

# CISCO Webex Events

## How to connect to Webex and to use it

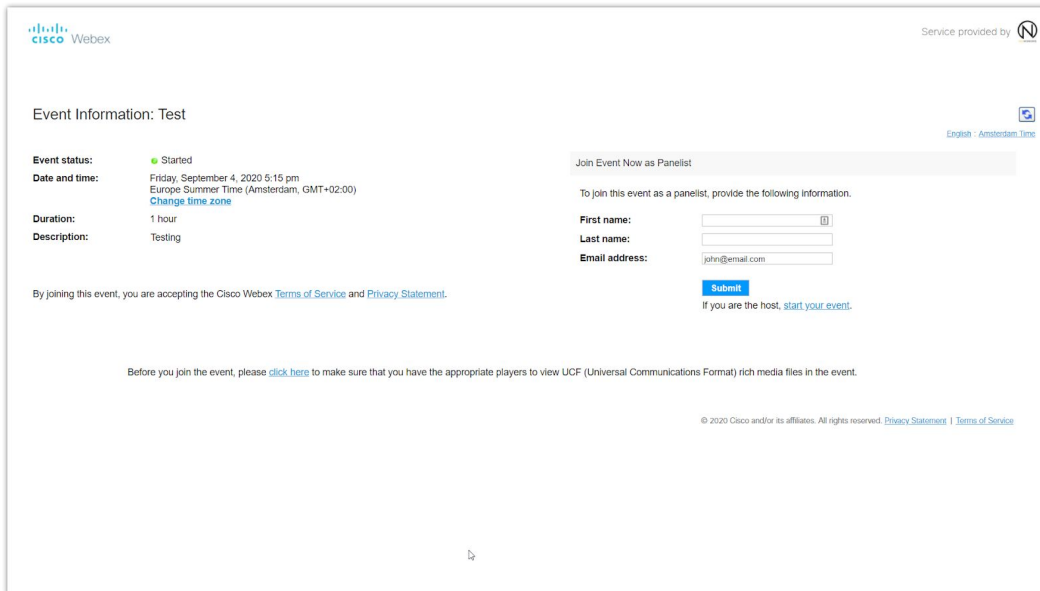
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### How to join the session

1. If you are a **Panellist/Presenter** (i.e. you have a presentation within a given session) you will receive a personal invitation email from the Webex platform. At the beginning of this email there will be a link to a “location”. You should ignore it as it is for “Attendee” role. A little bit below you will find the link for **Panellist/Presenter** to be used to join the session. **This** is the link you are interested in.
2. When you click on the link for **Panellist/Presenter**, you will see a screen like this:

The screenshot shows the Cisco Webex event registration interface. At the top left is the Cisco Webex logo, and at the top right, it says "Service provided by" with a logo. The main heading is "Event Information: Test". Below this, there are details for the event: "Event status: Not started", "Date and time: Friday, September 4, 2020 5:15 pm (Europe Summer Time (Amsterdam, GMT+02:00))", "Duration: 1 hour", and "Description: Testing". There is a "Change time zone" link. On the right side, there is a "Join Event Now as Panelist" button. Below this, it says "To join this event as a panelist, provide the following information." and there are input fields for "First name:", "Last name:", and "Email address:". The email field contains "john@email.com". There is a "Submit" button. Below the "Submit" button, it says "If you are the host, [start your event.](#)". At the bottom, there is a note: "Before you join the event, please [click here](#) to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the event." and a footer: "© 2020 Cisco and/or its affiliates. All rights reserved. [Privacy Statement](#) | [Terms of Service](#)".

or, if the session has already started, a screen like this (the difference is the status of the event -- below a "green dot" and word "Started"):



The screenshot shows a Cisco Webex event page. At the top left is the Cisco Webex logo. At the top right, it says "Service provided by" with a logo. Below the logo is the text "Event Information: Test". On the right side, there is a language selector showing "English" and "Amsterdam Time".

The event details are as follows:

- Event status:** Started (indicated by a green dot)
- Date and time:** Friday, September 4, 2020 5:15 pm  
Europe Summer Time (Amsterdam, GMT+02:00)  
[Change time zone](#)
- Duration:** 1 hour
- Description:** Testing

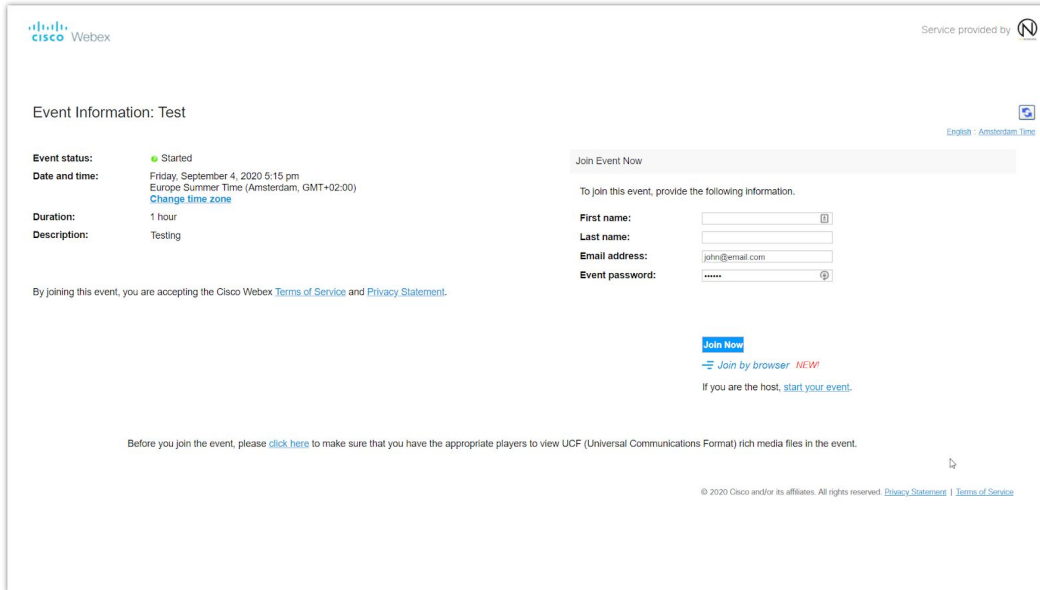
Below the event details, there is a link: "By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#)."

On the right side, there is a section titled "Join Event Now as Panelist". Below this title, it says "To join this event as a panelist, provide the following information." There are three input fields: "First name:", "Last name:", and "Email address:". The "Email address" field contains the text "john@email.com". Below the input fields is a blue "Submit" button. Underneath the button, it says "If you are the host, [start your event](#)."

At the bottom of the page, there is a small text: "Before you join the event, please [click here](#) to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the event."

At the very bottom, there is a copyright notice: "© 2020 Cisco and/or its affiliates. All rights reserved. [Privacy Statement](#) | [Terms of Service](#)"

3. You have to fill your first and last name, and press the "**Submit**" button. The next screen will be like the one below, as from here the roles **Panellist/Presenter** and **Attendee** merge in joining.
4. If you would like to participate in a session, but you do **not** have a presentation within this session, you can join the session as an **Attendee**. In this case, go to the Program of the FedCSIS (follow link from the main conference page), choose an appropriate session, and find the link "**Join the session**". If the session has already started you will see a screen like this (possibly lacking your email address, which you will have to fill in):



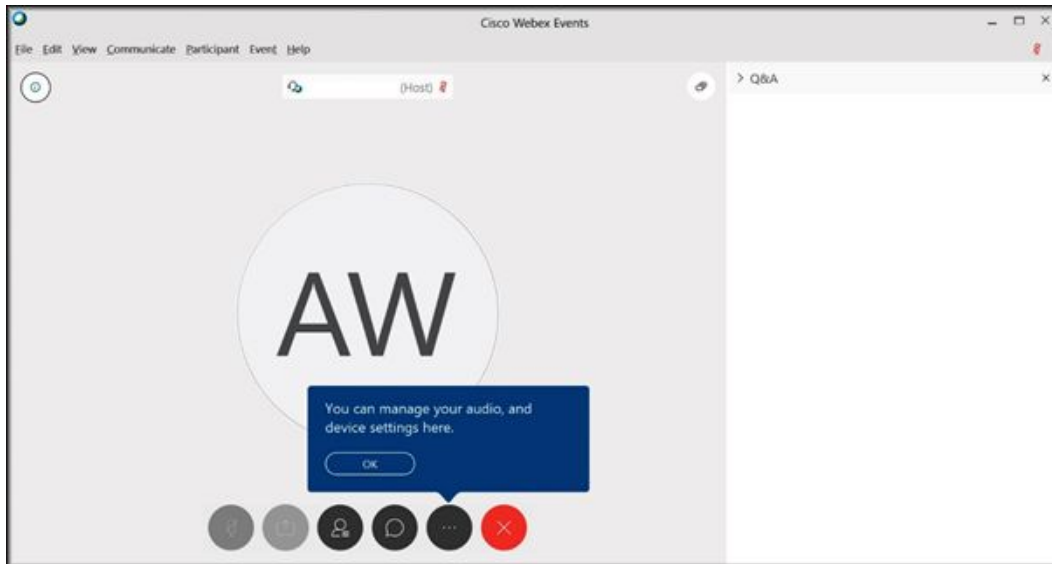
5. Clicking the button „**Join Now**” you will see, in your browser, the screen as the one below. This is also the same screen you will see when you click Submit as the Panellist/Presenter. Unfortunately if the session is not yet active, you will not be able to join it (the form depicted above will be inactive/blocked).



6. We strongly recommend that you choose the option: *Run temporary application*.

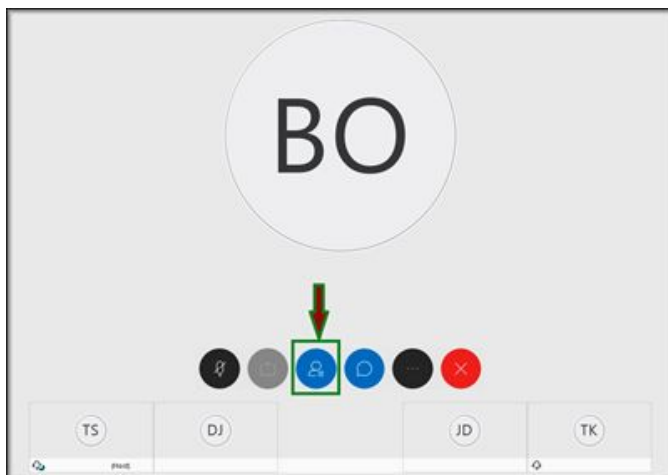


10. In the control panel you can check and test your microphone (clicking on a button with dots). In case you are joining as Panelist/Presenter you will be able to also check your camera.



## Panellist – what can you do during the session

1. After login to the session, you can turn on/off your microphone and camera. You can chat with all participants and you can see all participants of the meeting (so called attendees). By default, the microphone and camera are turned off, at the beginning. To see all participants just click the Participants icon on a panel.



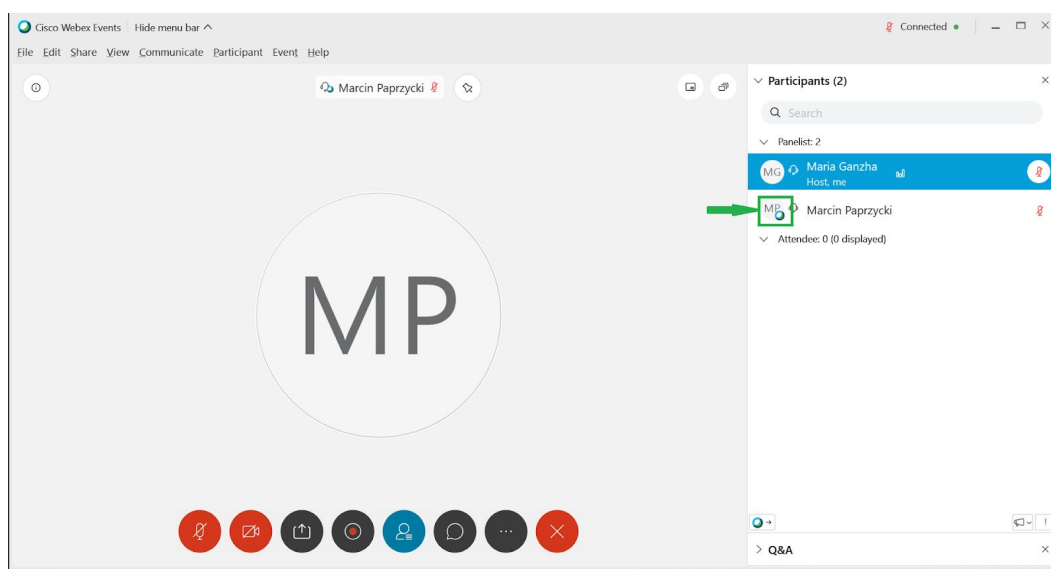
At the right hand side you can see list of panellist and attendees, like on the following image:



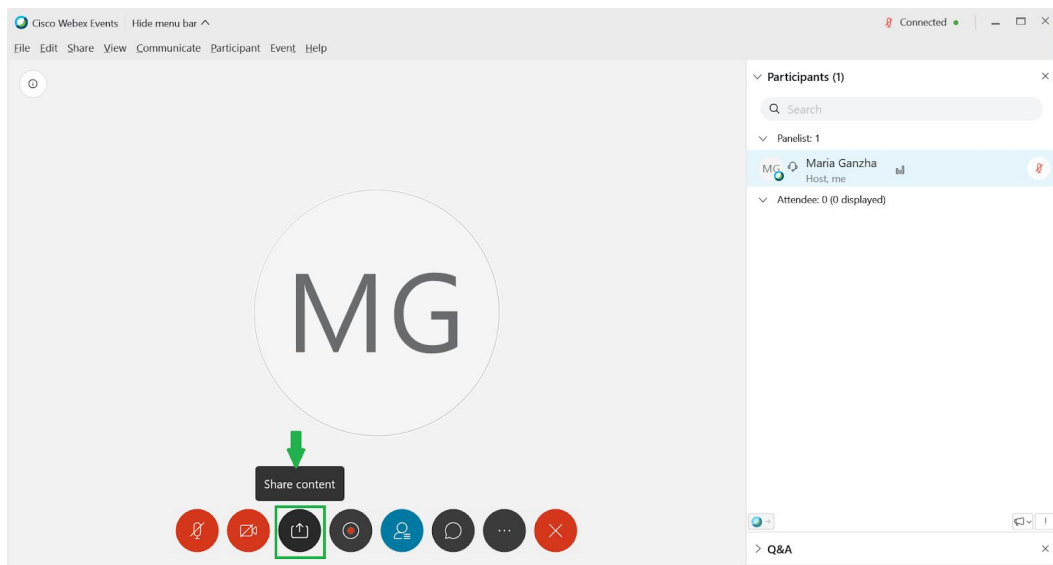
You can mute/unmute your microphone. You can Chat or ask questions.

## Presenter – what can you do during the event

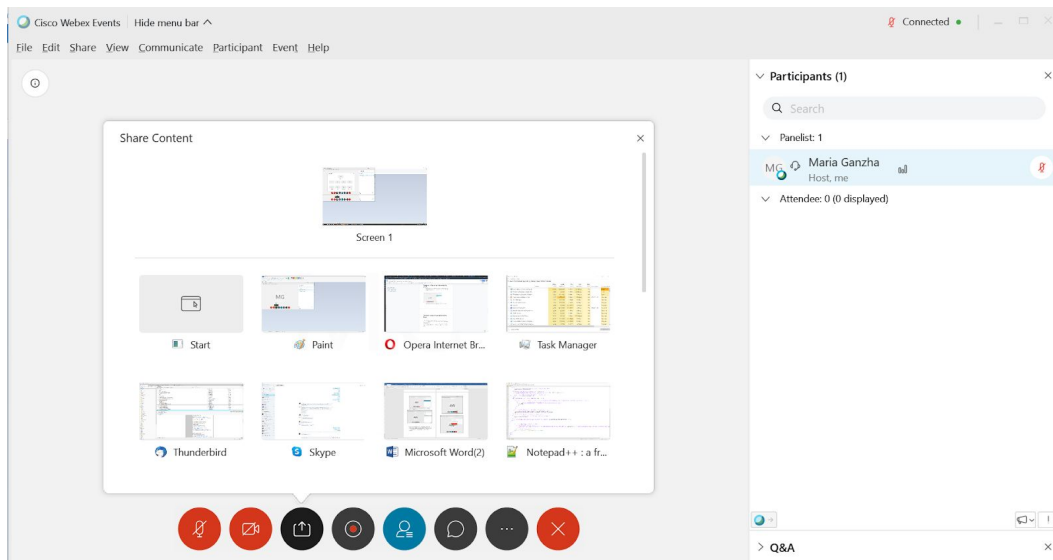
1. **During the session there is only one Presenter.** Usually it is the **Chair**, or the **Host** who, has to assign this role (Presenter) to you (if you are to have a presentation). You can see if this assignment has been done - the Cisco Webex logo will appear near your name



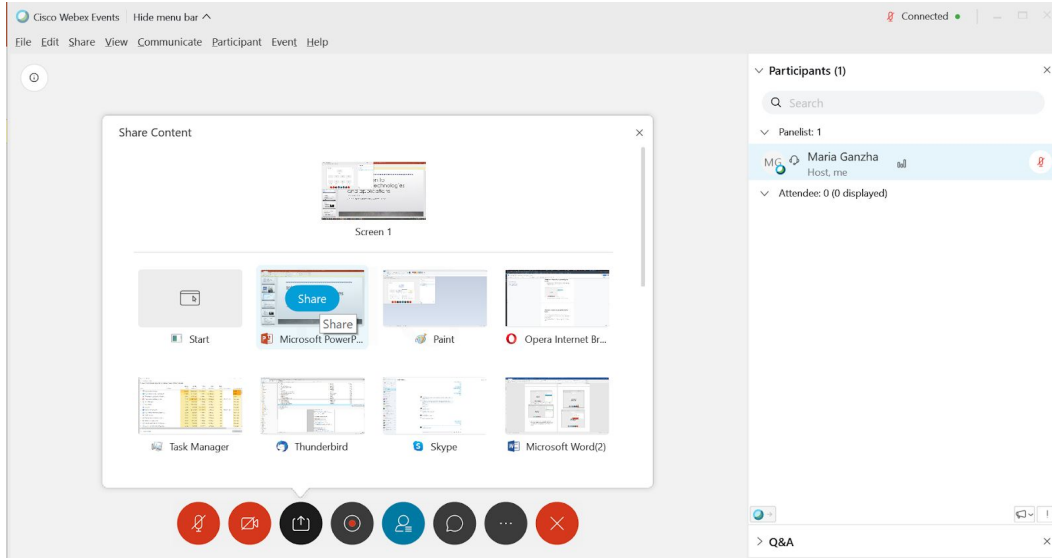
2. As soon as you are a **Presenter** you can share your screen with your presentation



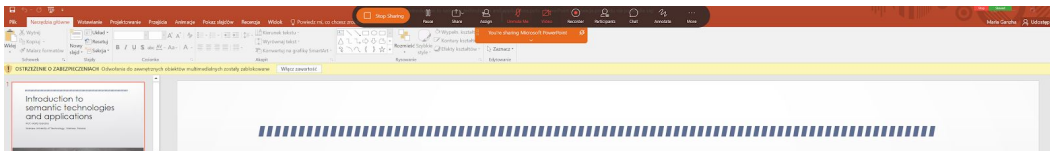
By clicking this Share sign you can choose what you would like to share (Webex will specify the list of your open applications -- hence, you may want to be careful what you have open and what you decide to actually share ;-)



You can make your selection by pointing with your mouse to the Window you are to share (better if your presentation will be already open):

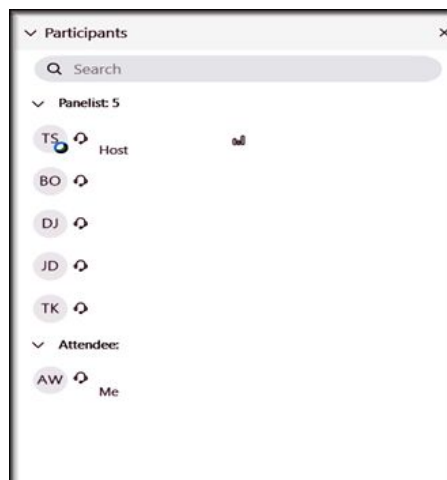


After this you can make your presentation. Please remember to stop sharing your screen after the presentation. The Webex panel will be “hiding” on the top of your screen. As soon as you move your cursor up to the top of your screen, this panel will appear:



## Attendee – what can you do during the event

1. After joining the session, you are muted (by default). You will be able to hear the presentation, and you will see this presentation. You will be able to chat, e.g. send your questions (Q/A section - see below).
2. To be able to ask the question (by speaking) you have to “rise a hand” – click on the sign “Hand” immediately above the line of Chat (from the right side) – see screenshot below.

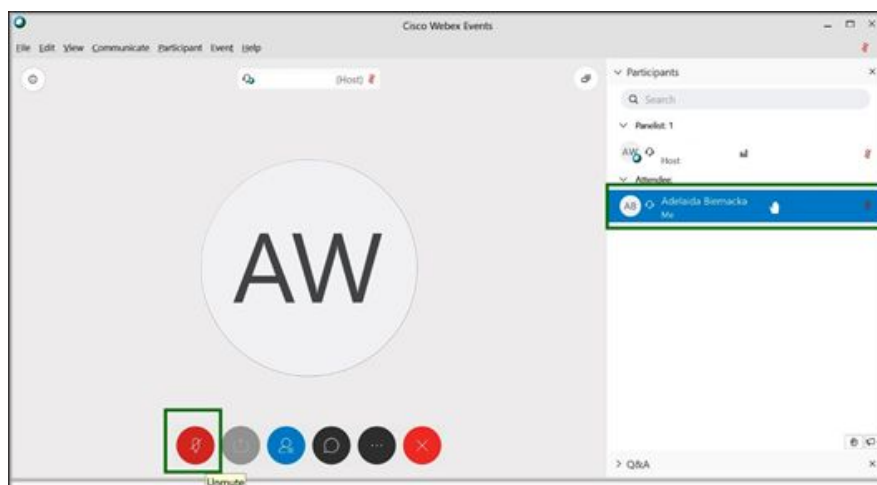




Near your name, in the list of participants, a "hand" sign will appear (see below)

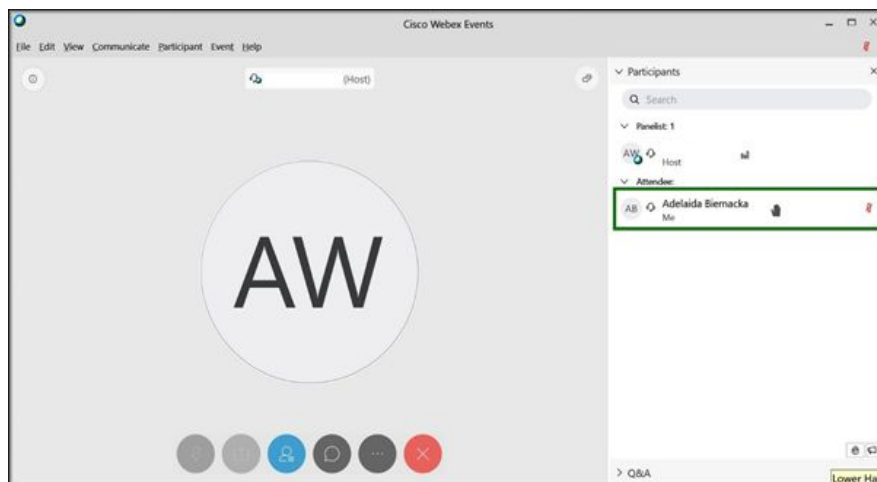


3. As soon as the Presenter, or Host, will unmute your microphone, you will be able to see also a crossed sign of the microphone changing its colour to read. It means



that now you can unmute your microphone and ask your question.

After asking a question please remember to click one more time on the „Hand” – to lower your “Hand” down.



4. To leave the event just click on the cross at the right hand site at the panel line (see picture below). You will be asked to confirm that you would like to leave the meeting. Please remember that if you would like to come back to the meeting you have to start from the same (original) link as at the beginning.

