

Setup Instructions for WebEx

Summary:

WebEx is an online tool used by the HSPnet team to deliver online training, demonstrations, and webinars.

Associated Icons:



Q&A

Ask a Question of the presenter



Chat

Comment to presenter or group

Background

WebEx participants can register for or join a meeting from a link on the website, or from an email invitation sent by the host. The host will normally start the event 15 minutes early to allow participants to test their audio setup.

We encourage all participants to join a WebEx session early to allow time to prepare your browser and to test your computer audio (speakers and microphone) or to access the dialup option if your computer has no microphone.

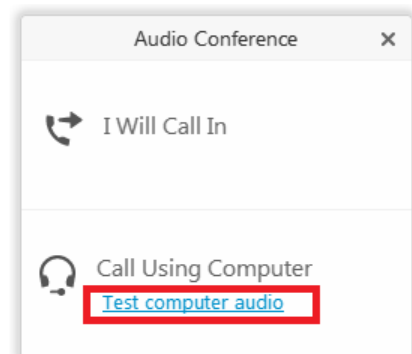
Step 1 – Prepare your browser

You can prepare your browser for WebEx well before the webinar, by joining a test meeting from the computer you intend to use.

Click <http://www.webex.com/test-meeting.html> or copy and paste this link into your browser.

Step 2 – Join the meeting (up to 15 minutes early)

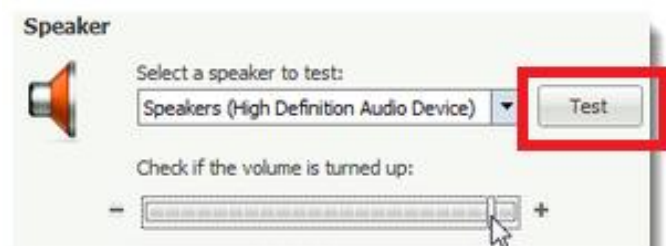
1. **Launch the meeting link** from your registration/reminder email.
2. When prompted to choose an Audio Conference method, first **click the link to "Test computer audio"**.



Step 3 – Test your computer speakers

3. Click the **"Test" button to test your speakers** and adjust volume if needed by dragging the bar:

NOTE - this test does not turn on or un-mute your speakers. Be sure your computer speakers are connected (if applicable), turned on, and un-muted.



Step 4 – Test your microphone

Speak loudly and clearly and watch the coloured indicator – it shows if your microphone is working so others can hear you. No response indicate your microphone is powered off, muted, or not working.

NOTE - this test does not turn on or un-mute your microphone. Be sure your computer's microphone is connected (if applicable), turned on, and un-muted.



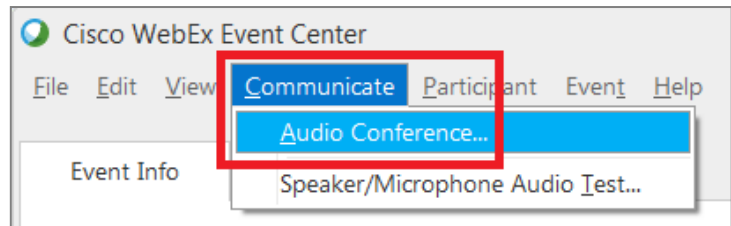
Step 5 – Complete the test and enter the meeting

Click **OK** to complete the test and then click:

- o “Call Using Computer” to participate via computer audio or
- o “I will call in” if your computer audio tests were unsuccessful. This option displays the US toll-free number (that is valid in Canada) and conference code number.

When the meeting starts your microphone or phone line may be muted by the presenter. The presenter will un-mute all participants during introductions, and will then ask participants to mute your own microphone except when speaking:

1. Click “Communicate” then “Audio Conference...” in your top navigation.



2. Click the Microphone icon to mute or un-mute it during the webinar as needed.

