

Well **in advance of the WebEx session**, you can at any time test that your computer can run a WebEx session by following this link: <https://www.webex.ca/en/test-meeting.html>

Visit the CCHSA Seminars page at <https://cchsa-ccssma.usask.ca/events-and-seminars/upcoming-seminars.php> and click the Meeting Link provided on the page

The screenshot shows the University of Saskatchewan WebEx interface. At the top left is the university logo and name. On the right, there are links for 'English', 'Classic View', and a 'Sign In' button. Below the header, there is a 'Back to Meeting List' link. The main heading is 'Test Dr. Seitz Education Session'. Below this, it says 'Hosted by Valerie Elliot' and shows the meeting time '1:25 PM - 2:25 PM' on 'Thursday, Jan 23 2020' in '(UTC-06:00) Saskatchewan'. There are input fields for 'Duane' and 'Your email address (Optional)'. A 'Remember me' checkbox is checked. A green 'Join Meeting' button is visible. A dropdown menu is open over the 'Join Meeting' button, showing three options: 'Always choose best option for me' (selected), 'Always join from desktop app', and 'Always join from web app'. A hand cursor is pointing at the 'Join Meeting' button in the dropdown.

It will open a web page that looks similar to this – if you join before 2:15 pm or before the host joins the “join meeting” button will be grey. Be patient, once the host has joined the button will become active.

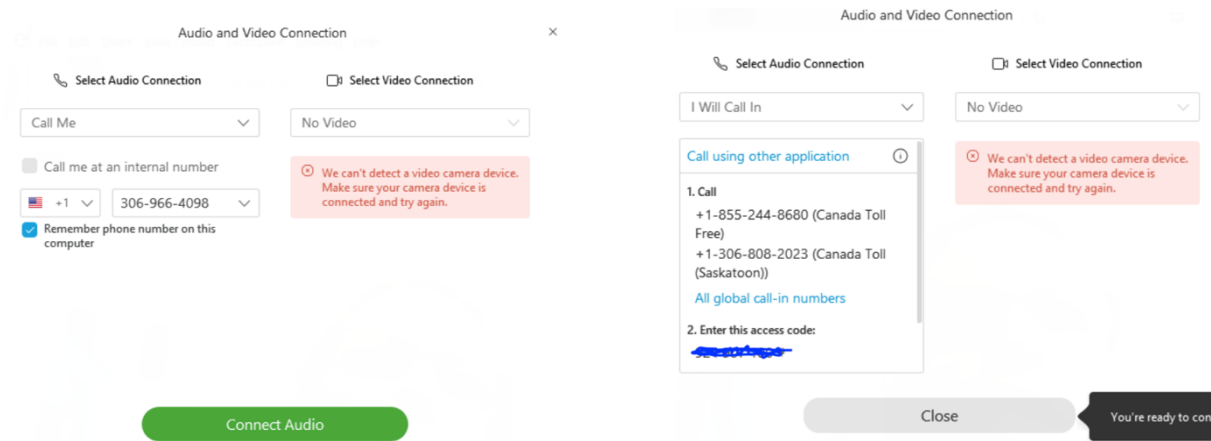
Note: you do not need to “sign in” with the button at the top right of the screen. Just enter your first name, and then (if it appears on your screen) click on the white arrowhead on the Join Meeting button, choose the “Always Join from Desktop App” option and then click the “Join Meeting” button.

If you join from the Web App, depending on your browser settings, you might not have full control of your audio and other settings.

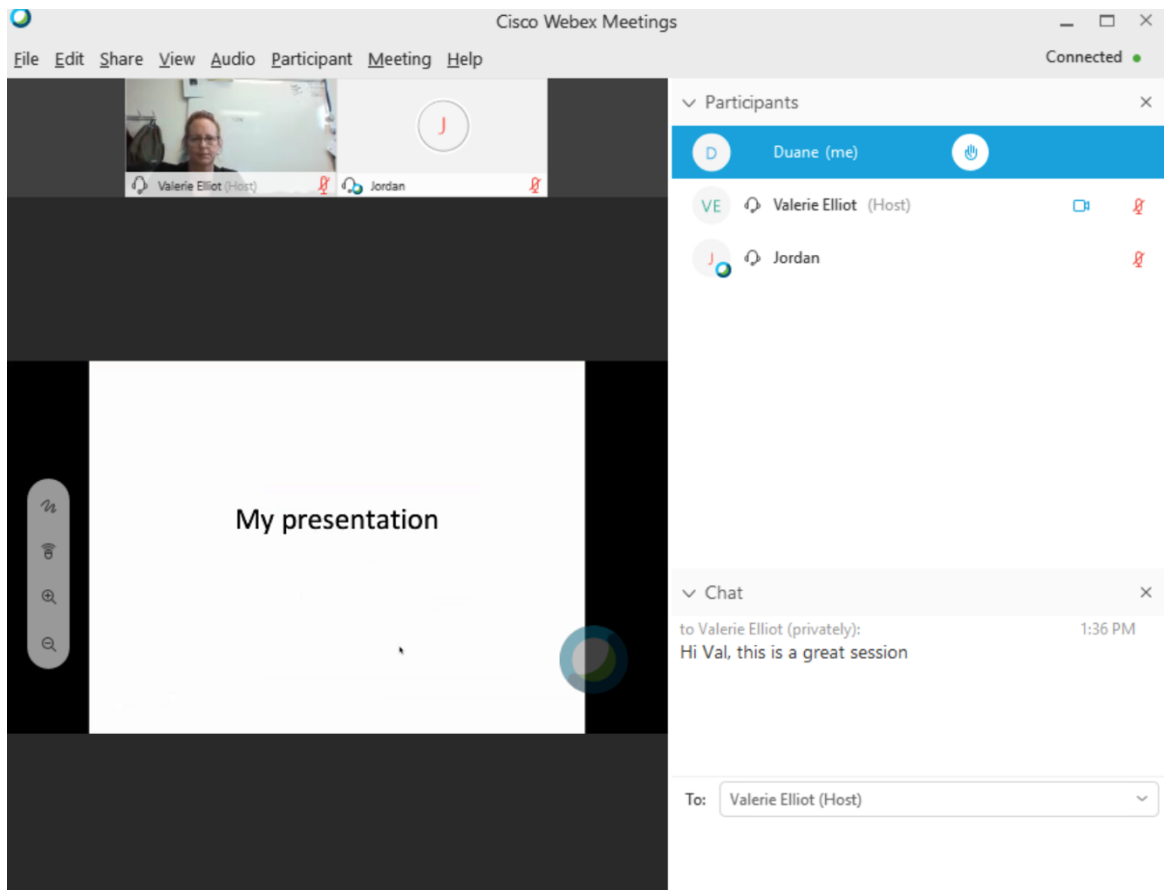
*You **may have to click a link and “download a temporary application” to run the session – it will download to your downloads folder – double click on the file to run the application. You do not need administrator rights to run the temporary WebEx application.***

The WebEx session first loads a screen to Select Audio Connections.

Audio: If you have a speaker phone available it will handle the audio portion best. Choose “Call me” from the list and enter your phone number then click “Connect Audio” and the system will dial your phone, you answer the phone and follow the prompts to join the session audio. Or you can choose “I will call in” and use the dialing information to phone in direct toll free. **If you don’t have a phone/speaker phone:** choose Call Using Computer which will use your computer’s microphone and speakers for the audio portion of the call.



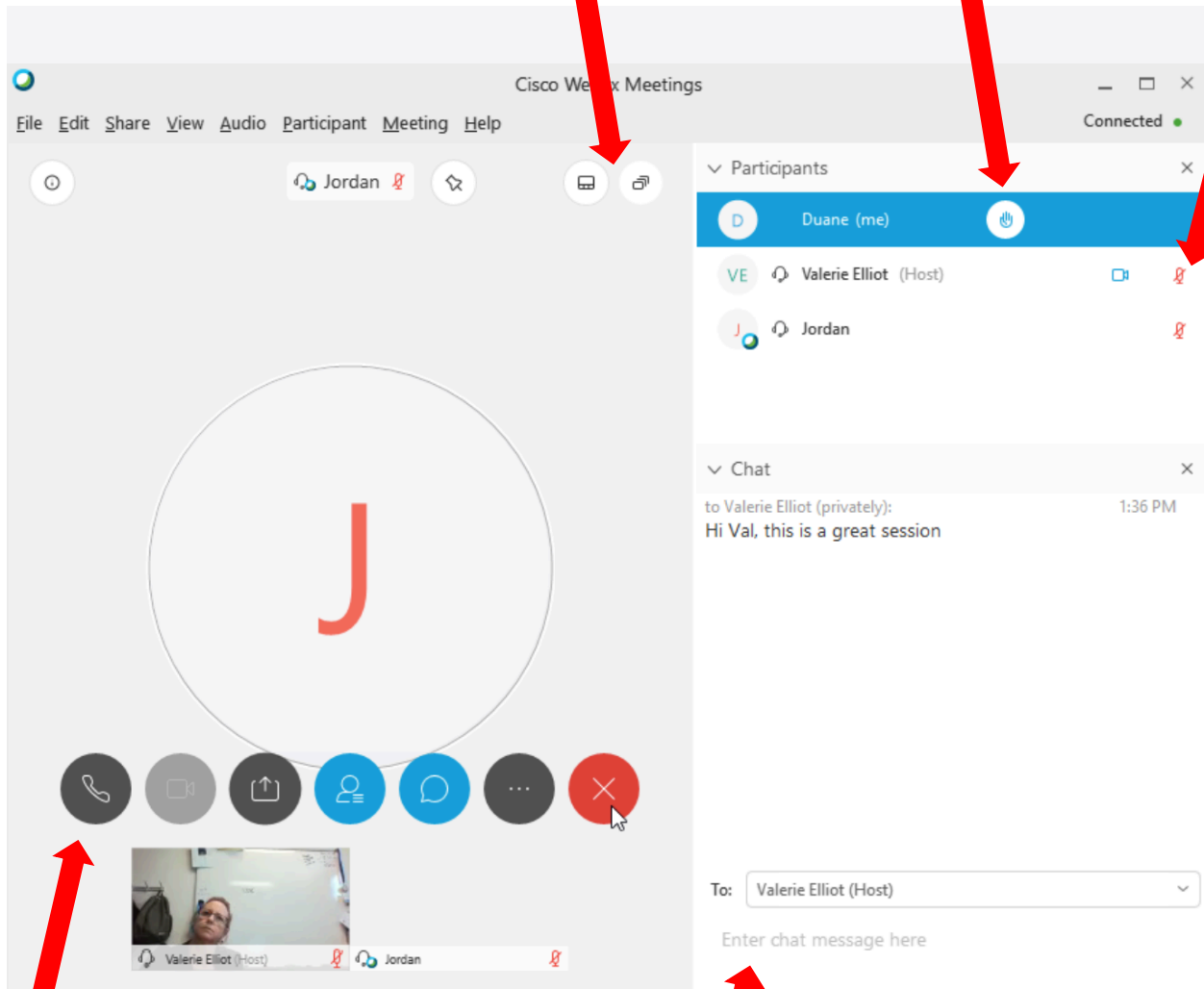
Once the session is running, you will be able to see a listing of others on WebEx, see the screen of the presenter, and use the Chat window/panel to send chat messages to one or all of the group.



These two buttons toggle between different styles of layouts – floating panels, full screen, etc

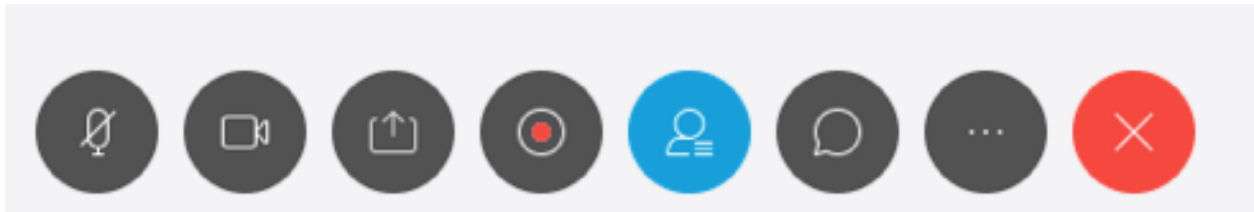
Use this button beside your name to “raise your hand” to indicate that you want to talk

Red mic indicates user is muted



These circle icons appear when you mouse over this area, then disappear. Hover your mouse over each for pop-up explanation of function.

Send a chat message to presenter, user, or whole group



Toggle between mute and unmute

View/unview participant list

chat

End/Leave session