

OpenSim

PARTICIPATING IN OPENSIM WEBINARS

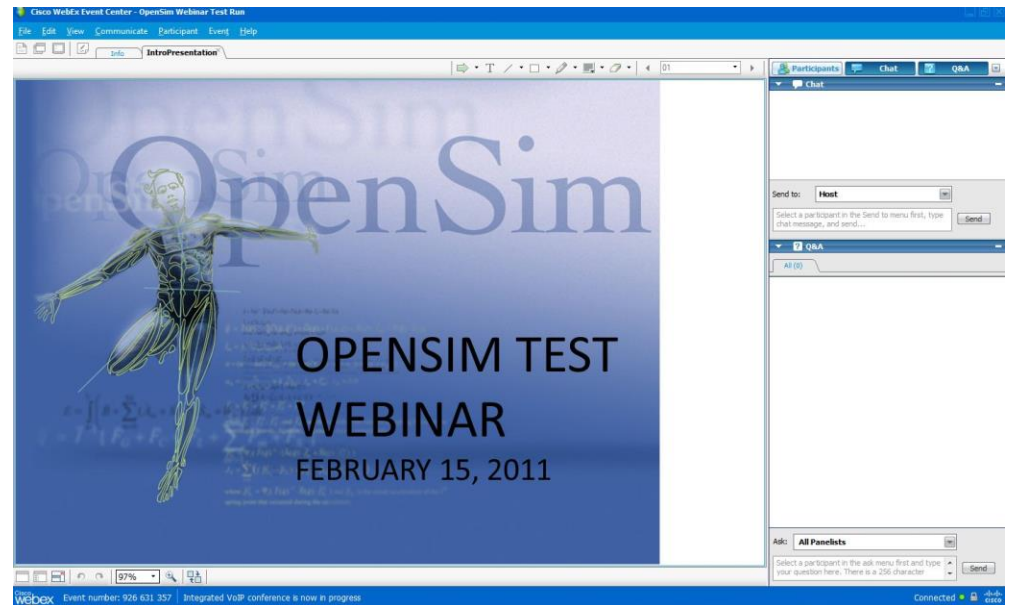
WebEx

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: <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:

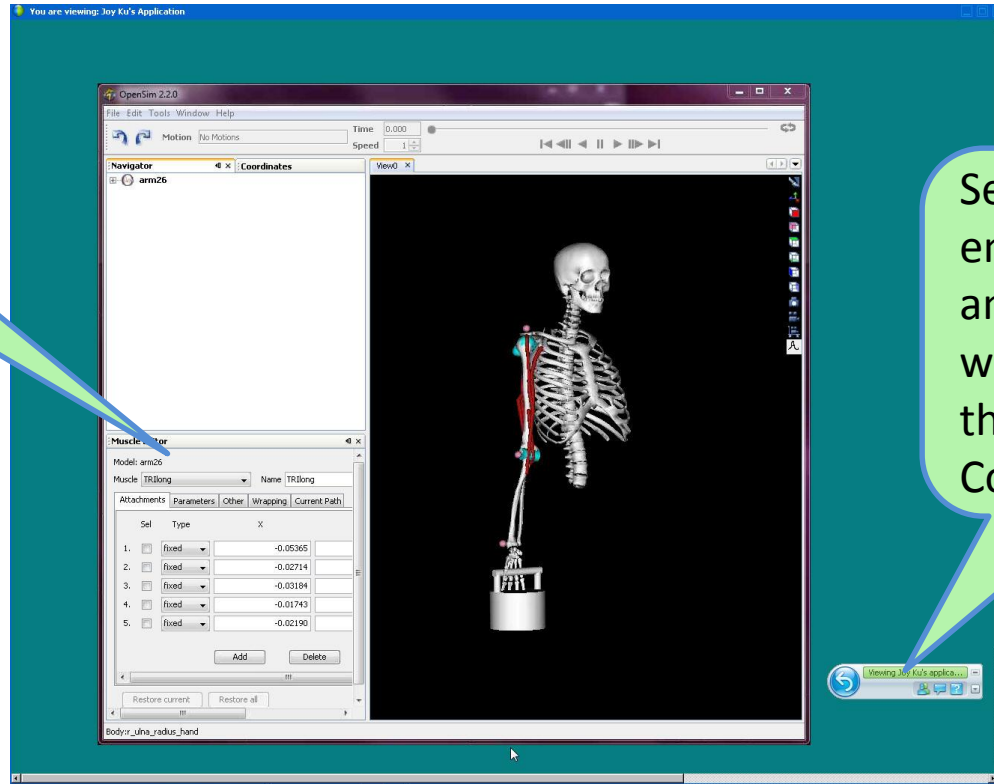
<https://help.webex.com/docs/DOC-6336>

Test your system beforehand:

<https://www.webex.com/test-meeting.html>

WebEx Layout (Windows)

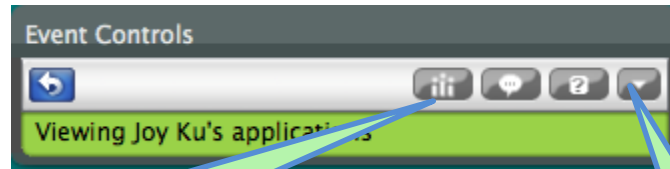
Shared
presentation(s)
or application(s)



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

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

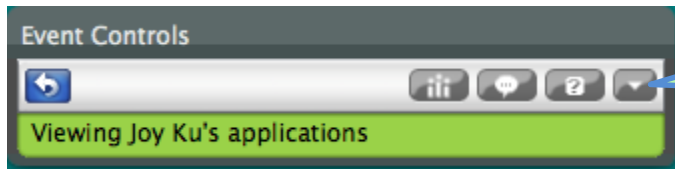
(Windows)



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

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

Configuring WebEx



(Macintosh)

1. SET UP AUDIO:

Activate the audio by selecting **Audio -> Integrated VoIP -> Join Conference**



(Windows)

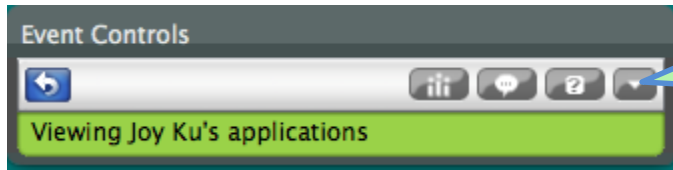
2. SET UP VIEWING WINDOW:

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.



(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**

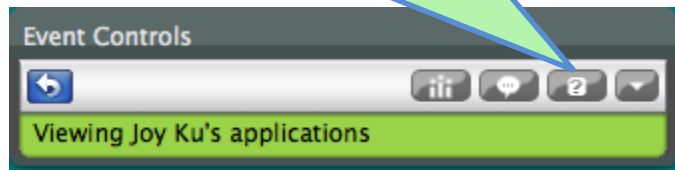
Troubleshooting Tip #3:

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.

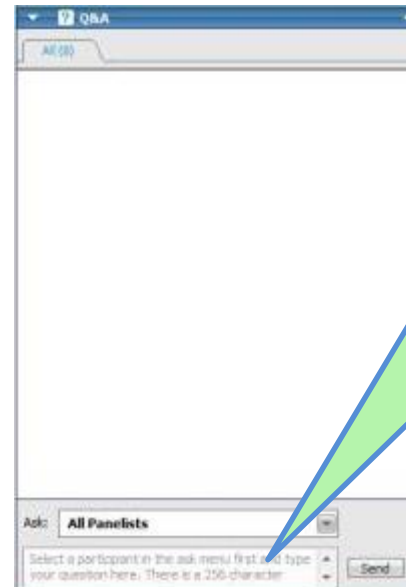


(Macintosh)



(Windows)

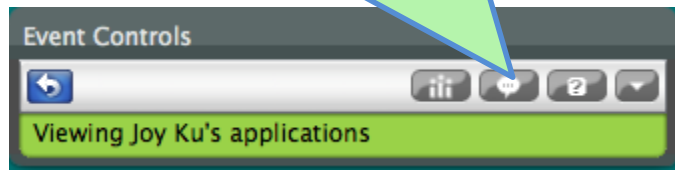
2. Type your question in the box at the bottom of the Q&A panel and click "Send." Questions must be asked of all "**All Panelists**"



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.

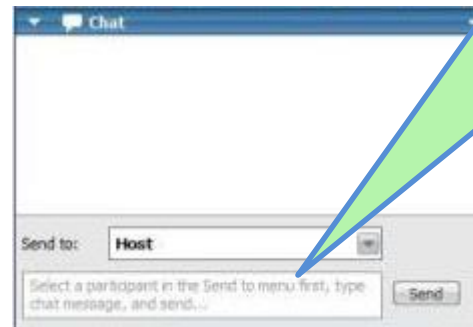


(Macintosh)



(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.