

# WebEx for PC – Quick Login

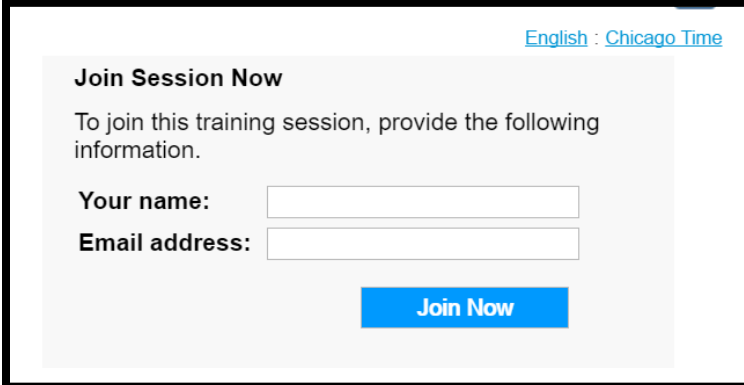
*Note: If this is your first time using WebEx, please login 15 minutes early to download a WebEx plugin in order to successfully run the program.*

## Step 1:

Login through the unique link provided in your email.

## Step 2:

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

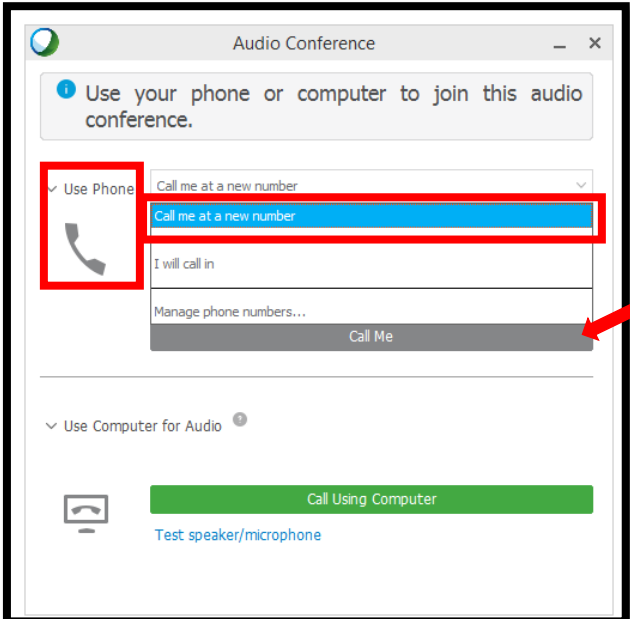


The screenshot shows a web form titled "Join Session Now" with a language selector "English : Chicago Time" in the top right. Below the title, it says "To join this training session, provide the following information." There are two input fields: "Your name:" and "Email address:". A blue "Join Now" button is centered at the bottom of the form.

*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.



The screenshot shows the "Audio Conference" window. At the top, it says "Use your phone or computer to join this audio conference." There are two main sections: "Use Phone" and "Use Computer for Audio". The "Use Phone" section is expanded, showing a dropdown menu with "Call me at a new number" selected. Below the dropdown are options for "I will call in" and "Manage phone numbers...". A "Call Me" button is at the bottom of the "Use Phone" section. The "Use Computer for Audio" section is collapsed, showing a "Call Using Computer" button and a "Test speaker/microphone" link.

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## Basics of the WebEx Platform

Click to display or un-  
display Participant Panel

Click to display or un-  
display Chat Panel

The screenshot shows the Cisco WebEx Training Center interface. The top menu bar includes File, Edit, Share, View, Audio, Participant, Session, Breakout, and Help. The main content area is divided into a Session Info section on the left and a meeting control area on the right. The Session Info section displays the following details:

- Topic: DSW Info Session Test
- Host: Hiyana Xiong
- Audio Conference: Call-in toll-free number 1-877-822-6458 (US), Call-in number 1-760-699-0455 (US), [View global numbers](#)
- Conference Code: 452 270 4671
- Attendee ID: #1 217 #
- Training session number: 923 877 852

The meeting control area on the right includes a Participants panel, an Audio panel, and a Chat panel. The Participants panel shows a list of participants: Panelist 1 (Hiyana Xiong (Host)) and Attendee 1 (Hiyana (me)). A red box highlights the Participants panel, with a callout box stating "Participant Panel". A red arrow points from the callout box to the Participants panel. Another red arrow points from the callout box "Click to display or un-display Participant Panel" to the Participants panel icon in the top right. A third red arrow points from the callout box "Hover mouse over name to mute and un-mute yourself." to the name "Hiyana (me)" in the Participants panel. A fourth red arrow points from the callout box "Emoticons. Use the 'Raise Hand' feature for any questions." to the Audio panel. A fifth red arrow points from the callout box "Chat Panel" to the Chat panel. A sixth red arrow points from the callout box "Click to display or un-display Chat Panel" to the Chat panel icon in the top right.

Participant Panel

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

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

Chat Panel