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

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

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

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
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.

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.