

# JOINING A WEB CONFERENCE



Canvas conferencing allows students to connect with their online teachers via a virtual, "face-to-face" meeting. Follow the steps below to properly connect your device's audio and video software and join your teacher for a real-time conversation.

## 1 Open & Join a Conference

In Course Navigation, click the **Conferences** link. You can view conferences where you have been invited to participate. Next to the conference you want to join, click the **Join** button.

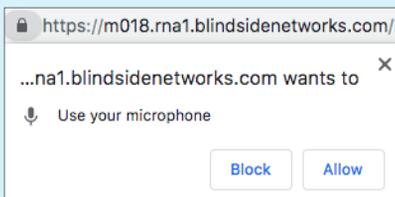
- Syllabus
- Outcomes
- Quizzes
- Modules
- Conferences**
- Collaborations
- Chat



**Note:** You can join the conference for as long as the Join button is available. Some conferences only allow you to join the conference for a specific amount of time.

## 2 Configuring Audio and Video Settings

Before joining a conference, you will be asked how you want to join the conference audio: via microphone or listen only. Listen Only allow users to quickly join the conference as a listener only (no microphone check). You will be able to change your audio preference once you've joined the conference.



## 3 Joining Audio

To join audio, you will have to accept a browser-specific permission for access to your microphone. This prompt is just below the address bar. Click the **Allow** button.

## 4 Audio Test

It is recommended that you use a headset with a microphone for best audio experience. To ensure your audio is working correctly, complete the private audio echo test. Speak a few words and if you hear audio, click the **Yes** button. To choose a different microphone and repeat the audio test, click the **No** button.

This is a private echo test. Speak a few words. Did you hear audio?



Yes

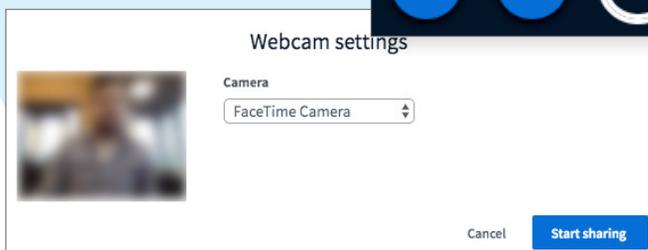


No

## 5 Video Sharing

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To share your webcam, click the **Share** webcam button in the bottom navigation bar. To share video, you will have to accept a browser-specific permission for access to your camera. This prompt is just below the address bar. Click the **Allow** button. Choose your webcam from the Camera list then click the **Start sharing** button.



## 6 View Conference

Now you should have access to view the conference and public chat.

