



25TH ANNIVERSARY CONGRESS

OCTOBER 28-30, 2020

HOW TO USE WEBEX EVENTS

FOR PANELISTS:
Chairs
Speakers
YIA evaluators



General Recommendations



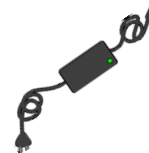
Use a headset



Do not use a tablet



Use a quiet room



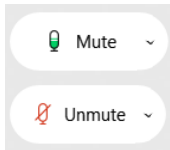
Use your power adaptor



Good lighting conditions



Use a high quality camera (eye level)



Mute/unmute the microphone during discussion



Use a reliable internet connection

Note: test via <https://mediatest.ciscospark.com/#/main>

STEP 1

- Start from your email account
- Open the email from the ECSS “Host” for your upcoming session (e.g., “Invitation to join web seminar as a panelist: LIVE SESSION-ID: PS-PL01”)
- Click on “Join event”

You're a panelist for this Webex event. When it's time, join the Webex event here.

Host: Christoph Gonaus (christoph.gonaus@sbg.ac.at)

Event number (access code): 137 854 1286

Event password: 1234

Panelist password: The Event has no Panelist Password

Monday, 21. September 2020 15:00, Europe Summer Time (Amsterdam, GMT+02:00)

Join event



STEP 2

- Type in your first and last name
- Your email address will be pre-filled
- Click on "Submit"
- Click on "Join"

Join Event Now as Panelist

To join this event as a panelist, provide the following information.

First name:

Last name:

Email address:

If you are the host, [start your event](#).



Join Event Now as Panelist

If you are the host, [start your event](#).



STEP 3

- Click either “Run a temporary application” or “Add Webex to [your internet web browser]”

Note: See examples for “Firefox” and “Chrome” below

Add Webex to Firefox

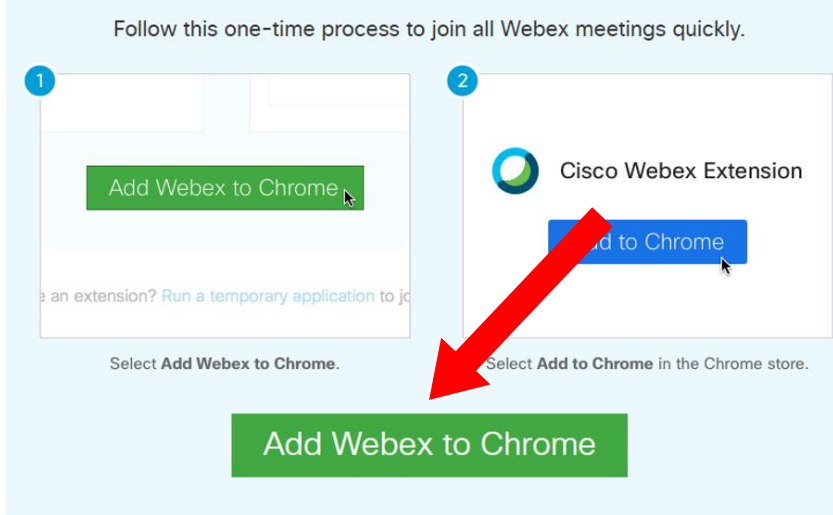
Follow this one-time process to join all Webex meetings quickly.

Add Webex to Firefox

Don't want to use an extension? [Run a temporary application](#) to join this meeting.

Step 1 of 2: Add Webex to Chrome

Follow this one-time process to join all Webex meetings quickly.



1

2

Select Add Webex to Chrome.

Select Add to Chrome in the Chrome store.

Add Webex to Chrome

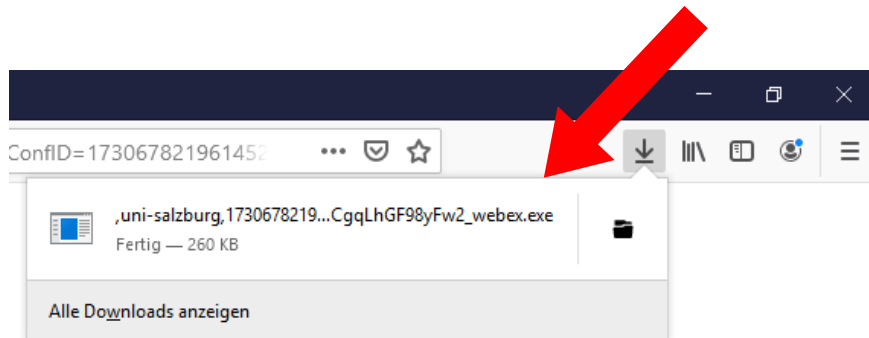
Don't want to use an extension? [Run a temporary application](#) to join this meeting.

STEP 4

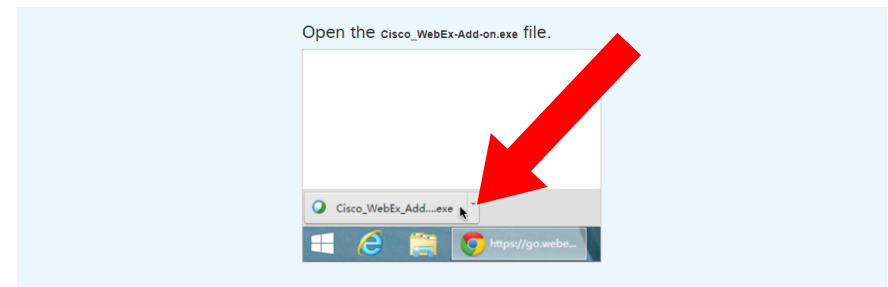
- Save and open "..._webex.exe"

Note: MacBook "..._webex.dmg"

- Select "Install" to use Webex with your internet web browser



Step 2 of 2: Install the Cisco Webex add-on

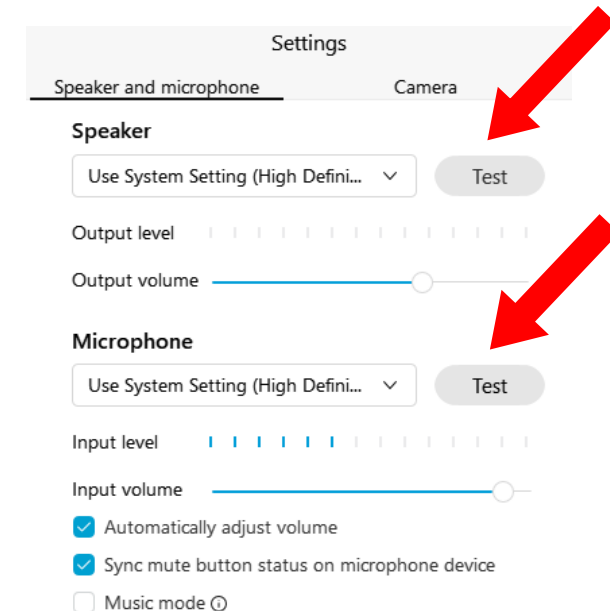
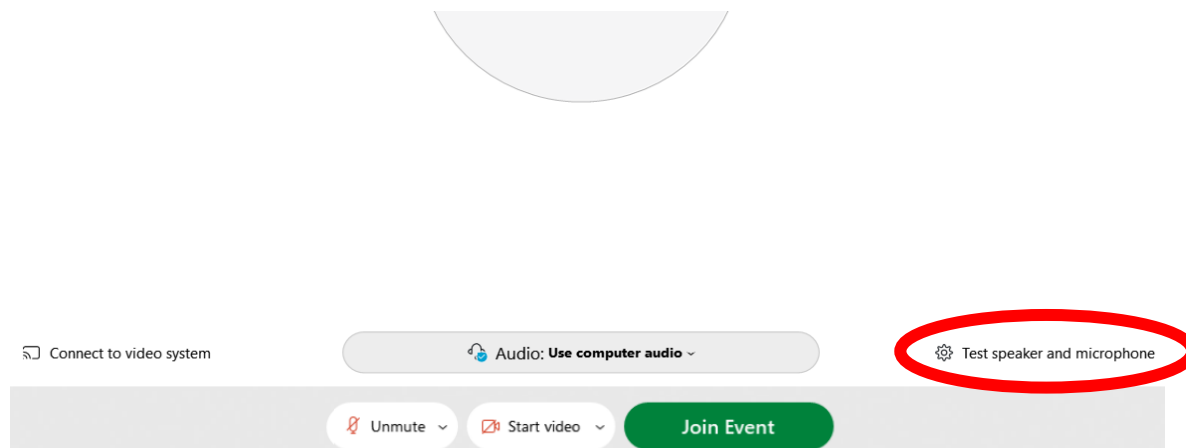


Still having trouble? [Download the add-on again](#) or [run a temporary application](#) to join this meeting immediately.

STEP 5

- Use “My Preview” to adjust speaker, microphone and camera settings
- Click on “Test speakers and microphone” to make any adjustments

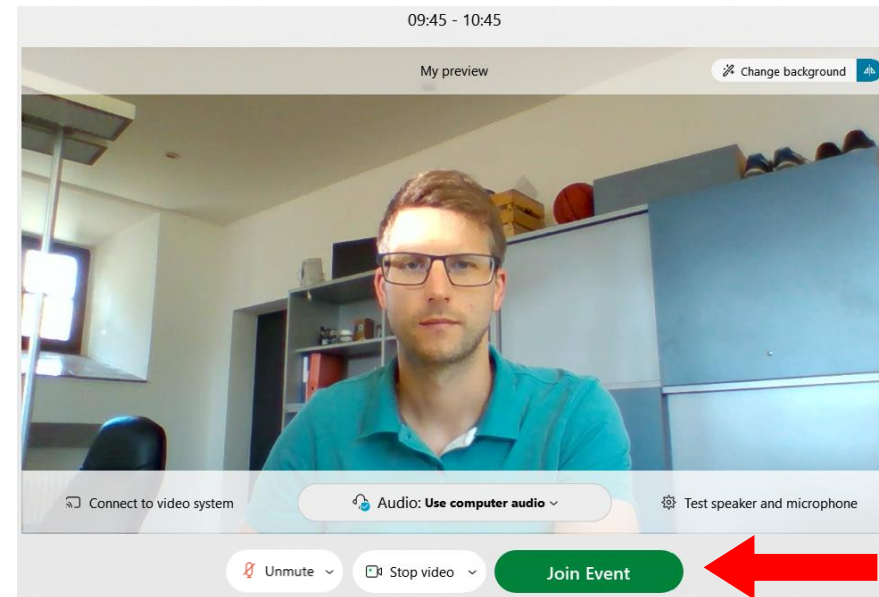
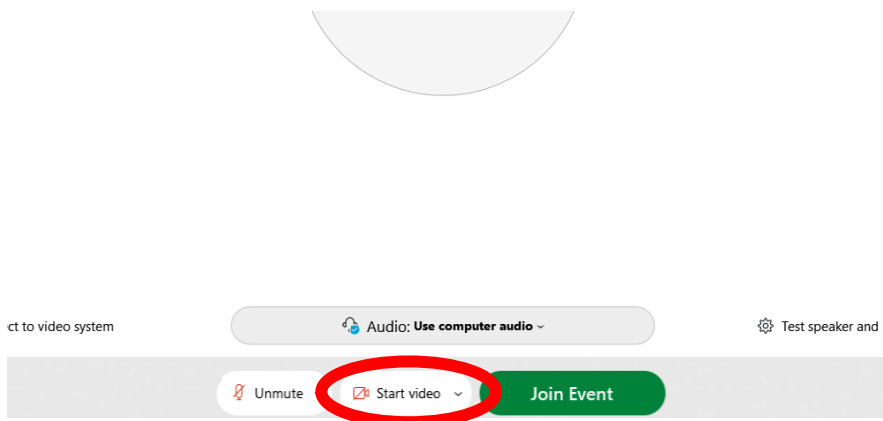
Note: Close “Settings” to apply the changes



STEP 6

- Click on “Start video” to view the video preview
- Click on “Join Event”

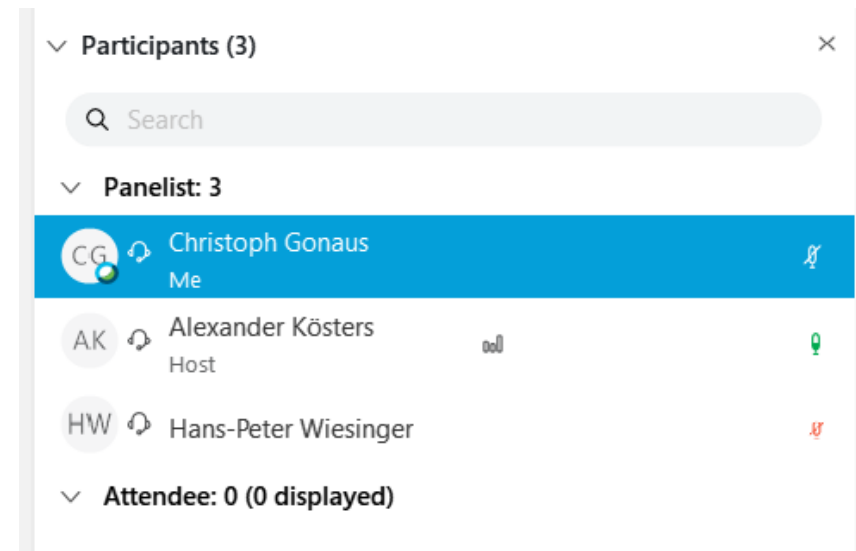
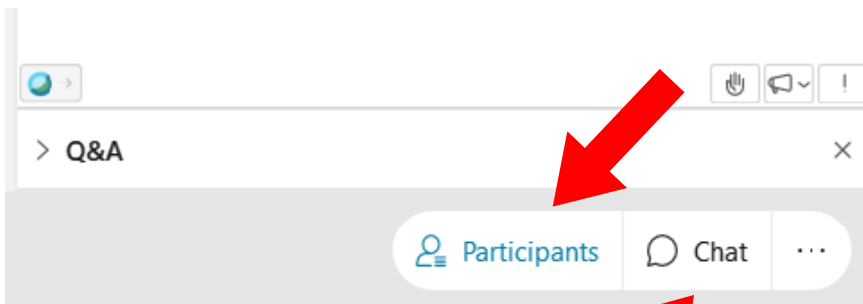
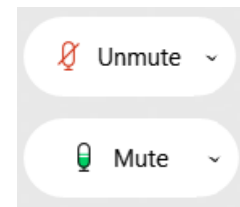
Note: You are unmuted by default



STEP 7

- Click on “Participants” to view all Panelists
- Click on “Chat” to follow the chat
- “Unmute” yourself only while you’re speaking

Note: DON'T FORGET to click “mute” again



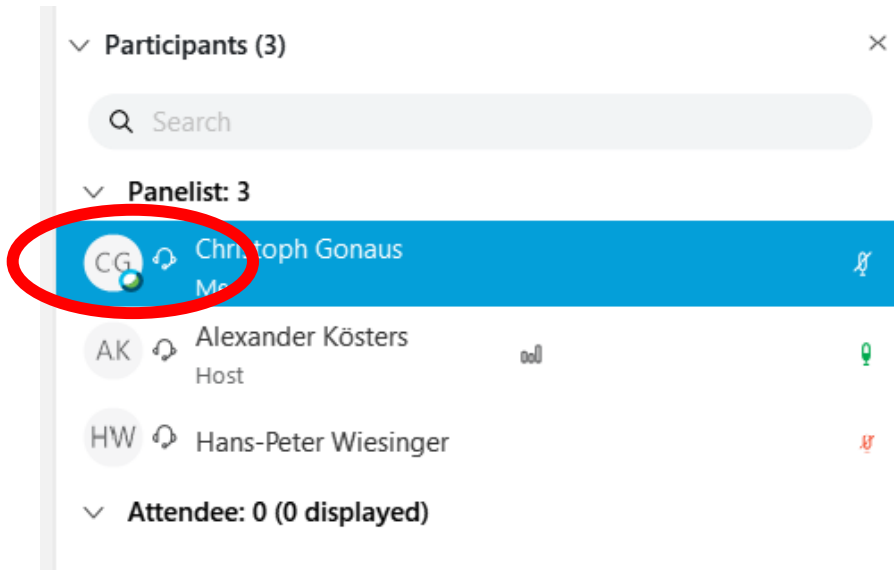
STEP 8

(for Speakers only)

When the Host changes your role to "Presenter", the Webex icon () will be positioned in front of your initials

- Click on "Share" to share your content
- Click on the application you would like to share, e.g., .PPT, .PDF





Note: Make sure your presentation application is already running



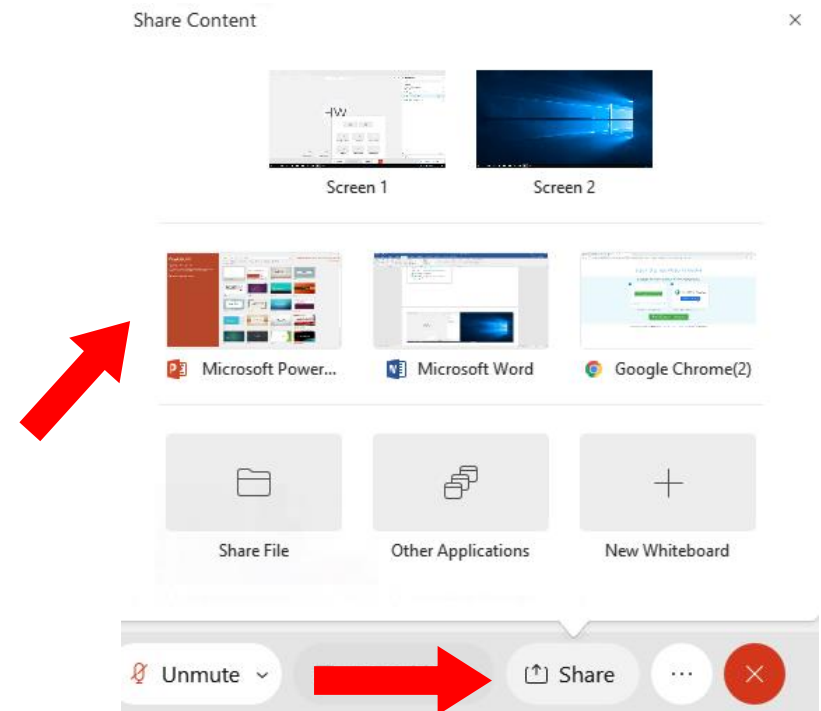
Participants (3)

Search

Panelist: 3

-   Christoph Gonaus
-  Alexander Kösters
Host
-  Hans-Peter Wiesinger

Attendee: 0 (0 displayed)



Share Content

Screen 1 Screen 2

Microsoft Power... Microsoft Word Google Chrome(2)

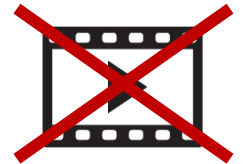
Share File Other Applications New Whiteboard

Unmute Share

Speakers Guidelines

You will be unmuted by the Host during your presentation

Do NOT use any video files in your presentation

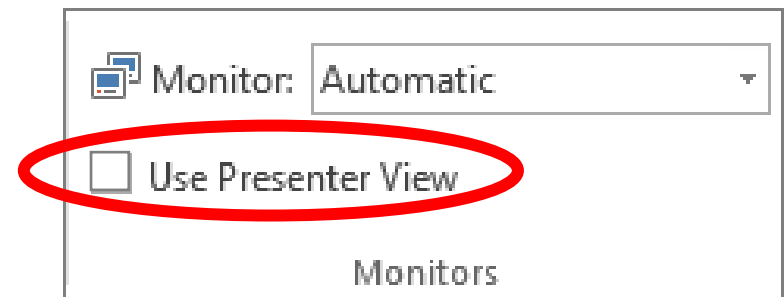


Do NOT use any audio files in your presentation



Do NOT use "Presenter View"
in PowerPoint

Note: Uncheck "Use Presenter View"
on the "Slide Show" tab]



Do NOT stop sharing your application after the presentation

DO YOU HAVE ANY QUESTIONS?

Please send an email to
help.webex@sbg.ac.at

Thank you!



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