

WebEx Events Best Practices for Attendees

Equipment Required

- Laptop with:
 - Highspeed internet (hard wired is recommended)
 - Working speakers or headphone jack
 - Power supply
- Earbuds or headset
 - Alternative: phone with headset
- Web browser: for the best experience (including video support), we recommend using **Chrome** or **Firefox**
- **Apple Users:**
 - The Webex Desktop App is compatible with supported versions of Mac OS. [Install and Set Up the Cisco Webex Meetings Desktop App \(https://help.webex.com/en-us/Otow9g/Download-the-Cisco-Webex-Meetings-Desktop-App\)](https://help.webex.com/en-us/Otow9g/Download-the-Cisco-Webex-Meetings-Desktop-App)
 - Determine if your Mac OS is compatible with your Webex site, see: [Webex Meetings Suite System Requirements \(https://help.webex.com/en-us/nki3xrg/Webex-Meetings-Suite-System-Requirements\)](https://help.webex.com/en-us/nki3xrg/Webex-Meetings-Suite-System-Requirements)

Joining the Meeting

- First and most, it is important to complete the online meeting registration form prior to the posted deadline.
- All registered attendees will receive an email containing the website URL link prior to the webinar.
- A courtesy reminder email will be sent 24 hours prior to the start of the webinar.
- During the “registration/connection time” on the meeting day, click on the URL in the email or copy the URL and open a web browser and paste URL.
- The WebEx Event Log-in page will open:



Event Information: "Meeting Name"

Event status: ● Started
Date and time: Wednesday, August 12, 2020 12:45 pm
Eastern Daylight Time (Indiana, GMT-04:00)
[Change time zone](#)
Duration: 1 hour
Description:

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

Join Event Now

To join this event, provide the following information.

First name:
Last name:
Email address:
Event password:

[Join Now](#)

[Join by browser](#) **NEW!**

If you are the host, [start your event](#).

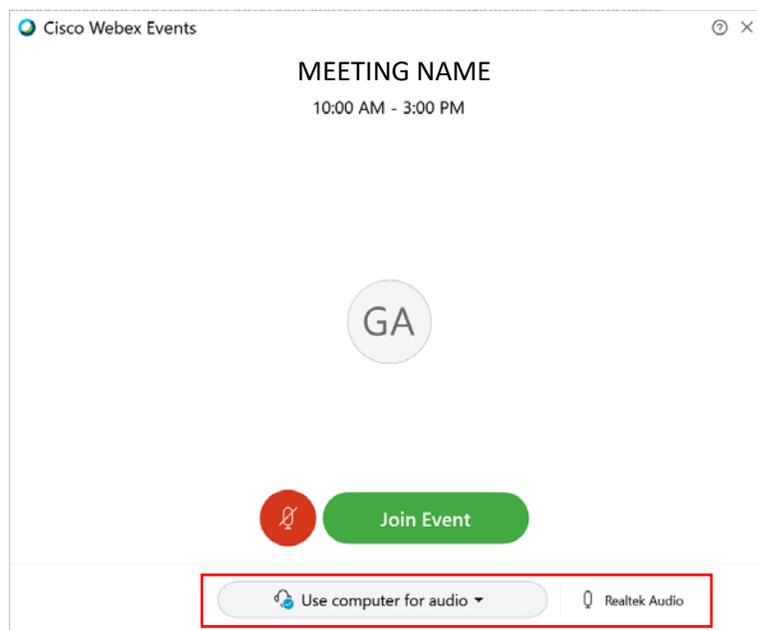
- There are TWO WAYS to JOIN, choose one:
Join Now Cisco WebEx Events App (software will be downloaded to your computer; please note this is not WebEx Meeting, rather WebEx Event)

[Join by browser](#) **NEW!** By Web browser (no downloads required)

Either way you will be able to join the event.

- Enter the fields listed:
 - First name (no abbreviations)
 - Last name (no abbreviations)
 - Email address
 - Event password will pre-populate if you clicked on the link, if not refer back to the email containing the log-in information.

Before joining the live meeting, select and test audio settings



- Select your audio source:
 - Choose the correct microphone & speaker to be used
 - Upon entry you will be automatically muted
 - Switch to Call-in
 - Follow the instructions provided
 - Upon entry you will be automatically muted
- Join the meeting by clicking on the green "Join Event"

Expectations of Capabilities



Listen only for attendees



Chat: Use to communicate platform performance issues with webinar host/team



Q&A: to the Right panel of the screen submit questions to “All the Panelists”



Participate in Polling surveys