Honors Videoconferencing Advising Appointments:
# A WebEx Guide

Installing WebEx

You must install WebEx on your phone or computer to videoconference with your advisor. Please review the following options and select the download method(s) that make the most sense for you. If you have already installed WebEx, please skip to page 2: "Scheduling your appointment" or page 3: "Prior to your appointment."

1. Download the WebEx desktop application.

This will allow you to access all of your WebEx meetings and appointments within a desktop application on your computer.

Please visit WebEx Downloads to download WebEx Meetings for your appropriate operating system (Windows or iOS). You do not need to download WebEx Teams.
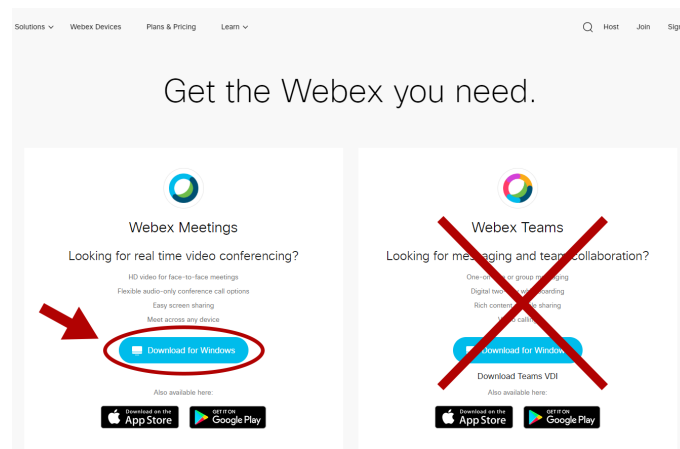

Note: Once you have downloaded the application, you must sign in to WebEx. Type your RebelMail address into the "email address" dialogue box. You will be directed to an ACE account login. Please complete your login with your ACE account ID and password.
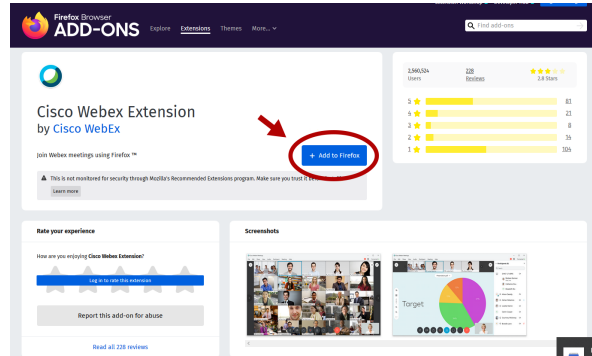
2. Download the WebEx browser extension **(Firefox or Chrome recommended)**

This method will allow you to access your WebEx Meetings on your computer without downloading any software to your device. Please select your preferred browser from the options below and select "download."

Chrome
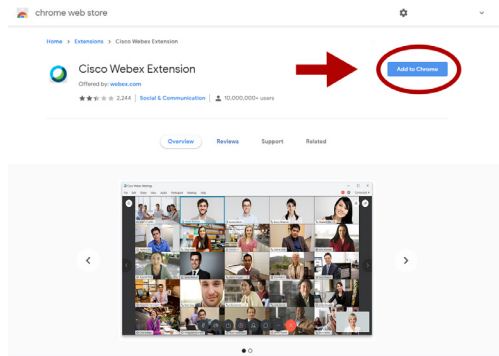
Firefox

3. Download the mobile app.

This method will allow you to access your WebEx Meetings directly from your phone or tablet. The WebEx Meetings app is available on Apple and Google Play compatible devices. You do not need to download WebEx Teams.

Get WebEx for iOS
Get WebEx on Google Play

Scheduling your appointment

To schedule your virtual appointment, please call 702-895-2263. You may also schedule through Campus Connect (see this guide for assistance).

For Honors College academic advising appointments, you have the option of scheduling a videoconference, phone, or email appointment. Please specify your preferred appointment type when scheduling over the phone, or write your preferred appointment type in the comment box if scheduling through Campus Connect.

Please note: You <u>must</u> specify your appointment type at the time of scheduling. Failure to specify your preferred appointment type will result in your appointment defaulting to an email appointment.
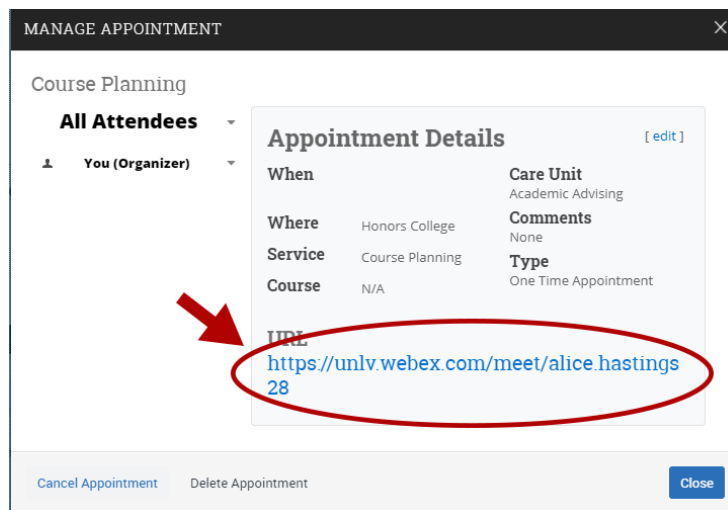
Prior to your appointment

1. Five to ten minutes before your appointment, login to [MyUNLV](#) and open your Student Center.
2. Navigate to [Campus Connect](#).
3. From your Campus Connect home screen, select "Calendar."
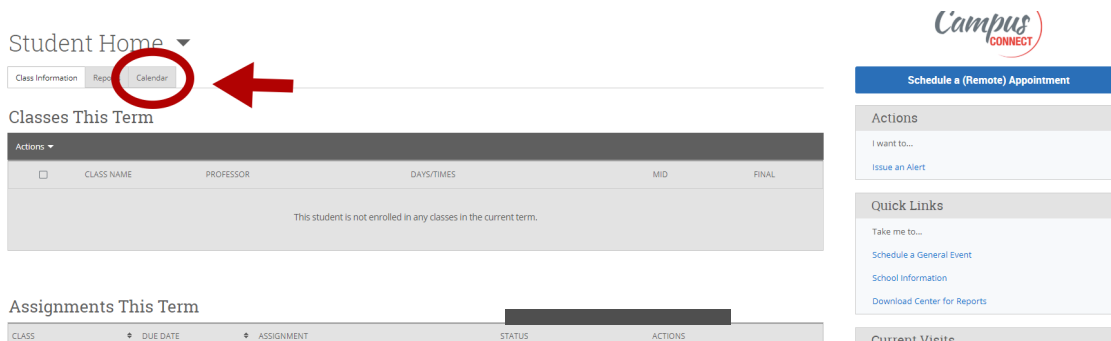
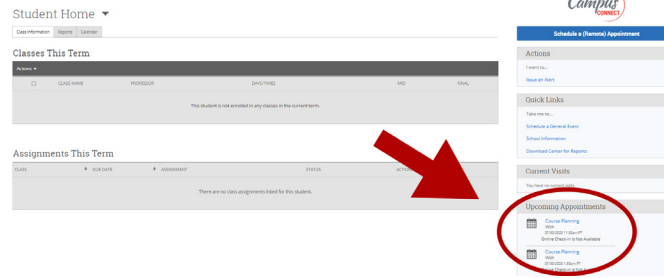4. Select your virtual appointment from your calendar.
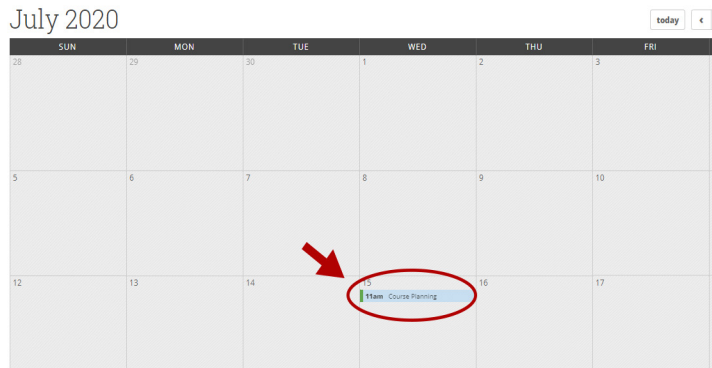
5. Select your advisor's Personal Room link. This will open WebEx. Make sure your camera and microphone are on, and proceed with your appointment!
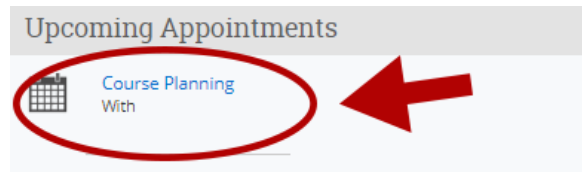
# Alternate method of joining your appointment through Campus Connect

1. Navigate to Campus Connect.
2. On the bottom right corner of your Campus Connect Home Screen, you will find a box labeled "Upcoming Appointments"

3. Select your virtual appointment from your Upcoming Appointments.

4. Select your advisor's Personal Room link. This will open WebEx. Make sure your camera and microphone are on, and proceed with your appointment!
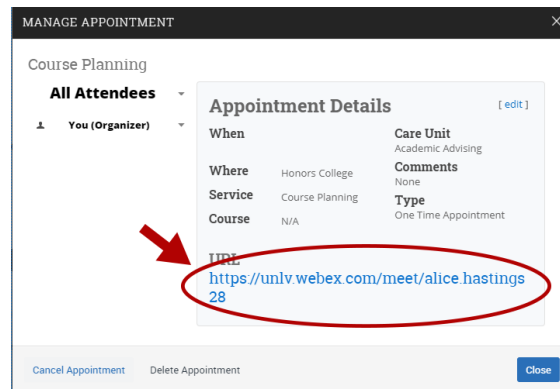
Joining your appointment through RebelMail

1. Navigate to your RebelMail.

2. Find the confirmation email for your appointment. Try searching "Appointment Notification."

3. Once you have selected the confirmation email, select your advisor's Personal Room link.

4. Make sure your camera and microphone are on, and proceed with your appointment!