

# Quick Reference Guide | Using Webex Webinar

## Join a session

To begin, click on the Webex session link that was provided. You can join using a desktop computer, phone, or tablet. **We recommend joining from a computer for best performance.**

You will need to read and agree to the privacy notice in order to join the session. When you agree, the Webex window will launch. *More info on page 2.*

### Browser Compatibility

Webex Events is compatible with Chrome, Chromium, Edge, Firefox, Internet Explorer, & Safari.

1

**Select which audio type you will use for the session:**

### Join using computer audio

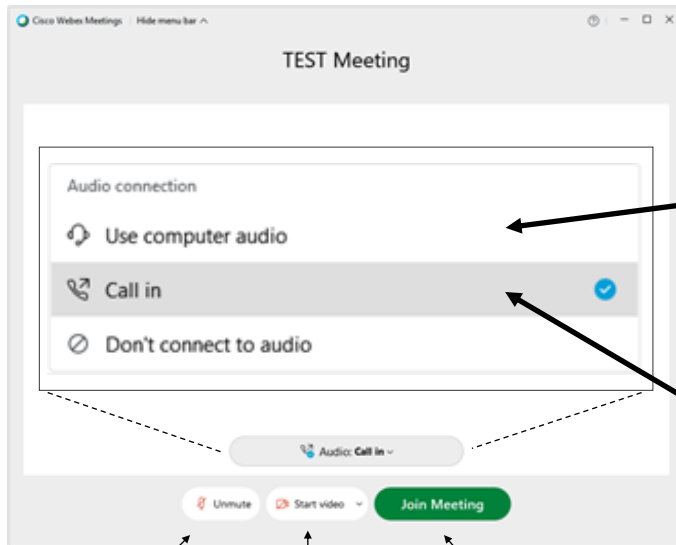
Select *Use computer audio* from the menu.

### Join using phone audio

Select *Call in* from the menu.

Call-in numbers will automatically appear:

1. Call the local phone number listed.
2. Enter the Access Code listed.
3. Enter the Attendee ID listed.



For this Webinar, you will be automatically muted.

For this Webinar, there is no video for participants

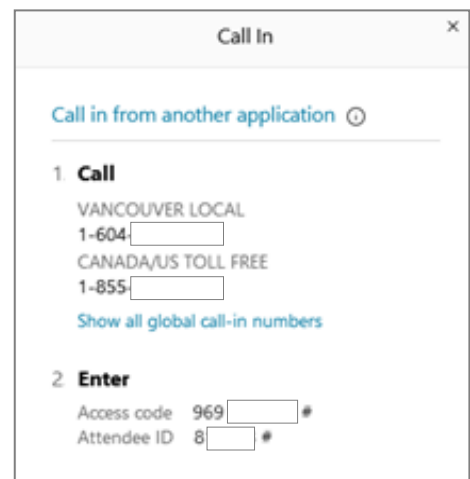
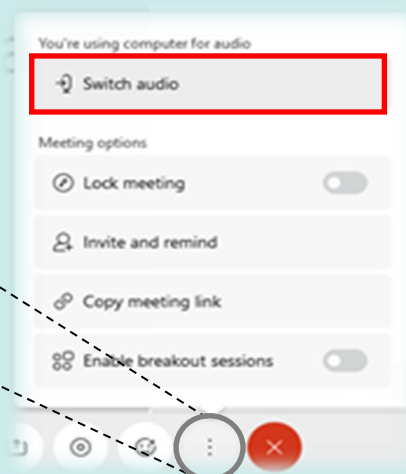
To join the session click **Join**.

2

### How to switch your audio choice

Click on this button on your menu bar, and select Switch audio

To troubleshoot or test your sound, click



# Quick Reference Guide | Using Webex Webinar



## More information & features

### Audio Issues

Are you having troubles with your audio? Try these tips.

#### I can't hear anything.

- Check the speaker sound on your computer. Look for these common symbols located either on your screen or your keyboard.

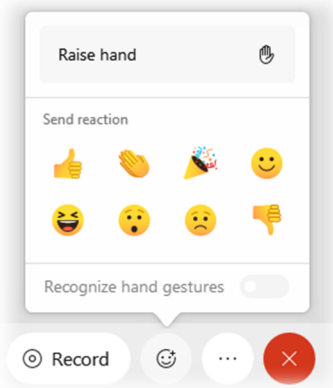
ON:  or OFF: 

- If you have a speaker system or headphones with On/Off settings, check that they are ON.

### React and raise your hand

You can request to speak by raising your virtual hand. Click the reaction button and select Raise hand.

You can also react to things throughout the session with a selection of reactions. Simply click the relevant emotion.



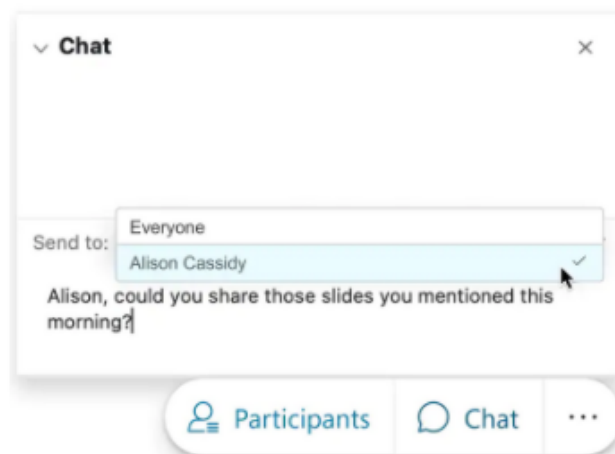
### The privacy notice & your personal information

Staff will request that personal identifiable information is deleted from Cisco Webex servers after each virtual Emergency Preparedness Workshop.

### Chat box

You can send messages to the host or everyone in the session. Click Chat to open the chat panel. By default, your chat messages go to everyone in the meeting.

To chat privately with the Panelists, select **All Panelists** from the drop down menu.



### Q&A

Open the Q&A panel and type your question in the message box. Ask your question publicly by clicking **send**, or privately by clicking **Send Privately**.

**Note:** Not all features are available or available on all devices.

Check out the Webex Help Centre for more learning opportunities provided by Cisco:

<https://help.webex.com/en-us/landing/ld-7srxs-WebexWebinars/Webex-Webinars>