PARTICIPATING IN OPENSIM WEBINARS
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: http://support.webex.com/support/system-requirements.html
- 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”).

OPENSIM TEST WEBINAR
FEBRUARY 15, 2011
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

(Macintosh)

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

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

Open the **Chat** panel to converse with other webinar participants.

Open the **Q&A** panel to ask questions of the speaker.
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 can’t hear the audio, follow the troubleshooting tips below.

(Macintosh)

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

(Windows)

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

Questions will be taken at the END of the webinar.

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

(Macintosh)

(Window)

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

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:
   
   http://support.webex.com/support/system-requirements.html

2. Call WebEx technical support:
   
   1-866-229-3239, option 1

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