

# Webex Teams Welcome Guide

## Step 1- Request tutoring via the below links

Learning Center (Math, Sciences, Psych, Econ):

<https://app.smartsheet.com/b/form/0ab288b80c6e43d7aa31b1f0d75af287>

Math Emporium classes (Math 1101 and 1111):

<https://app.smartsheet.com/b/form/feb3ac5891ad444fa9df8c4063c6d674>

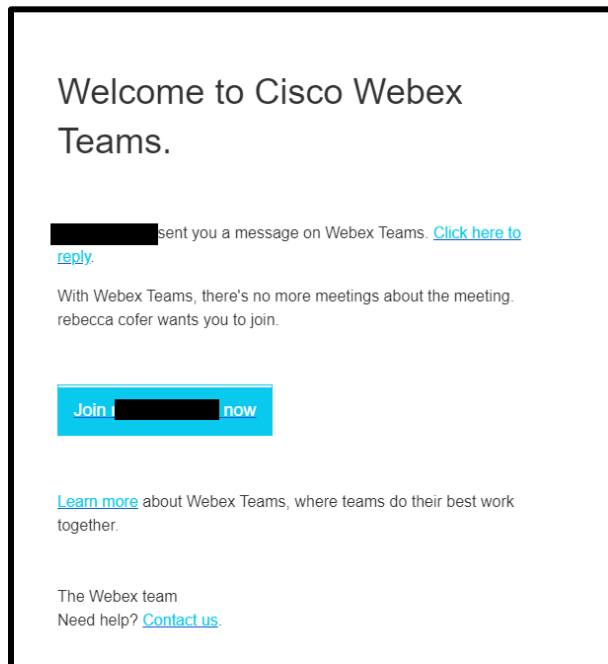
## Step 2- Check your @bobcats email for confirmation on the day you requested tutoring

- When the Learning Center has added you to the appropriate team based on your request, you will receive an email to your bobcats email address. Below is a sample of what the subject will look like. Be sure to check your Junk folder as well in case it was flagged there

invited you to Cisco Webex Teams - From: Cisco <webex\_comm@webex.com> Sent: Thursday, August 27, 2020

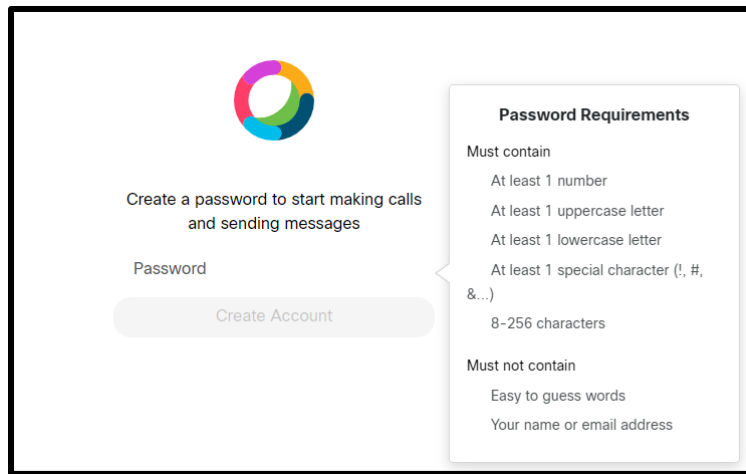
invited you to Cisco Webex Teams - From: Cisco <webex\_comm@webex.com> Sent: Thursday, August 27, 2020 9:35 AM

- Click this email to open it, and you will see something similar to

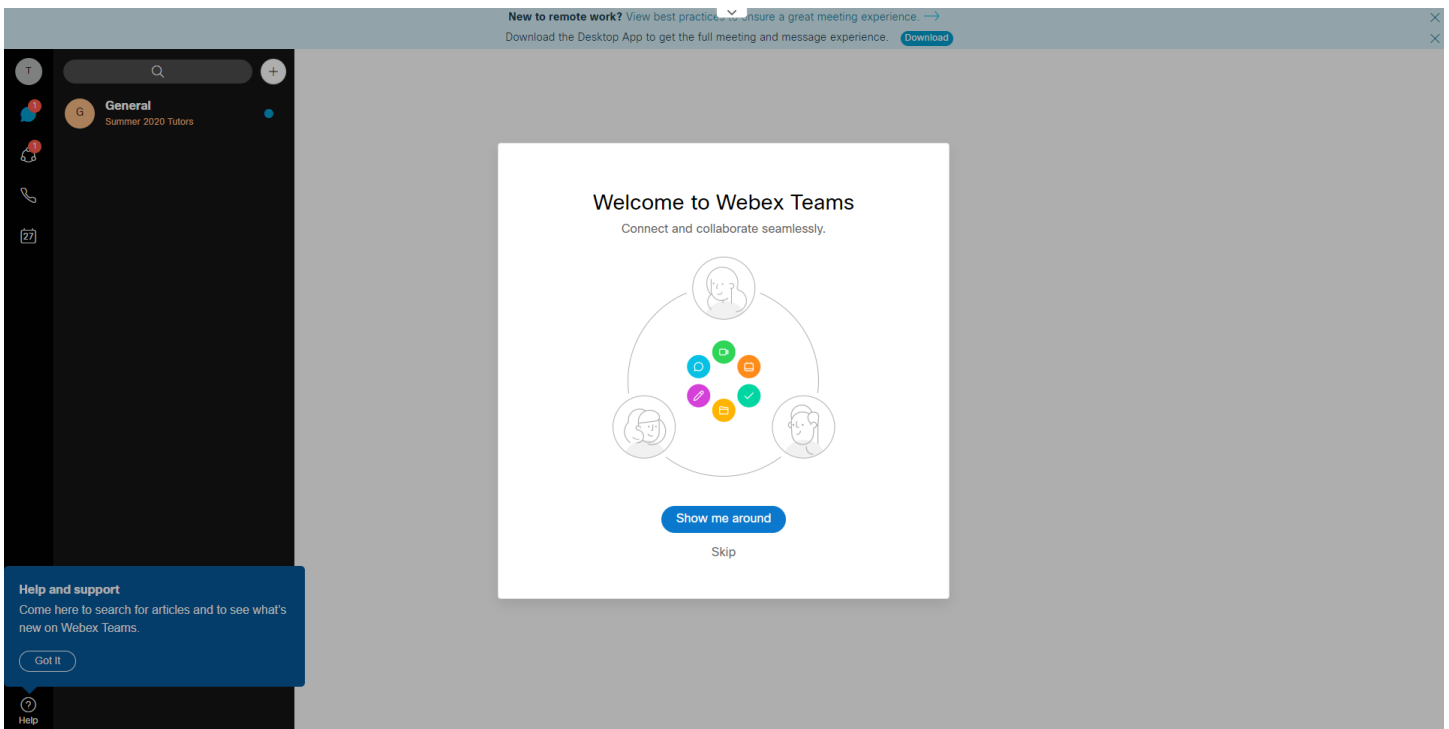


## Step 3- Registering for Webex Teams

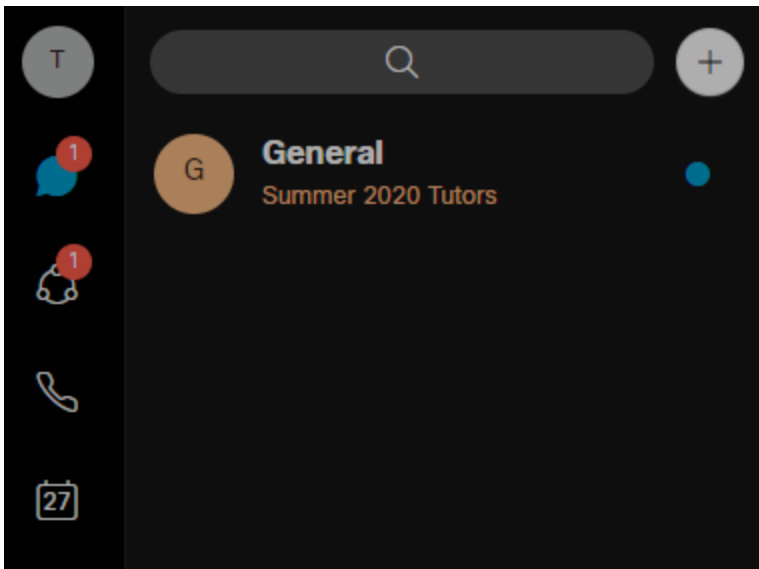
- Click the blue button in this email. You will be redirected to Webex Teams window in your browser, which will activate your account. You will then be prompted to create a password for your new Webex Teams account.



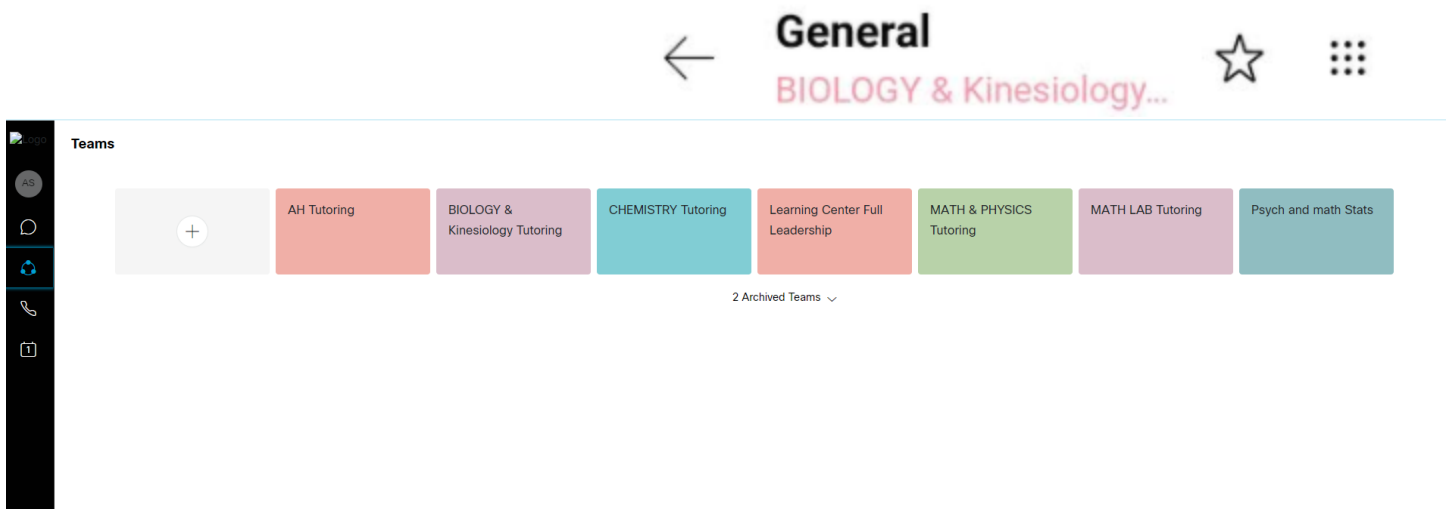
- Once you have created your password, you will be prompted to enter your name. Please enter your first and last name the way you wish for it to appear in Webex Teams. Feel free to use your preferred name.
- You will then be logged on to Webex Teams' browser application. Click the 'Show Me Around' prompt to learn about all the wonderful features that Webex Teams has to offer. **At this time, if you're using a mobile device or tablet, it is recommended that you download the Webex Teams application from your app store.**



- The Learning Center will add you to specific team(s) based on your subject request. The sidebar view will be similar to the below:



- Click on the team you need in the sidebar. For example, if you requested tutoring in Biology 1107, you will click on the “Biology & Kinesiology” Team. The team icon is the circle with three smaller circles. Your team selection view will look something like this:

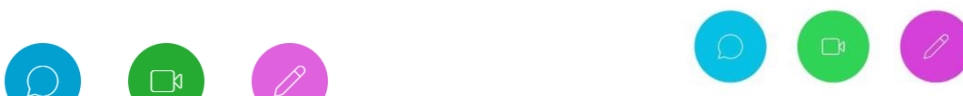


- You are welcome to chat with your tutor via the chat function or to start a call with the tutors in the group. To do so, on desktop, click the down arrow beside the group name. On mobile, there will be a waffle icon in the upper right-hand corner. Select the Meet icon.

Desktop View  
Mobile Device View



Congratulations! You’re ready to receive the tutoring that you’ve requested. **Once added to a Team/Space, you will be in that in area for the remainder of the semester. However, the LC asks students to request tutoring online whenever needed.**



If you need additional assistance, please email [learningcenter@gcsu.edu](mailto:learningcenter@gcsu.edu).