

PARTICIPATING IN OPENSIM WEBINARS

Last Updated: August 18, 2016

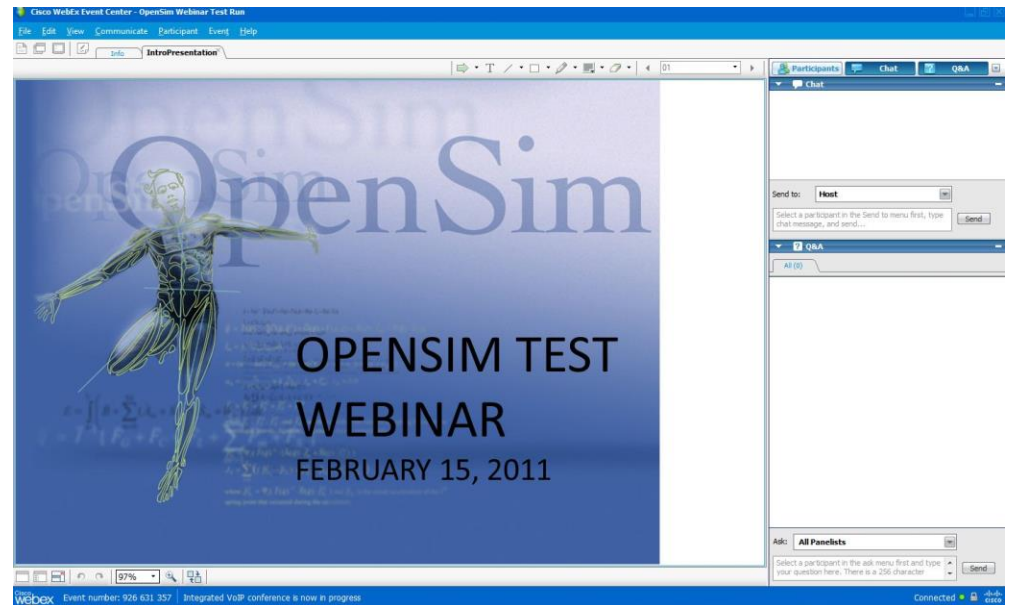
WebEx

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”).

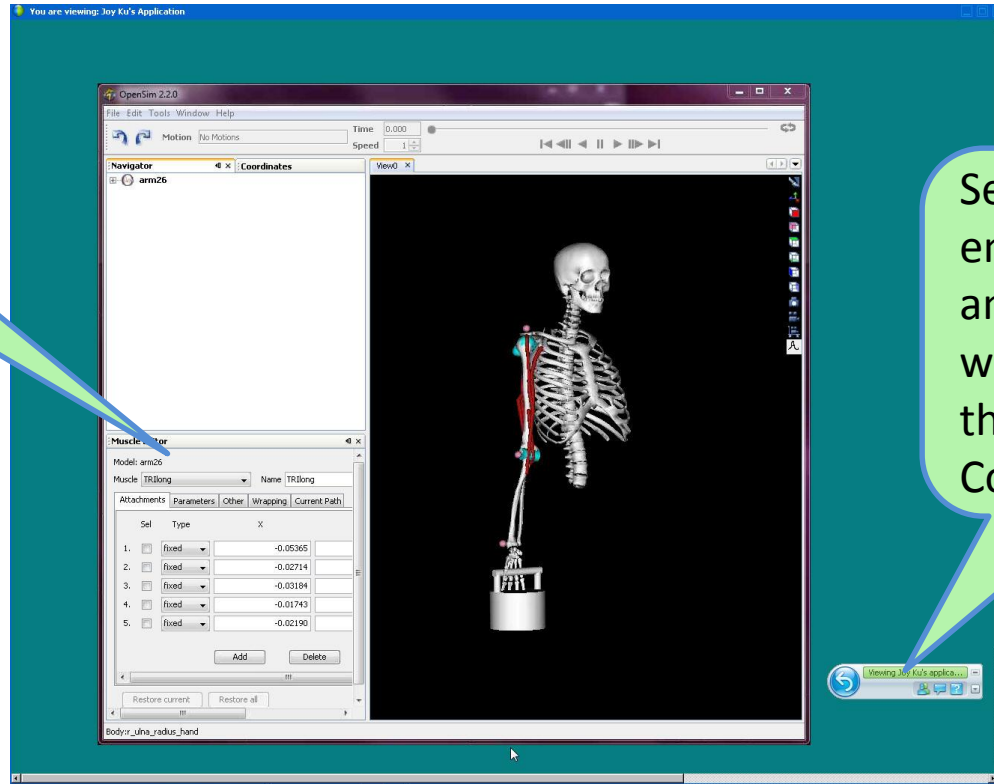


WebEx for Mac, Firefox, and Chrome Users

- **Mac Safari 6.X and Safari 7:**
 - After you have installed WebEx, Safari requires you to trust the plugin for the site you are attempting to join or start the event from. The page will refresh after that. Then, you must go back to the link you originally selected to join the event.
- **Firefox**
 - **64-bit** is NOT supported
 - Only the latest version is supported
- **Chrome**
 - Only the latest versions are supported on Windows and Mac OSX.
 - Chrome is NOT supported on Linux

WebEx Layout (Windows)

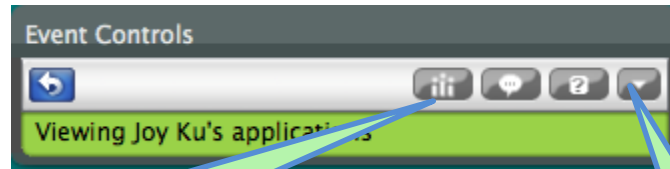
Shared
presentation(s)
or application(s)



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

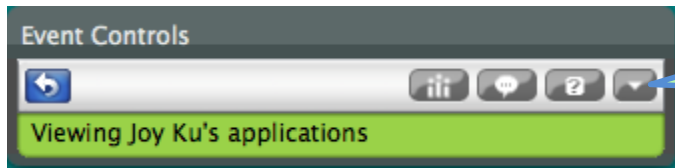
(Windows)



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)

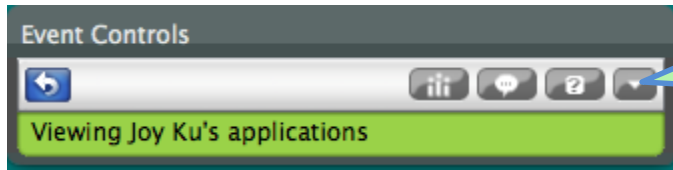
2. SET UP VIEWING WINDOW:

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**

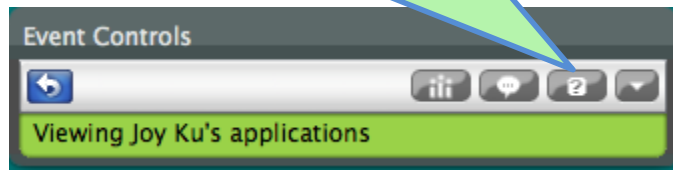
Troubleshooting Tip #3:

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.

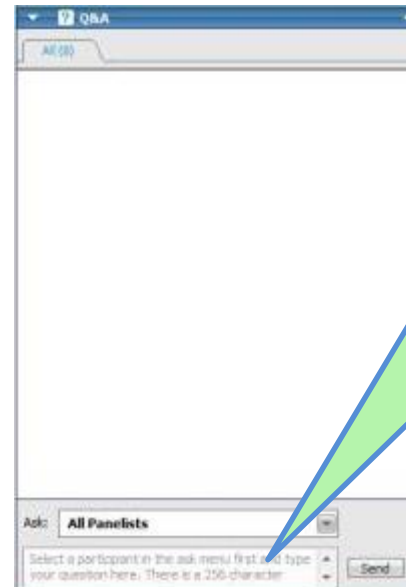


(Macintosh)



(Windows)

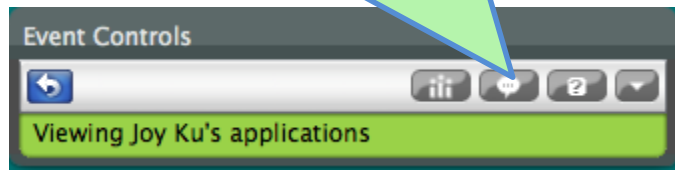
2. Type your question in the box at the bottom of the Q&A panel and click "Send." Questions must asked of all "**All Panelists**"



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.

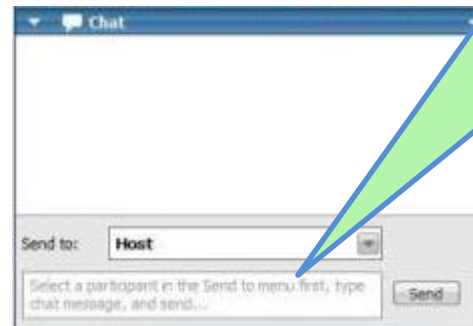


(Macintosh)



(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.