

PARTICIPATING IN OPENSIM WEBINARS

Last Updated: October 10, 2019

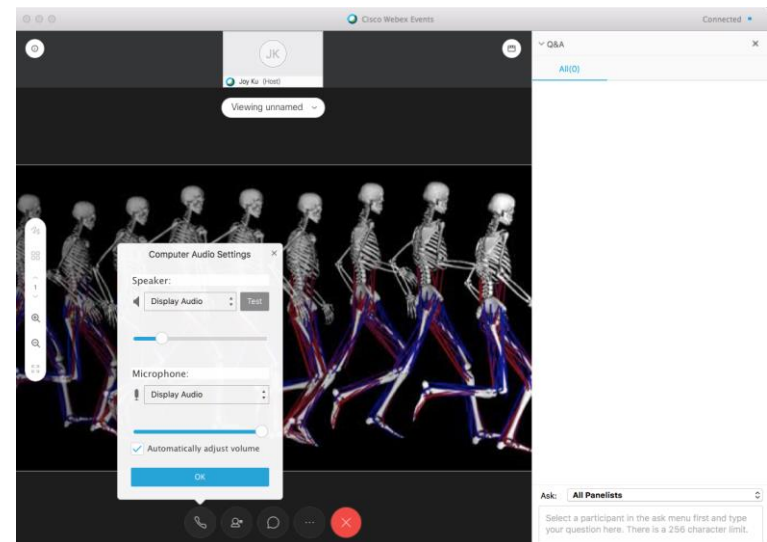
WebEx

OpenSim webinars are run using WebEx.

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

- ❑ Check that your computer meets the requirements to run WebEx:
 - ❑ Go to <https://help.webex.com/ld-nyw95a4-CiscoWebexMeetings/Webex-Meetings>
 - ❑ Click on “Webex Meetings Suite System Requirements”
- ❑ 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:

- Go to <https://help.webex.com/ld-nyw95a4-CiscoWebexMeetings/Webex-Meetings>
- Click on “Webex Meetings Suite System Requirements”

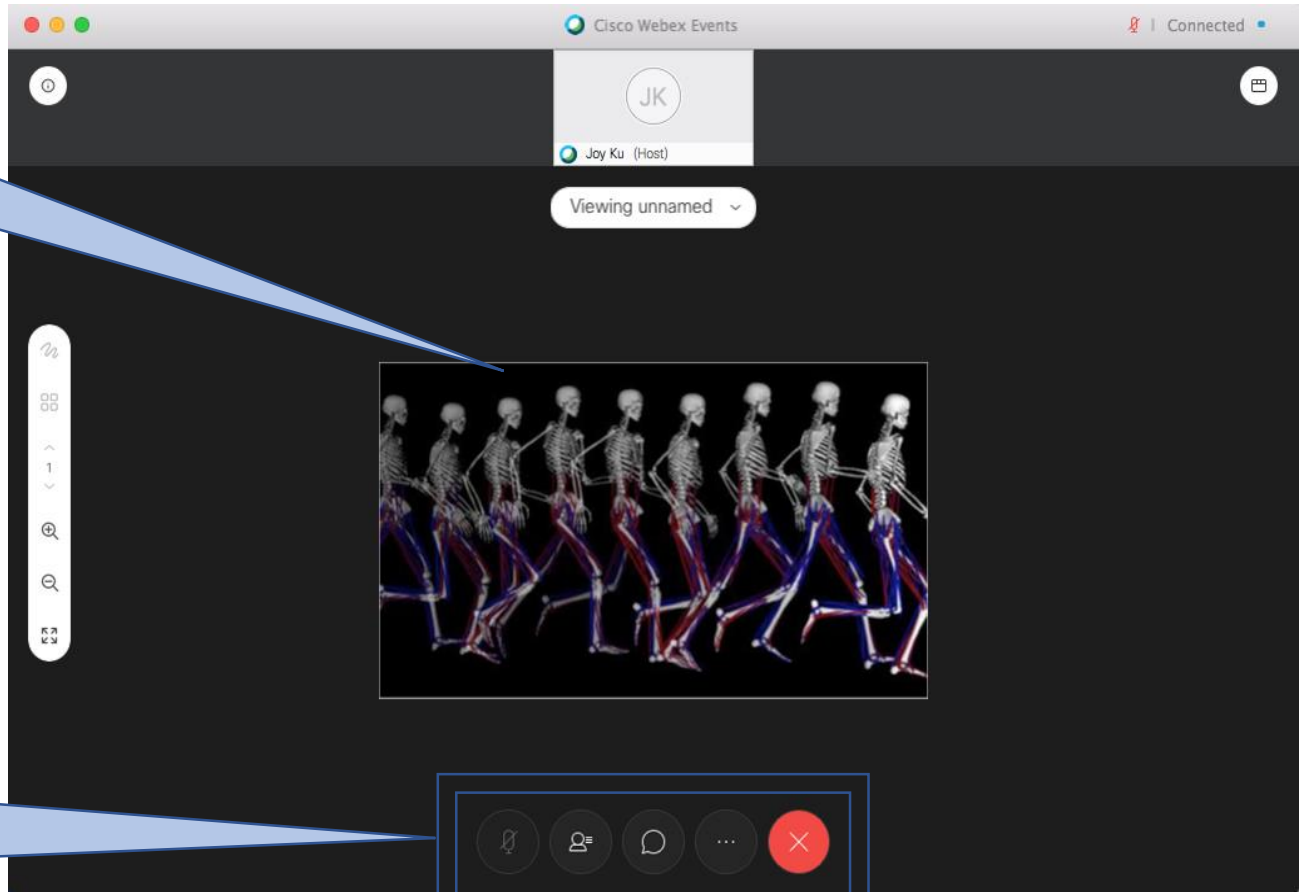
Test your system beforehand:

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

WebEx Layout

(Macintosh and Windows)

Shared
presentation(s) or
application(s)



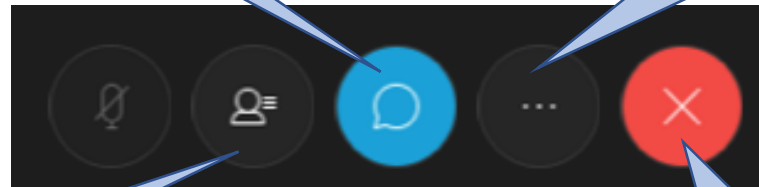
Interact with others
via the **Event Controls**
panel

Event Controls Panel

(Macintosh and Windows)

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

Click the 3 dots to open the **Q&A** panel to ask questions of the speaker



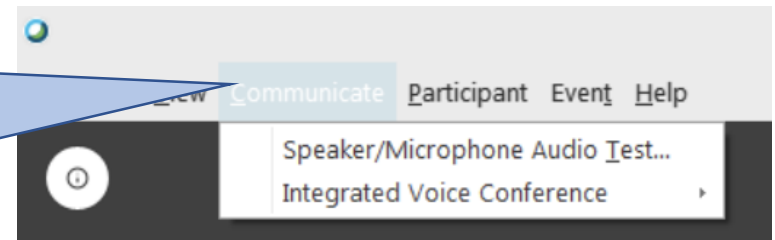
Open the **Participants** panel to see who else has joined the webinar

Click the **X** to exit the webinar

Configuring WebEx

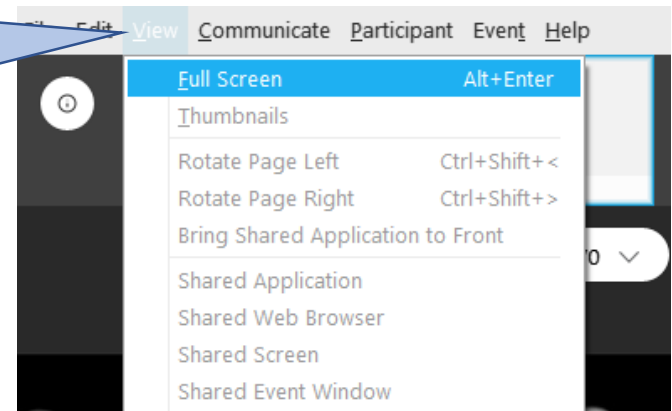
1. SET UP AUDIO:

Select **Communicate** →
Integrated Voice Conference →
Join Conference



2. SET UP VIEWING WINDOW:

View the shared presentation at
100% or at full width using
options under the **View** menu



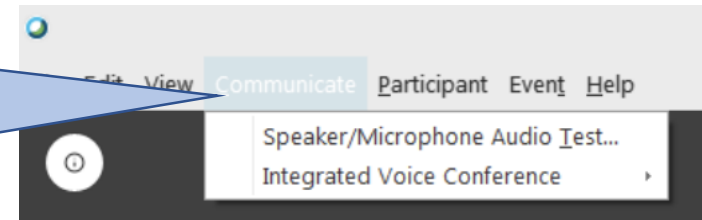
Sound Check



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

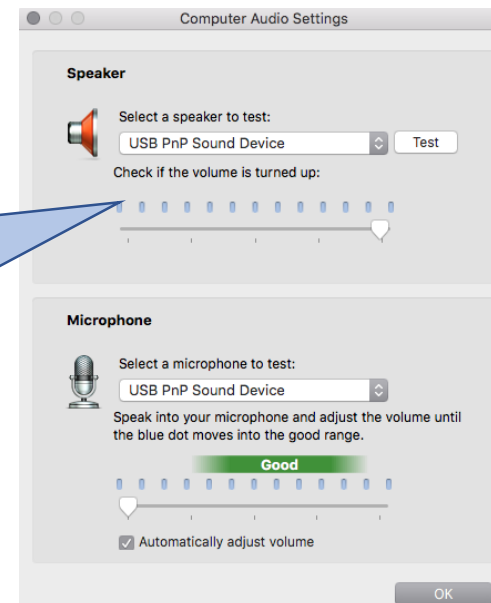
Troubleshooting Tip #1:

Activate the audio by selecting **Communicate** → **Integrated Voice Conference** → **Join Conference**



Troubleshooting Tip #2:

Make sure the volume is turned up appropriately. Adjust the volume by selecting **Communicate** → **Integrated Voice Conference** → **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.

The screenshot shows the Cisco Webex Events interface. On the left, a video player displays a 3D anatomical model of a human skeleton. A context menu is open over the video, with the 'Q&A' option highlighted. On the right, a sidebar contains several panels: 'Participants', 'Chat', 'Recorder', and 'Q&A'. The 'Q&A' panel is currently active and shows a list of questions. A callout box points to the 'Q&A' button in the top right corner of the sidebar. Another callout box points to the 'Q&A' option in the context menu. A third callout box points to the 'Ask:' dropdown menu at the bottom of the Q&A panel, which is currently set to 'All Panelists'.

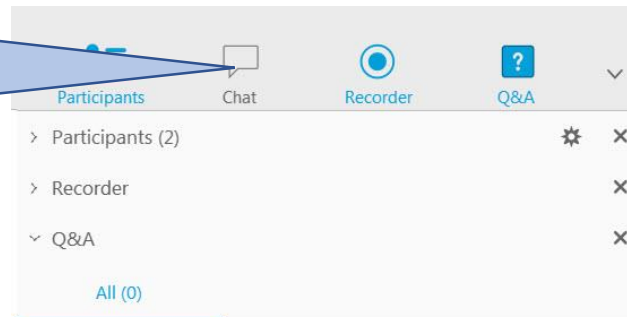
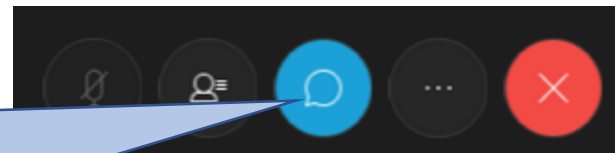
1. Click on the **Q&A** button to open the **Q&A** panel.

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**"

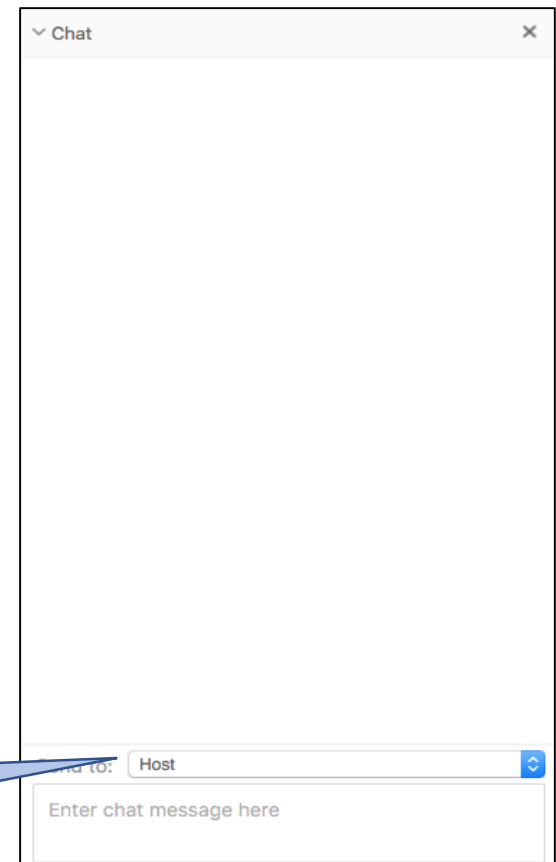
Chatting

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 your computer meets the requirements to run the WebEx software:

- ❑ Go to <https://help.webex.com/ld-nyw95a4-CiscoWebexMeetings/Webex-Meetings>
- ❑ Click on “Webex Meetings Suite System Requirements”

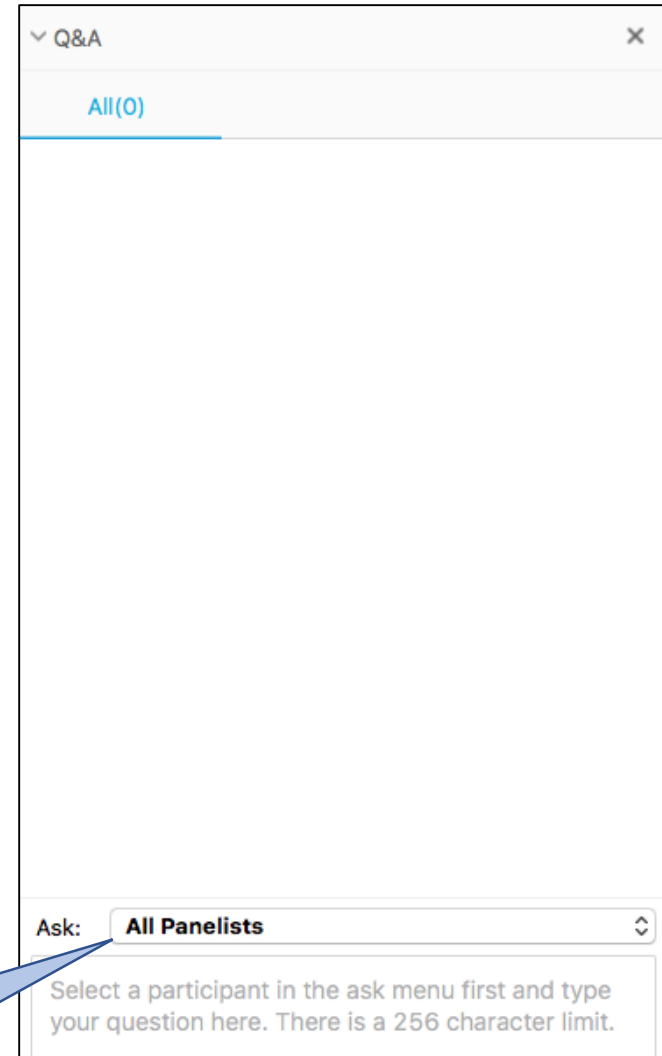
2. Call WebEx technical support:

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

For other countries, see:

<https://support.webex.com/MyAccountWeb/needsupport.do?userType=ht>

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



The screenshot shows a WebEx Q&A interface. At the top, there is a dropdown menu labeled "Q&A" with a close button (X). Below it, a section titled "All(0)" is visible. At the bottom, there is an "Ask:" field with a dropdown menu showing "All Panelists" selected. Below the "Ask:" field, there is a text input area with a character limit notice: "Select a participant in the ask menu first and type your question here. There is a 256 character limit."