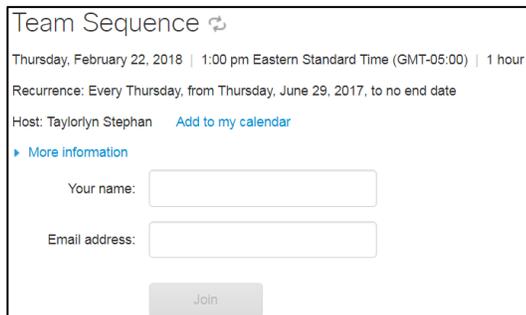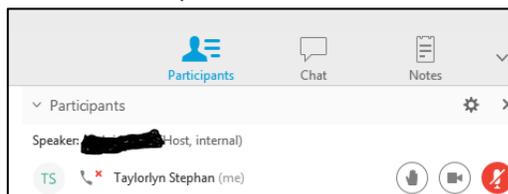# WebEx Guide

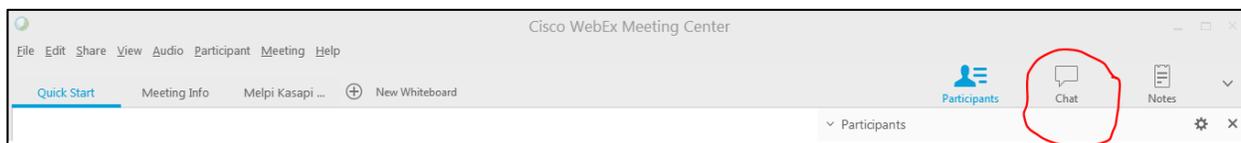Taylorlyn Stephan (taylorlyn.stephan@nih.gov)

1. Copy or click on the web link from this email. Please put your full name (or a pseudonym if you do not want to be identified) and email address when prompted.



2. Under the "Quick Start" tab, connect to audio. A phone connection is recommended (note: it is a toll number) for the best audio connection if you do not have a microphone setup. Conference landlines work well.
   a. You can also download the WebEx phone application (available in the Google Play and Apple store) to use your phone and avoid being charged a toll. There is an option to call over WiFi or use your phone line. The app also has a chat function to message the host.

3. All participants will be muted on entry. The host will unmute you if you send a message via the chat function to the host or everyone.
   a. If necessary, you can unmute yourself by clicking on the microphone icon. You will hear a beep when you successfully unmute yourself via computer connection.



   b. If you are dialed in via phone, you can unmute yourself by pressing *6. An automatic voice will alert you of your unmuted status.

4. There are two options for participants to comment: by typing your message in the chat box or through the "raised hand" option. The host will be monitoring both during the teleconference. To cancel your request, message the host or hit the hand button again.



*Participant*

If you want to speak and the host has muted your microphone, you can ask the host to unmute your microphone so that you can speak. You can cancel a request to speak at any time.

| To ask to speak | Windows | result |
|---|---|---|
| Select **Raise Hand** on the Participants panel | Raise Hand | The **Raised Hand** indicator appears on the participant list for the host and presenter. |

| To ask to speak | Mac | result |
|---|---|---|
| Select the Raise Hand icon at the bottom of the Participants panel |  | The **Raised Hand** indicator appears on the participant list for the host and presenter. |

    a. Please note that the "raised hand" function does not always work in some webinar formats. If you do not see a "raised hand" option, please use the chat.

5. Webcams will not be used for participants (unless desired by yourself). You can disable yours by clicking on the video icon if need be.