PARTICIPATING IN OPENSIM WEBINARS

Last Updated: July 20, 2018
WebEx

OpenSim webinars will be run using WebEx.

If this is your first time using WebEx, please join early.

- Check that your computer meets the requirements to run WebEx: https://help.webex.com/docs/DOC-6336
- Install the necessary downloads
- Familiarize yourself with the WebEx interface

You will need computer speakers or headsets to hear the audio portion of the webinar. You will also need to activate the audio portion (see instructions on “Configuring WebEx”).
System Compatibility with WebEx

- Not sure if your system is compatible with WebEx?
- Upgraded your operating system or browser since you last used WebEx?

Make sure your system meets WebEx system requirements:

https://help.webex.com/docs/DOC-6336

Test your system beforehand:

https://www.webex.com/test-meeting.html
WebEx Layout
(Windows)

Set up your environment and interact with others via the Event Controls panel

Shared presentation(s) or application(s)
Event Controls Panel

Click the triangle to access controls for your webinar environment (including audio) and other panels.

Open the Q&A panel to ask questions of the speaker.

Open the Chat panel to converse with other webinar participants.

Open the Participants panel to see who else has joined the webinar.
Configuring WebEx

1. **SET UP AUDIO:**
   
   Activate the audio by selecting Audio -> Integrated VoIP -> Join Conference

2. **SET UP VIEWING WINDOW:**
   
   View the shared presentation at 100% or at full width using options under the View menu
Sound Check

If you don’t hear a short audio clip, follow the troubleshooting tips below.

**Troubleshooting Tip #1:**
Activate the audio by selecting **Audio -> Integrated VoIP -> Join Conference**

**Troubleshooting Tip #2:**
Make sure the volume is turned up appropriately. Adjust the volume via **Audio -> Integrated VoIP -> Volume**

**Troubleshooting Tip #3:**
Exit the WebEx event. Rejoin the event to re-run the audio set-up wizard.
Asking Questions

1. Click on the **Q&A** button to open the **Q&A** panel.

(Macintosh)

2. Type your question in the box at the bottom of the Q&A panel and click “Send.” Questions must asked of all “**All Panelists**”

(Windows)

Questions will be taken at the **END** of the webinar.
Chatting

Chat functionality is also available. This should be used for discussions with other attendees.

1. Click on the Chat button to open the Chat panel.

(Macintosh)

(Windows)

2. Choose the attendee to contact from the Send to: drop-down menu and enter your message here.
Problems During the Webinar?

1. Check that your computer meets the requirements for running the WebEx software:

https://help.webex.com/docs/DOC-6336

2. Call WebEx technical support:

1-866-229-3239 (Toll Free, US & Canada)

For other countries, see:
http://www.webex.com/support/phonenumbers.htm

3. Send a Q&A message to the host or e-mail opensim@stanford.edu.