

# **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 7/8/9/10/11 Firefox 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

## Login

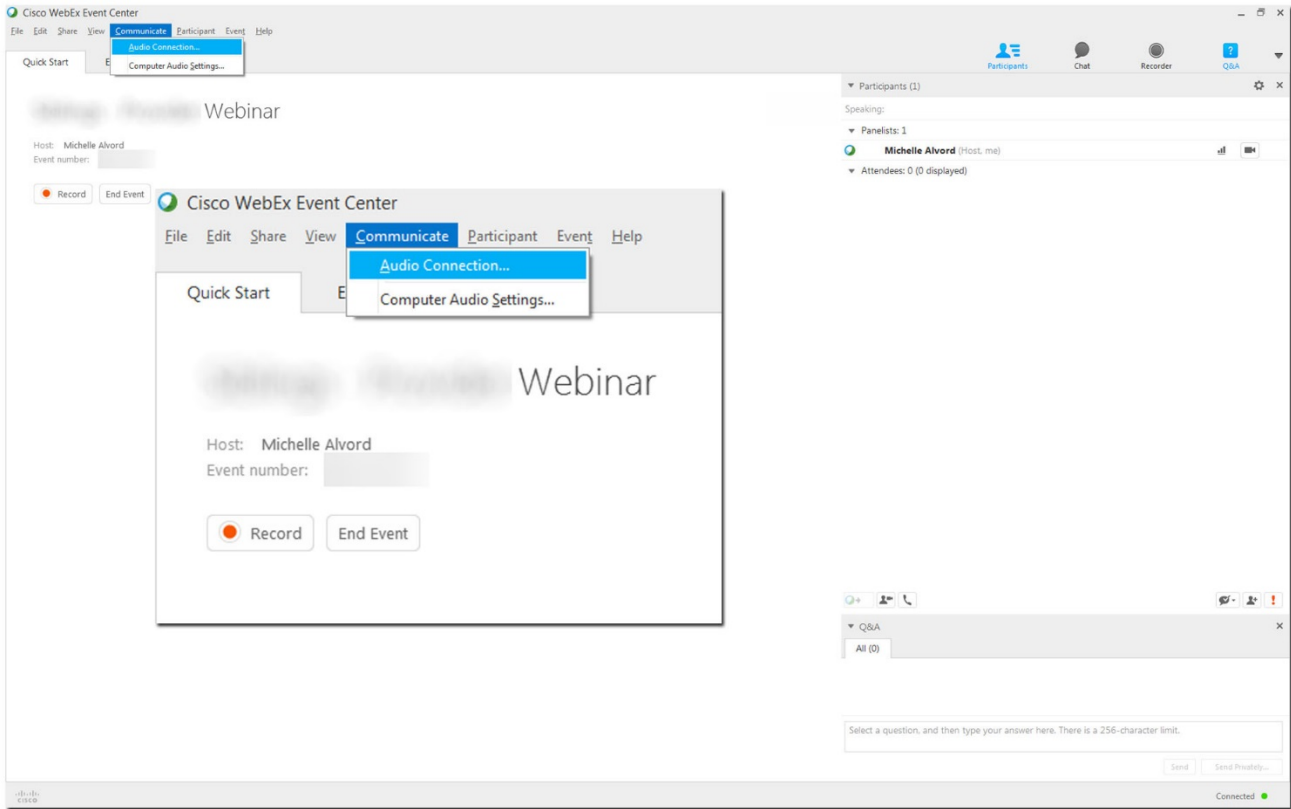
Follow the link provided in the registration email. It will direct you to the login screen. Please fill out the fields on the login screen and click the 'Login' button.

The screenshot shows the 'Webinar Login' page. At the top, there is a red header with the text 'K. Lisa Yang and Hock E. Tan Institute on Employment and Disability' and the Cornell University logo. Below the header is a navigation menu with links: HOME, PROJECTS, SERVICES, RESEARCH, PUBLICATIONS, EVENTS, RESOURCES, and PEOPLE. The main content area is titled 'Webinar Login' and includes a sidebar on the left with links for 'Webinar Support Home', 'Resources', 'Upcoming Events', and 'Webinar Hosting'. The sidebar also contains contact information for the YTI Media Team, including names, emails, and phone numbers. The main content area has a 'Webinar Login' section with a 'Connection Example' and instructions: 'To join the webinar, enter your information below and click Login. A window may pop up prompting whether to allow or run the webinar software; click 'Yes' or 'Ok' to proceed.' Below this are input fields for 'First Name:', 'Last Name:', and 'Email Address:', followed by a 'Login' button. There is also a 'back to top' link. At the bottom of the page, there is a footer with contact information and a copyright notice: 'Copyright © 2017. All rights reserved.'

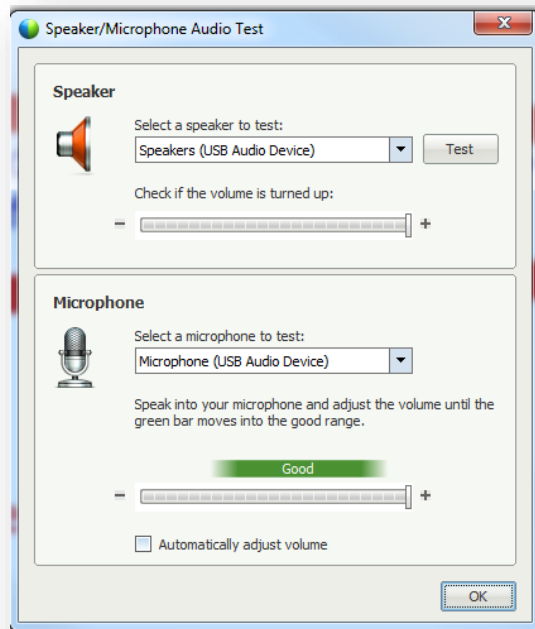
## Connecting to Audio Conference

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.



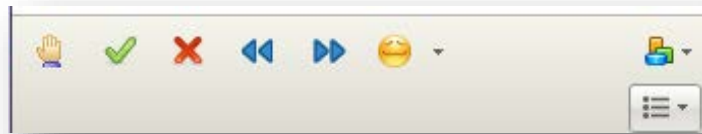
If the microphone or speakers are not working, go to the Audio > Speaker/Microphone Test...



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

## Interact

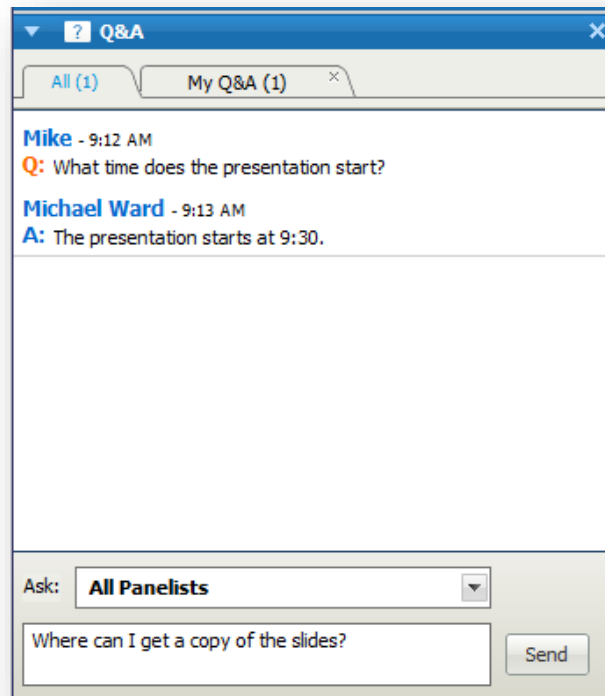
In addition to audio and video feeds, the webinar platform provides several ways to communicate and interact with moderators and other participants.



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**

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