On the day of the webinar

Note: WebEx works best using Google Chrome or Mozilla Firefox web browsers.

We ask that you log into WebEx a few minutes earlier than the start of the session (5–10 minutes ahead of time). Participants will be promoted to complete a few extra steps to watch the session.

There are two ways to participate in the webinar: use either the *WebEx app* (Join Now button) or view the session in your *web browser* (Join by browser text link).

Participate with the WebEx app

Choosing the WebEx app offers a simpler way to view the webinar.

1. From your confirmation email, click the green **Join event** button.
2. You will be re-directed to a new screen (similar to below). Enter the required information (you might be prompted to enter your name and email address), including the event password from your email confirmation (D).


3. Click the **Join Now** button (G) to use the WebEx app.

   If you click the **Join by browser** link (H), you will receive a different prompt. See the section *Downloading the WebEx program for web browsers* below.

   NOTE: If you have lost your registration ID, press on the click here text (I) found directly below the Join by browser text to have the system re-send you the information. If you haven't received the email in your Inbox, remember to check your junk/spam mailbox.

4. The window will open in WebEx with the option to select your audio options before joining the session. Click on the green **Join Event** button (J) to join the webinar session.

   Once the webinar window opens, wait for the event to start.
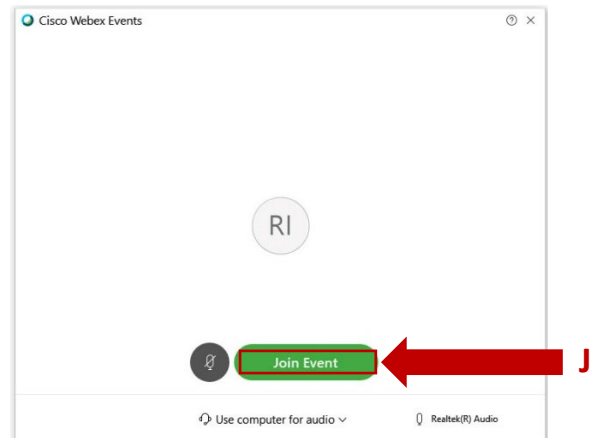
Downloading the WebEx program for web browsers

If you don't want to use the WebEx app or if you need information on the phone in option, select the ***Join by browser*** option to participate.

1. Open your email confirmation from messenger@webex.com (see E, F *above*) to go to the login page.
2. Enter the required details as prompted on the screen. Then click the text *Join by browser* (H)*.*
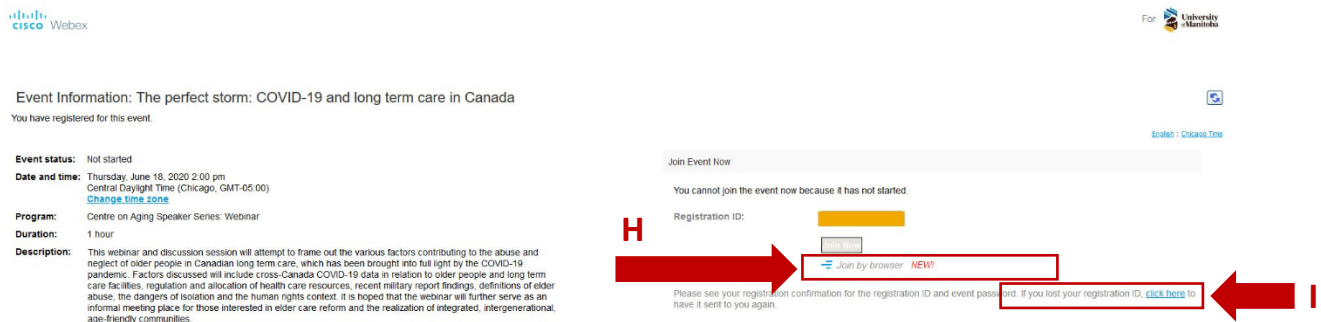
   NOTE: If you have lost your registration ID, press on the click here text (I) found directly below the Join by browser text to have the system re-send you the information. If you haven't received the email in your Inbox, remember to check your junk/spam mailbox.

3. When you click *Join by browser*, you will be redirected to a new page on your web browser that requires you to download the extension to view the session. You can choose either to download the application (K) or run a temporary application (L).

4. Download the program if you have not installed WebEx on your device or have recently cleared your web browser history.

   Note: If you have previously downloaded the WebEx program on your current device, the next few steps may not apply to you.

Step 1 of 2: Add Webex to Chrome

Follow this one-time process to join all Webex meetings quickly.

L →

① Add Webex to Chrome

Select **Add Webex to Chrome**.

② Cisco Webex Extension

Add to Chrome

Select **Add to Chrome** in the Chrome store.

Add Webex to Chrome

K →

Don't want to use an extension? Run a temporary application to join this meeting.

By installing this application, you are accepting the Terms of Service and Privacy Statement and are consenting to receive communications, updates, and upgrades for Cisco W Services. Cisco WebEx may collect meeting usage data and personal information, such as your email address, from your computer or device for the operation of the WebEx s

Note: For illustration only below, the browser is shown in Chrome. The program will open in your default web browser: Firefox, Edge, Safari, etc.

5. Once downloaded, the file extension will open at the bottom of your browser (M). Click on the file to open the WebEx application. It will open the WebEx window to view the presentation.

Add Webex to Chrome

Don't want to use an extension? Run a temporary application to join this meeting.

M →

umlearn2,161789...exe

Show all ✕

6. A new window will open, prompting you to choose how you want to participate in the session (N).

7. Once the screen opens, and if you don't hear any audio, click on the phone icon (O) to open the audio option screen. Click on the text *Use computer for audio*.

   Note: This may apply to individuals who have previously downloaded WebEx or are already logged into the WebEx program.
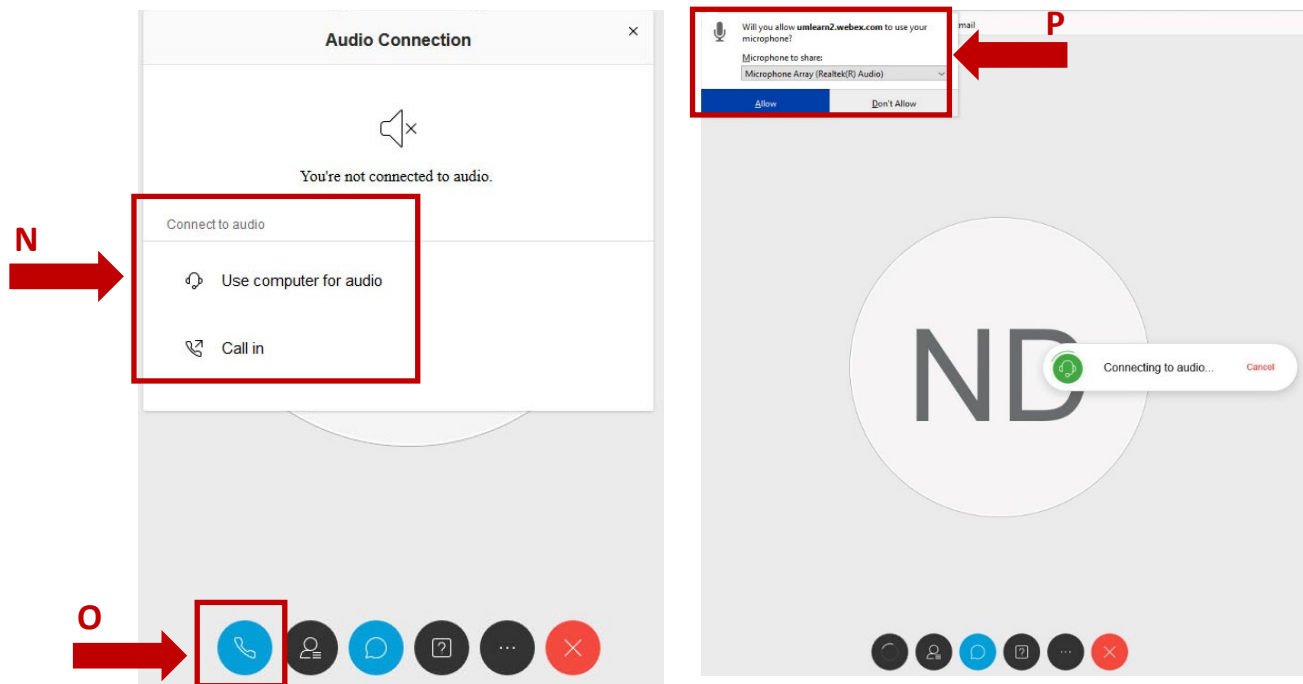
8. To participate using your web browser, you will need to enable your device's audio. You will then be prompted to provide WebEx permission (P) to access your device's audio control to connect to the audio. Select <u>A</u>llow to be connected.

   If you select <u>D</u>on't allow, you will not be able to listen to the webinar.

9. Wait for the session to start.

Tools to connect with other participants and the presenter

During the session, only the presenter's face will be shown on the screen. You will not be able to see the other participants faces such as in a Zoom meeting. However, you are still able to connect with other participants during the webinar.

As we expect a large number of people to join, and to allow people to remotely participate, you will need to open a couple of panels to participate in the session (optional). Centre staff will monitor the questions posed to assist the presenter.

1. Once the WebEx window is open, if you have previously participated in a WebEx event, it will show the last settings you used such as the Chat box or Participant panel.

   If you have recently cleared your web browser history or this is your first time using WebEx, you may need to open some panels, which will display on the right side of your screen.

2. If it is not visible, open the *Chat box* to type your questions during the webinar. The Chat box is accessible from icons found at the bottom of your screen. Hover your pointer over the speech bubble icon ⬤ (R) to identify the Chat button and then click on the icon to open the Chat window.

   Note: If you don't see the icons, move your pointer/cursor towards the bottom of the screen. You should see the following:

R
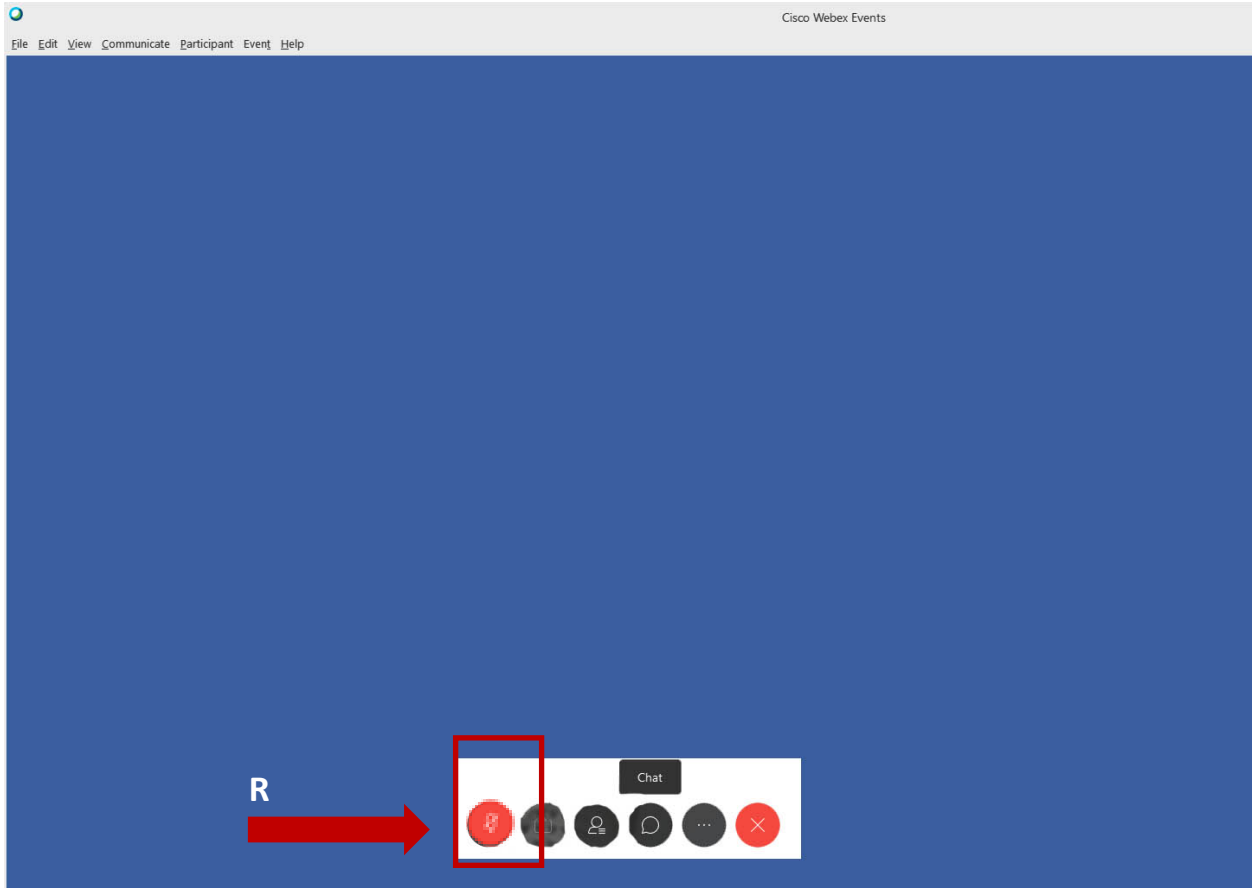
3. Once you join the webinar, your microphone should automatically be muted. Only the webinar host can unmute individual microphones.

   If it is not muted, the icon will be shown on a black background (S).

S

   To mute it, click on the microphone icon and it will switch to a red background. In your chat panel by your name, the microphone icon logo will be outlined in red.
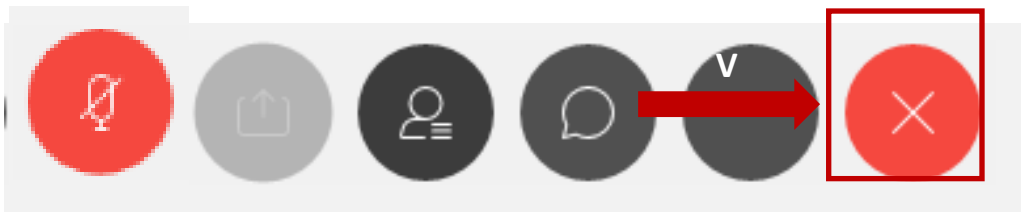
4. The Chat box will open on the right side of your screen. Use this box to type your questions at the bottom of the panel (T) and all questions posed by participants will be viewed in the top part of the panel (U); however, depending on time, not all questions may be answered during the session.
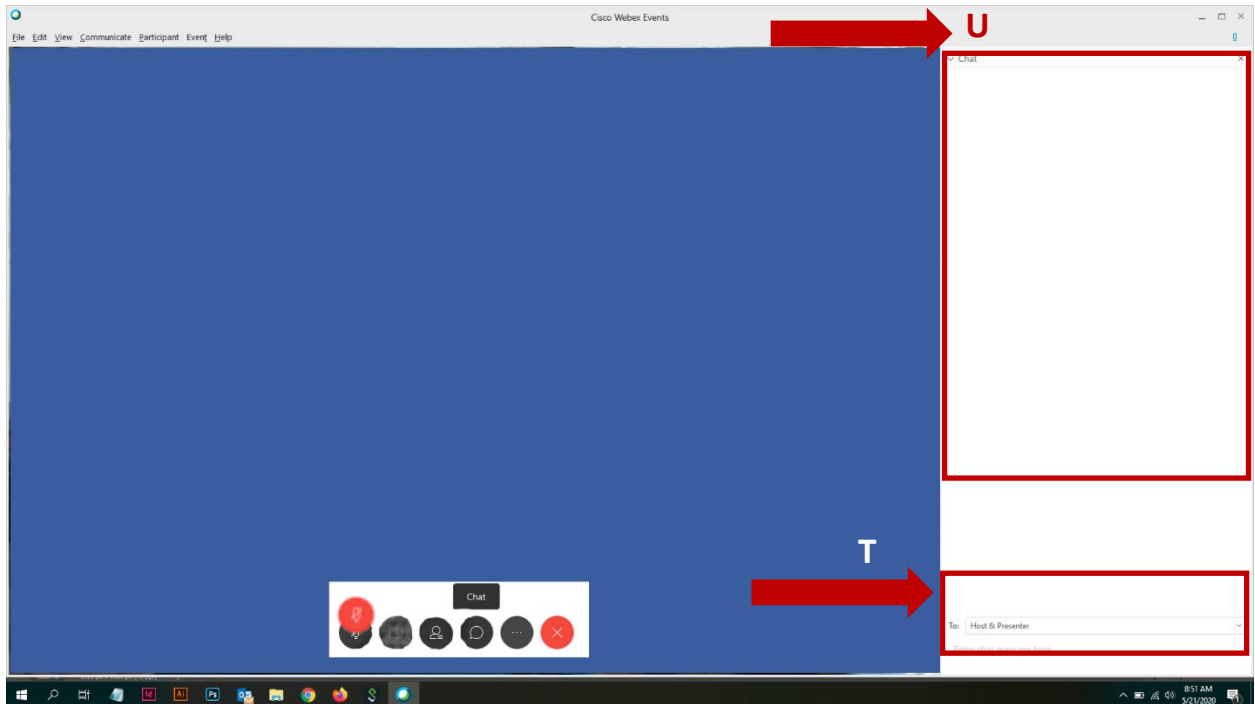

5. In the ***To:*** section (T), you have the option to pose a question to the Host (Centre staff) and presenter, just the presenter, all the participants, or an individual participant.

   Note: Keep in mind, any public question you pose will be visible TO EVERYONE participating in the online presentation. Refrain from posting any personal questions in the public Chat panel.

6. At the conclusion of the session, click on the X icon (V) to leave the meeting.
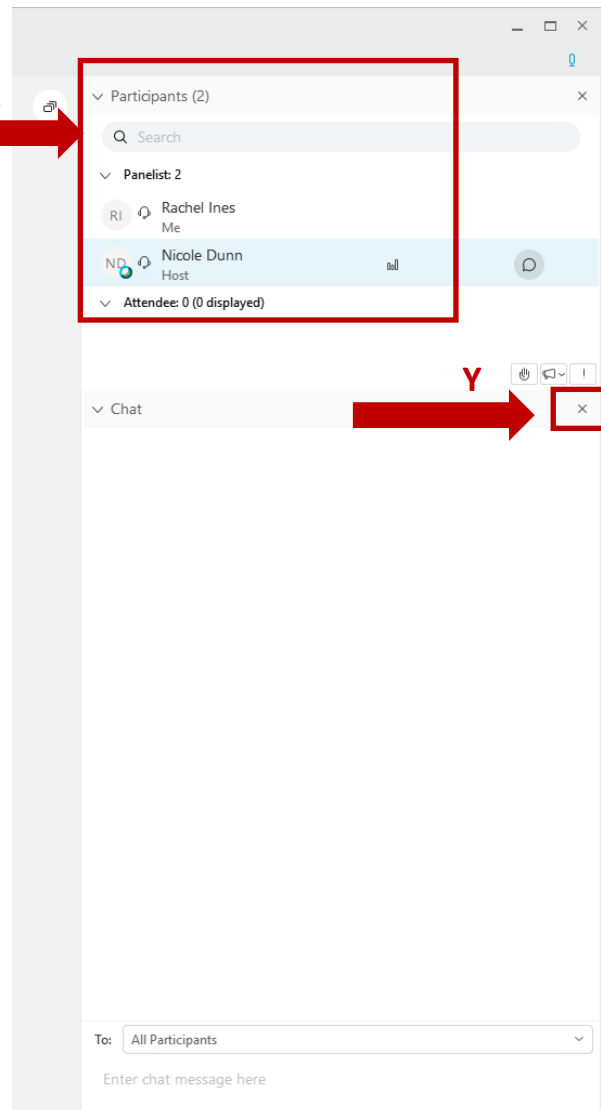
7. To view who is participating in the session, from the same icon panel, select the person icon (W).

W
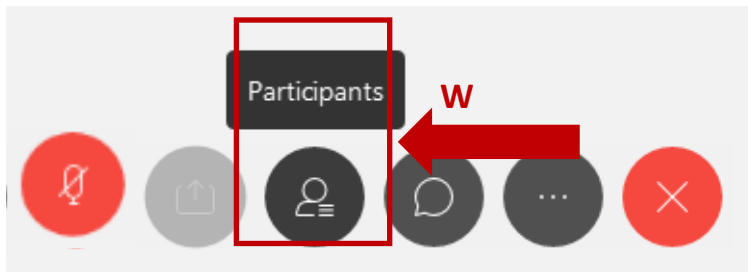
8. The participant panel will open on the right side of your screen (X).

    You will now have two panels open on your right: Participants and Chat.

    If at any time, you decided you want to close either of panels, click on the **X** in the grey area (Y) of either panel.

X

Y

9. Following the end of the session, you will immediately receive a notice to complete an evaluation of the session. We would appreciate your feedback on today's session.