JOINING AND PARTICIPATING IN VIRTUAL MEETINGS

Webex Events:

Before the event:
- You can join a Webex event from any Chrome, Internet Explorer, Firefox, or Safari browser.
- To avoid issues with joining an event, [test your system in advance](#).

Joining the event:
- The Webex event will have an event password, which should fill in automatically when you go to the event link. If the password does not automatically fill in or filled in incorrectly, enter the event password provided in the announcement information.
- The **Join Now** option will bring you to the Webex application. If you choose the "Join by browser" option, the layout will be different and you may not have access to the full functionality in Webex. If you are acting as a viewer, using the browser should be fine, but if you are looking to present or participate, we recommend using the application (hand raising and presenting features are sometimes unavailable through the browser).

First time joiners:
- Connecting to audio: for some users, the audio connection will be automatically established. If you aren't connected, look to the top menu, click **Communicate** and select **Audio Connection**.
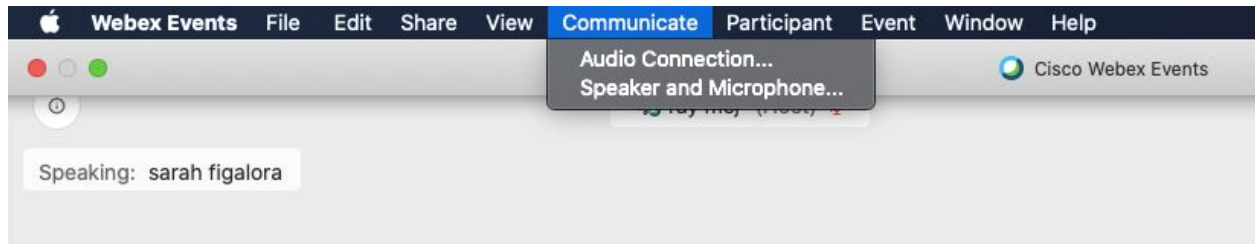
- There will be three options to connect to audio:
    - **Call in**: click to view the call-in information, and then call in and enter the codes provided. Your attendee ID is unique to you and will tie your name to your phone line in Webex.
    - **Call me**: this option will ask for a number to call you at. Type in your direct line, and then Webex will call you. You will be connected once you answer. Note: this option will not work if an extension is required.
    - **Use computer for audio**: you can test your connection by clicking the **Communicate** menu at the top of the screen and selecting **Speaker and Microphone**. Click **Connect** next to the **Use computer for audio** option.

What to expect after you join:
- When you join as an attendee, your microphone will likely be muted automatically and you will not have the ability to turn on your camera.
- There's a **view icon** in the upper right corner that changes your view in Webex (this change will only be for you, so feel free to use whatever you feel comfortable with).
- The **menu** at the bottom of the screen will have different icons for **participant information, chat, Q&A,** and potentially others (like if polling is enabled). In order to view each panel, click the related icon. To hide a panel, click the icon again.

- To **raise your hand** – which will be especially helpful if all attendees are automatically muted upon arrival – make sure the participant information panel is enabled. If you don't see it on the right hand side, click the participant information icon. From there, find your name, and on the lower right hand side you should see a

hand raising icon. Click the icon, and your hand will be virtually raised. Click it again, and your hand should go down. The participants panel also has different options for yes, no, and other reactions you can use during the presentation. If you are calling in, dial *3 to raise your hand.
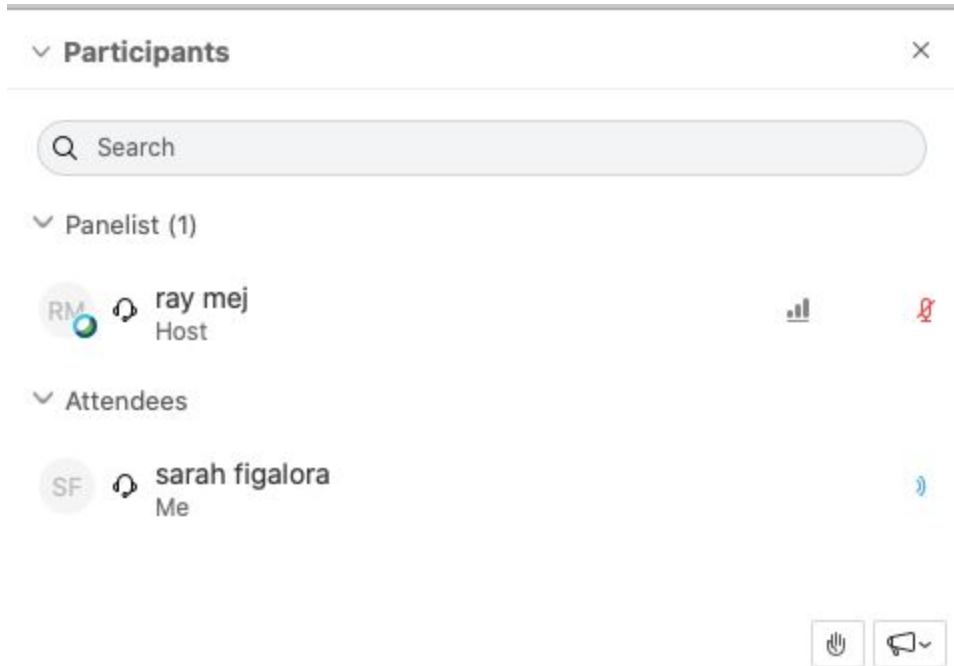
- To use the **Q&A** box, click the icon if you do not see the panel. When you type in a question, it will be sent to the host and panelists. Once it's answered, both the question and answer will appear in other participants' Q&A boxes. You can also send a question privately to a host or panelist.
- The **chat** box is similar, but will not automatically pair questions and answers. If you are having a technical issue or want to send the host or panelists a quick comment, the chat box works. If you have a question, especially one another attendee may have or something that would be valuable for the whole group to see, the Q&A box is preferred.

Technical support:
- If you experience technical issues while joining or during an event, you can call Webex technical support at 1-866-229-3239.