

# WebEx for Mac – Quick Login

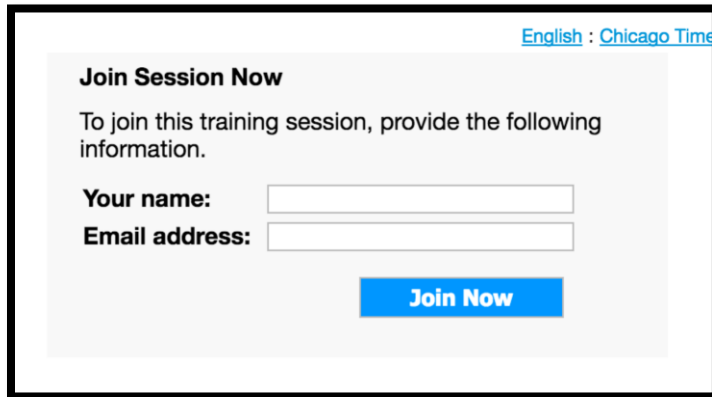
*Note: If this is your first time using WebEx, please login 15 minutes early to download a WebEx plugin in order to successfully run the program.*

## Step 1:

Login through the unique link provided in your email.

## Step 2:

Enter your full name and email address. Click “Join Now”.



The screenshot shows a web form titled "Join Session Now". At the top right, it says "English : Chicago Time". Below the title, it says "To join this training session, provide the following information." There are two input fields: "Your name:" and "Email address:". Below these fields is a blue button labeled "Join Now".

*Note: If this is your first time using WebEx, at this time, you will be prompted to install an audio plugin. Ensure that pop-up's are enabled. Depending on your Internet connection, it should only take a few minutes to download. Click to run and install.*

## Step 3:

Connect your audio through the “Use Phone” option. Select “Call me at a new number” and enter your phone number including area code. Click “Call Me”. You will receive a phone call to join the session.



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## Basics of the WebEx Platform

The screenshot shows the Cisco WebEx interface for a training session. The main content area displays session details: Topic: DSW Info Session Test, Host: Hiyana Xiong, Audio conference information, Conference Code: 452 270 4671, Attendee ID: #1 453 #, and Training session number: 924 038 643. On the right, the Participants panel is expanded, showing a list of participants: Hiyana Xiong (Host) and Hiyana (me). A red box highlights the microphone icon next to the attendee name, with a callout: "Hover mouse over name to mute and un-mute yourself." Another red box points to the entire Participants panel with the label "Participant Panel". Below the Participants panel is the Audio toolbar with various icons, and the Chat panel, which is currently hidden. A red box points to the "Raise Hand" icon in the Audio toolbar with the callout: "Emoticons. Use the 'Raise Hand' feature for any questions." At the bottom of the interface, there are four icons: a person icon, a microphone icon, a question mark icon, and a gear icon. Red boxes with callouts point to these icons: "Click to display or un-display Participant Panel" (person icon), "Click to display or un-display Chat Panel" (microphone icon), and "Click to display or un-display Chat Panel" (question mark icon). A fourth red box points to the chat input area with the label "Chat Panel".

Hover mouse over name to mute and un-mute yourself.

Participant Panel

Emoticons. Use the "Raise Hand" feature for any questions.

Chat Panel

Click to display or un-display Participant Panel

Click to display or un-display Chat Panel