex.exe, after the installation you'll be redirect on your virtual classroom.

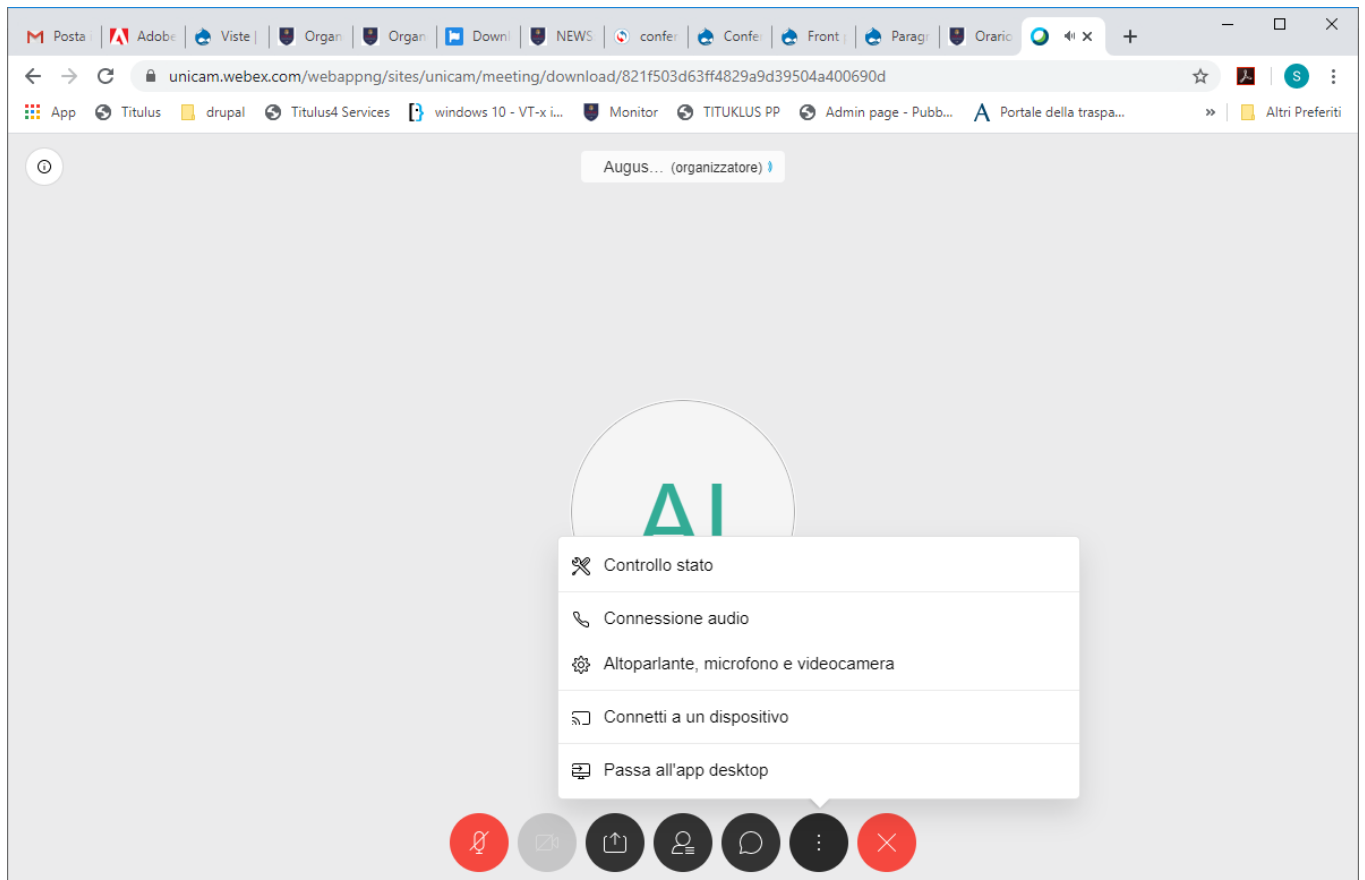Please click the green button to access on the virtual classroom

To verify the functioning of audio device and of the microphone

Click on the icon with 3 dots and select the option you want to use

For a better effectiveness of the service, we recommend the use of headphones and the turning off the microphone to avoid annoying "return" sounds and environmental effects that could disturb all the other participants to the virtual classroom

To mute the microphone while using WebEx please use the specific button:

now the microphone is mute.

Now you are ready to attend the class. On the right side of the screen you will find the teaching materials that professor could share during the lesson.

Click on this icon to view the list of participants:
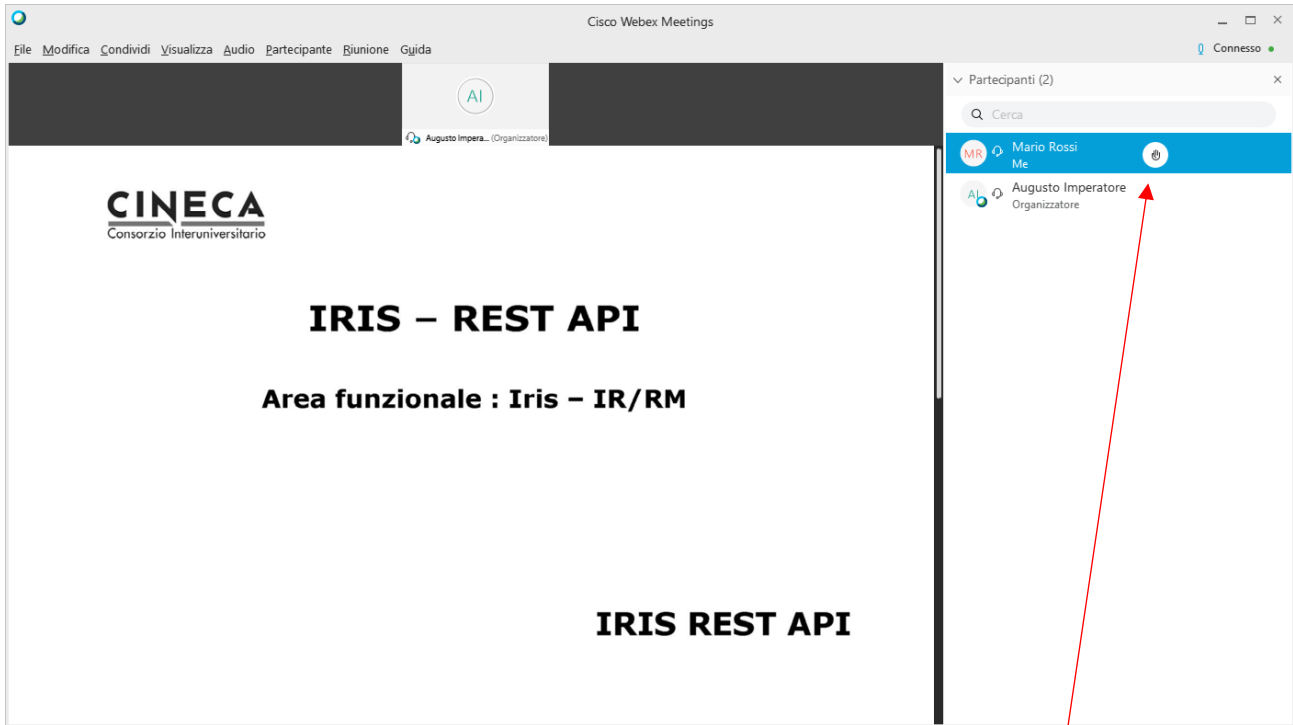
To interact with the professor (according to the ways and times established by the professor), you can use:

- the button with the hand icon to indicate the request for speech

- the button 'chat' to type your questions / comments, after the professor has authorized your request:

Finally, to **leave the virtual classroom** , click on the red button (Leave classroom)