Online Meeting Tools for Conducting Online Classes

Jan 24, 2025

As classes have transitioned online, we would like to provide guidance on the available online meeting tools: **Webex**, **Google Meet**, and **Microsoft Teams**. Below are details on how to use these platforms to set up and join online classes.

1. Webex Meetings

- **For Faculty**:
    - [Webex Meeting Guide for MU (English)](#) - (Recommended)
    - [Getting started with Webex Meetings (Video)](#)
    - [Quick Start Guide for Webex App (PDF)](#)
    - [Webex Meetings Web App Guide](#)
- **For Students**: Use the meeting link or code shared by your instructor to join the session.

2. Google Meet

- **For Faculty**:
    - [Get Started with Google Meet](#)
    - [Google Meet Guide: Send Invitations](#)
- **For Students**:
    - [Step-by-Step Guide (Video)](#) - (Recommended)

3. Microsoft Teams

- **For Faculty**:
    - [Get Started with Microsoft Teams (Guide)](#) - (Recommended)
    - [How To Use Microsoft Teams 2025 (Video)](#)
- **For Students**: Join using the link or code provided by your instructor.

Quick Tips for Faculty and Students

- Ensure you have the necessary software or browser access before the class.
- Test your internet connection, microphone, and camera ahead of time.

If you encounter issues or need technical support, please contact the Educational Technology Section at icet@mahidol.ac.th or 02 700 5000 Ext: 4555 or LINE @myMUIC.

Thank you for your cooperation, and we wish you a smooth transition to online learning.

Best regards,

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