

eCampus Faculty Meeting Access

1. Go to ecampus.missional.university
2. In the top right corner click on Log in
3. Username is first letter of your first name followed by your surname
4. Enter your Password – for all first time users – check your email for your temporary password
5. You should now be logged in and your name will appear in the top right corner.
6. You may change your password if you click on the arrow next to your name and click on PREFERENCES. Under User Account, there is an option to change password. You may also edit your profile and set your time zone and upload a picture.
7. Scroll down the page and you will see <YOUR SCHOOL> Faculty Portal under My courses. Alternately, click on COURSES in the top right next to your name, then click on MY COURSES in the box on the left side. <YOUR SCHOOL> Faculty Portal should be one of the choices.
- 8 Click on <YOUR SCHOOL> Faculty Portal
9. In the middle of the page, the second line under School of <YOUR SCHOOL> Faculty Portal is a Blue Button named VIDEO CONFERENCE. Click on VIDEO CONFERENCE.
10. When the page refreshes, click on JOIN SESSION
11. A pop up box will ask you How do you Want to join the Audio? Click on MICROPHONE.
12. Adobe Flash Player will have a pop up box. Click on ALLOW
13. Now, when you start speaking, you will see the blue bar move from side to side. If you don't see the bar move, try to select another option from the drop down menu for built-in microphone.
14. click on TEST SPEAKERS. You should hear music.
15. Click on NEXT.
16. 9 After you click on YES for the private echo test, you will enter the meeting room.
17. At the top left corner, you will see a headset icon with a green check mark. This means those who are in the meeting room can now hear you. Next to that is a webcam icon. Click on it.
18. In the middle of your screen, you should see a webcam preview of yourself on camera. Click on START SHARING.
19. You will now see your name on the list on the left side of the screen. Click on the microphone next to your name to mute and unmute your microphone. Please MUTE your microphone during the meeting when you are not speaking. This will make sure we don't hear everyone's background noises. Unmute your microphone whenever you are ready to speak.