Webex Webinars

Participant Quick Start Guide

Equipment Needed

Computer Hardware/Software Requirements

Windows

- Windows Vista 32-bit/64-bit, Windows 7 32-bit/64-bit, Windows 8 32-bit/64-bit, Windows 8.1 32-bit/64-bit, Windows Server 2008 64-bit, Windows Server 2008 R2 64-bit, Windows 10
- Internet Explorer 7/8/9/10/11Firefox latest, or Chrome latest
- JavaScript and cookies enabled
- Active X enabled (unblocked for IE is recommended) Java 6 or later
- Intel or AMD processor (1GHz or faster)
- At least 512 MB RAM (at least 2 GB RAM for Vista)

Mac OS

- 10.7, 10.8, 10.9, 10.10, 10.11
- Safari 5, 6, 7, 8, 9, 10
- Firefox latest
- Chrome latest
- JavaScript and cookies enabled
- Intel processor
- At least 512 MB RAM

Linux

- Ubuntu 12.x and 14.x (Gnome), Red Hat 5, 6, Open SuSE 13.1, 13.2,Fedora 19, 20 (all 32-bit)
- Firefox latest (32-bit)
- JavaScript and cookies enabled
- Requires Sun Java 5 or higher
- No support for Remote Access
- At least 512 MB RAM

Audio Requirements
You may connect to the audio portion of the webinar either by:

- Telephone (Conference call phone number and PIN will be provided in your registration email)
  OR
- Computer audio (VoIP)

VoIP Audio Device Recommendations

When using VoIP for your Webinar, audio quality can vary based on your audio software/hardware manufacturer, operating system and internet connection speed.

Best
- USB headset connected to your computer

Good
- Headphones and USB microphone connected to your computer
- Analog headset connected to your computer

Fair
- Headphones and analog microphone connected to your computer
- External speakers and USB microphone

Poor
- External speakers and USB Webcam microphone
- External speakers and analog microphone
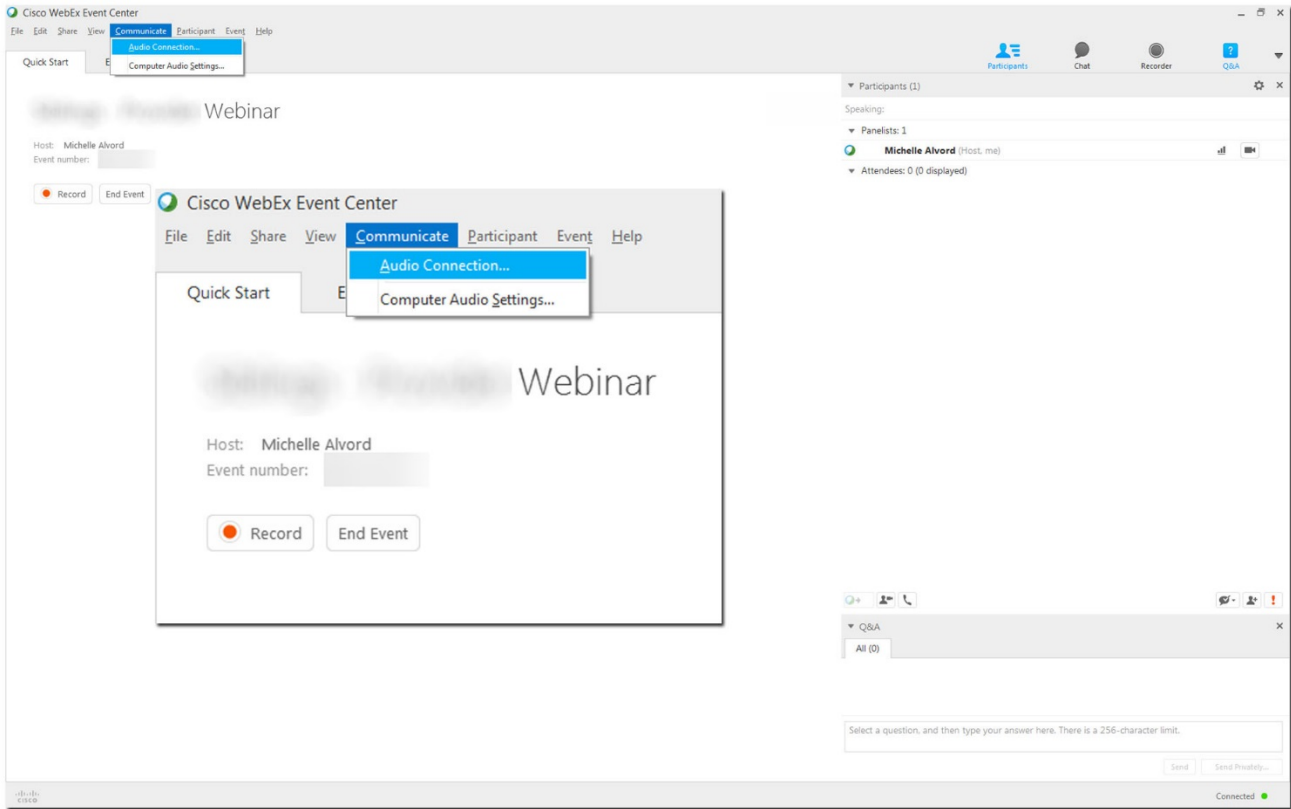- Laptop built-in microphone and speakers

Connect

Login

Follow the link provided in the registration email. It will direct you to the login screen. Please fill out the fields on the login screen and click the 'Login' button.
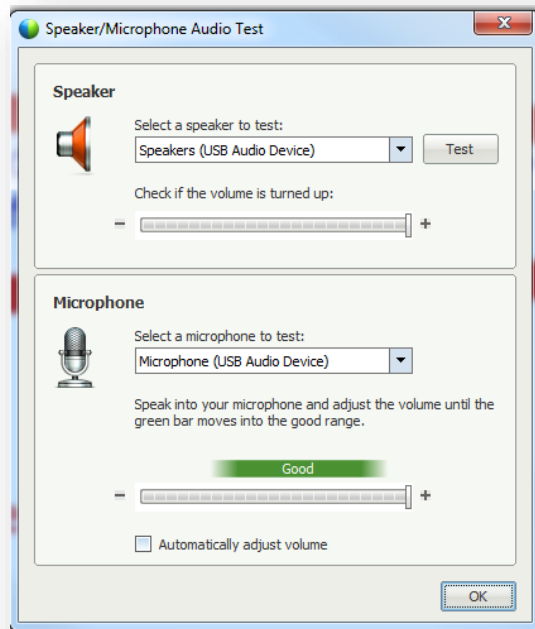

Connecting to Audio Conference

After logging in, you will be asked if you would like to join the audio conference. Click "yes" in the pop-up box or "Call Using Computer", and you will be connected to the audio conference the Voice over IP (VoIP). If your meeting includes a teleconference and you wish to join through the phone, click "no" or select "I Will Call In" and dial the phone number and access code provided in the pop-up menu or connection email.

If you do not see a pop-up that asks you to connect your audio, go to Communicate (in the upper left side of the screen and select "Audio Connection" to view connection choices.
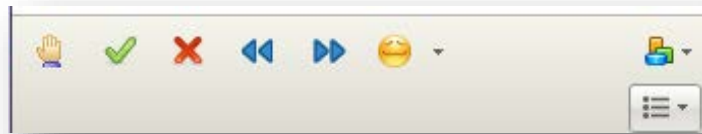
If the microphone or speakers are not working, go to the Audio > Speaker/Microphone Test…

Check to make sure the headset or speaker you are using match the settings in the Speaker/Microphone Test
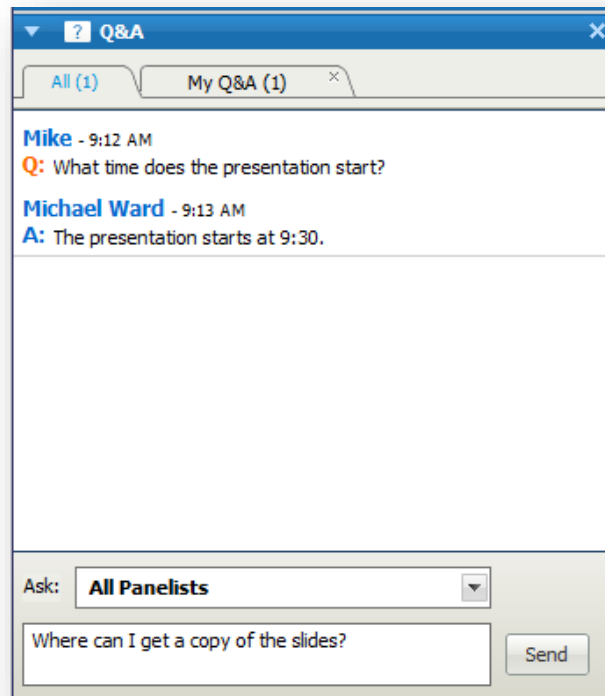
Interact

In addition to audio and video feeds, the webinar platform provides several ways to communicate and interact with moderators and other participants.

There are buttons for raising a hand, simple yes/no polls, and emoticons.

Q&A Box
The Q&A box allows participants and moderators to exchange text messages during a webinar.

Additional Resources

Webex Test Meeting: http://www.webex.com/test-meeting.html

For Technical Assistance During a Webinar
Please Contact:

Webinar Information and Support
412 Dolgen Hall
Ithaca, New York 14853
Telephone: 607-255-4177
Email: edi.webinars@cornell.edu