How-to Schedule & Run Your WebEx Dissertation Defense
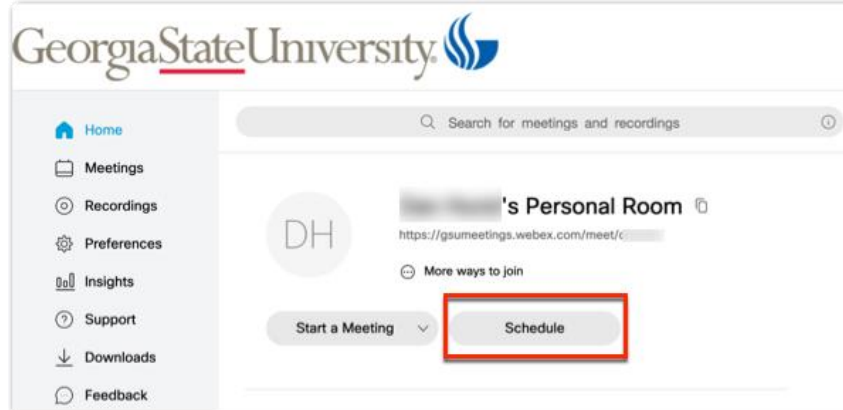
1. Log-in to the GSU WebEx home page with your *CampusID* and *CampusID Password*.
2. On the Home tab, click **Schedule**

3. Schedule your Final Dissertation Defense Webex Room

- **Meeting Type**: Webex Meetings Pro 1000
- **Meeting Topic**: Use template below based on whether you are proposing or defending your dissertation.
  - Dissertation Proposal Defense - **{Insert Your Name}**
  - Final Dissertation Defense – **{Insert Your Name}**
- **Meeting Password**: No action; randomly generated
- **Date and Time**:
  - **Date and Time**: Select the date and start time of your dissertation defense. *The latest a Defense can start is 4:00 PM.*
  - **Duration:** Select 2 hours
- **Recurrence**: Remain unchecked
- **Attendees**: separate email addresses with a comma or semicolon
  - Enter emails for each committee member
  - Enter AYS OAA's Office Email: aysenroll@gsu.edu
- When you are finished, click **Schedule**.

4. To start your scheduled meeting, select the **Meetings** tab on the left and click **Start** next to your desired meeting.
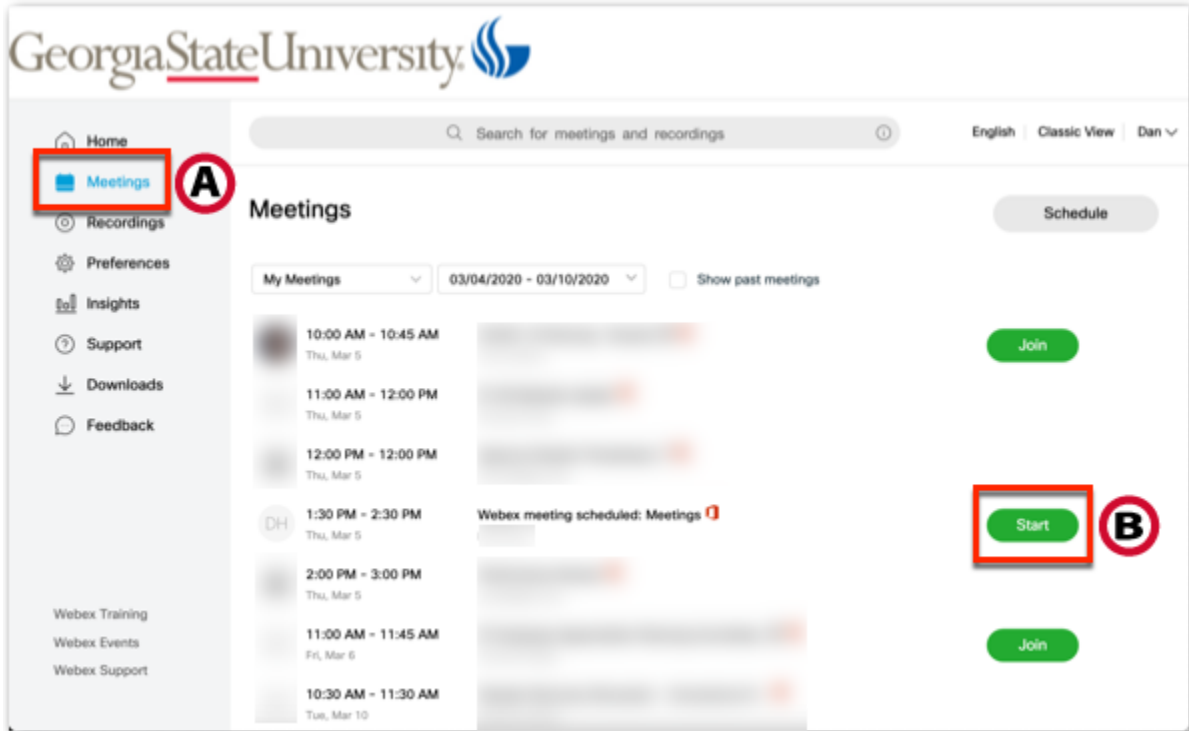
Your Responsibilities After Scheduling:

- Prepare and understand how to use your technology, see *Resources* below.
- It is crucial to have high-quality sound, both outgoing (microphones) and incoming (speakers).
- Headsets are recommended to prevent the possibility of an echo and/or background noise; a basic set of earbuds will help.
- Ensure your video works.
- Understand how to share your screen for your presentation.
- Send out digital copies of your presentation to your committee members before your defense.

Dissertation Dress/Environment:

- Treat your online defense as a professional meeting.
- You will be on camera, dress professionally.
- Identify a place that will eliminate distractions for you and others on the call.
- Try to eliminate all background noise at your location.

Resources

If you have never used the WebEx, we highly recommend you familiarize and test the software before your defense; below are additional resources and tips.

Manage Audio

Choose Your Audio and Video Settings Before You Join a Webex Meeting or Event

Use Cisco Webex Audio in Cisco Webex Meetings

Mute or Unmute in Cisco Webex Meetings Suite

How Do I Configure My Audio Devices for Webex Meetings?

Manage Video

Connect to Audio and Video in Cisco Webex Meetings

Start or Stop Your Video During a Cisco Webex Meeting

Full-Screen Content Sharing Views in Cisco Webex Meetings and Cisco Webex Events

Increase the Brightness of Your Video in a Webex Meeting or Event

Share Content

Share Content in Cisco Webex Meetings and Cisco Webex Events

Share Motion and Video Content in Cisco Webex Meetings

Draw and Move Annotations in the Cisco Webex Meetings Suite

Allow Cisco Webex Meetings Suite Participants to Annotate Shared Content