WebEx Event Participant Guide

Signing On to a WebEx Event

To join a WebEx event, click on the link provided

1. Enter your name and email. This will activate the Join button.
2. When ready, click the Join button
A new window will open, so make sure you have your pop-up blocker disabled. You may get a window asking you to open or run software.

1. Click **Run**

![Security Warning](image)

Depending on your computer’s settings, you may be blocked from running the necessary software. If this happens, click **Cancel**, and go back to your browser’s window waiting to open WebEx. You can bypass the above process.

2. To bypass step 3, click **Run a Temporary Application**

![Starting WebEx](image)

A dialog box will appear at the bottom of the page.

3. Click **Run**

![Temporary Application Request](image)

The temporary software will run and the meeting window will open. You will be signed in to WebEx and the WebEx icon will appear in your taskbar.
Attending a WebEx Event

After you sign in for a WebEx event, the event will open. In the upper left corner of the presentation are the menu options. For most presentations, the majority of the menu options are not available to you. You can view and do the following:

- **File**
  - Leave Event
- **Edit**
  - Change personal WebEx preferences
- **View**
  - Change the size of the WebEx window
  - Manage your panels (participants, chat, etc.) Note: Available panels will vary based on the meeting settings
- **Communicate**
  - View audio conference information
- **Help**
  - WebEx Help topics

Additional menu options are only available to the host and presenters.

WebEx Event Tabs

There are two different tabs you can see and use. The tab highlighted in white is the tab you are currently on. You can navigate between tabs by clicking the one you want.

The name of the person on the second tab is the individual currently sharing their screen (the presenter). If the presenter has not started their screen share when you first sign on, you will not see this tab until they do start sharing.
The Event Info tab is the default tab if the presentation has not yet started. You are able to see the event details as well as view participants, the chat, and Q&A panels. We will go into more detail about the panels later.

On the presentation tab, you can see the screen the presenter is sharing as well as the participants, chat, and Q&A panels. WebEx automatically defaults to this tab if you joined the meeting after the presenter already began to share their presentation.

There are a few icons at the top of the presentation.

These are view options and allow you to expand the size and view of the presentation. You can:

- Increase Size
- Decrease Size
- Reset size
- Expand presentation to full screen
  - Note: If you expand the presentation, a green bar will appear at the top of your screen; this is your menu.
To minimize the presentation, hover your mouse over the green bar to see the options, and click the Return button

WebEx Event Audio Information
The audio portion of WebEx is available by using your phone to call the audio conference, or streamed over the computer.

Streaming Audio
Audio can be streamed in two different ways, either over Voice Over Internet Protocol (VOIP), or by streaming the phone conference.

**VOIP**
Once the integrated voice conference is active, you will get a message asking if you want to participate.

1. Click Yes

Volume controls will appear.

2. Adjust speaker volume as desired

**Note:** Depending on the event settings, you may not be able to unmute yourself and speak on the conference even if you have a microphone and VOIP.

3. Click the X in the upper right corner to close this window
You can reopen the volume controls from the menu, Communicate>Integrated Voice Conference>Volume

If you plug in a new speaker/headphones or microphone, you may see a pop-up window asking you to test your equipment

1. Click **Start Test** to open the audio test

2. Adjust or select your speaker and microphone as desired

3. Click **OK** to close the settings window
You can also access the audio settings control in the menu bar by clicking Communicate>Speaker/Microphone Audio Test

Phone Conference Stream
If the phone conference is being streamed, it will automatically begin once initiated by the host. The audio broadcast window will open and you can adjust as necessary

1. Pause/resume broadcast
2. Stop broadcast
3. Mute broadcast
4. Adjust volume control
5. Close the window by clicking the X in the upper right corner
   **Note:** You can close the audio broadcast window and it will not stop the audio stream.

You can reopen the audio broadcast window from the menu, Communicate>Audio Broadcast
Phone Audio
When WebEx opens, you will often see a menu pop-up with the audio conference information. You can call, or the conference can call you. Select an option, or click the ‘X’ in the upper left corner to close the Audio Connection box.

If you select the “Call Me” option, a new window will appear with a space to enter your phone number. Once you enter your number, the Call Me button will activate. Click it and you should receive a phone call shortly.

If you select the “I will call in” option, a window will open with the teleconference number, conference access code, and your attendee ID. The attendee ID is very important as it identifies your audio conference as belonging to your WebEx login. Enter the Attendee ID any time after you have joined the audio conference.

To close the window, click the “X” in the upper right corner of the box.
To open the audio information if you’ve already closed it, click the **Communicate** menu option, then select **Audio Connection**, and **Join Teleconference**.

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**WebEx Event Panels**

On the right side of all tabs are the available panels. The panels you see will vary based on the settings for that particular WebEx.

To expand or collapse a panel, click the carrot to the left of the panel name.

To hide a panel, click the “X” on the far right.

You can also close a panel by clicking the icon at the top of the panels section. If the icon is blue, the panel is open, and if it is black, it's closed. Click it again to reopen.
You can also manage your panels by clicking the carrot to the left of the panel icons.

If you don’t want a panel to appear on your WebEx, select “Manage Panels” highlight the panel in the Current panels list and click Remove. You can restore the panel by selecting it from the Available panels list and clicking Add. Click OK once you are done.

The most used panels are the Participant, the Chat, and the Q&A panels.

Participant Panel

The Participant panel will show you the host, panelists and you as the participant. You are unable to see other participants. You can tell which person is the presenter as they have a green dot to the left of their name. You will also see your name in bold.

At the bottom right of the participant panel are two icons. A raise hand icon and a feedback icon. Your presenter will let you know when and how to use these features.
Chat Panel

The Chat panel will allow you to communicate with the host, presenter, and other panelists. You can see the chat history, and also send new chats. Your presenter may ask you to send questions via the Q&A panel, email or some other method, so you may not use the chat option for your session.

Use the “Send to” drop-down menu to select who you want to send the chat to. Enter the text of your chat and click Send

Q&A Panel

The Q&A panel will allow you to send questions to the host, presenter, and other panelists. You can see the questions you’ve sent and if the host, presenter, or panelist has answered your question, and questions from other participants that have been sent to the entire audience. Your presenter may ask you to send questions via email or some other method, so you may not use the Q&A option for your session.

Use the “Ask” drop-down menu to select who you want to send the chat to. Enter the text of your chat and click Send
Leave Event

When the WebEx is complete, you can close the window by clicking the “X” in the upper right corner of the window.