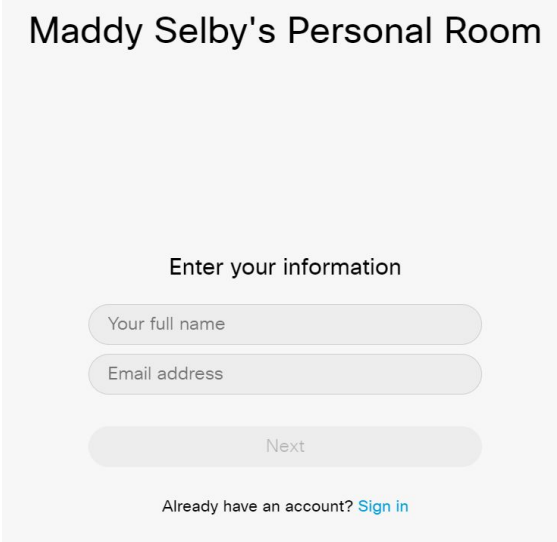


## **Webex Instructions**

*The following document will walk you through the necessary Webex functions.*

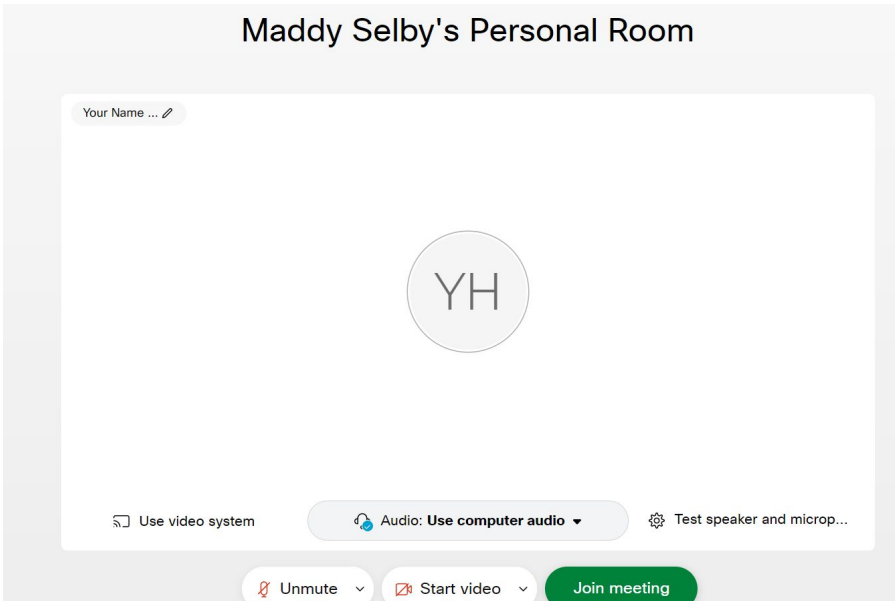
### **Logging on:**

1. Follow the link provided and either open the meeting through a browser or download the app (if you're planning on downloading the app, please do so before the event starts!)
2. Enter your full name and email address then select "Next". If you already have a webex account, you can select this here.

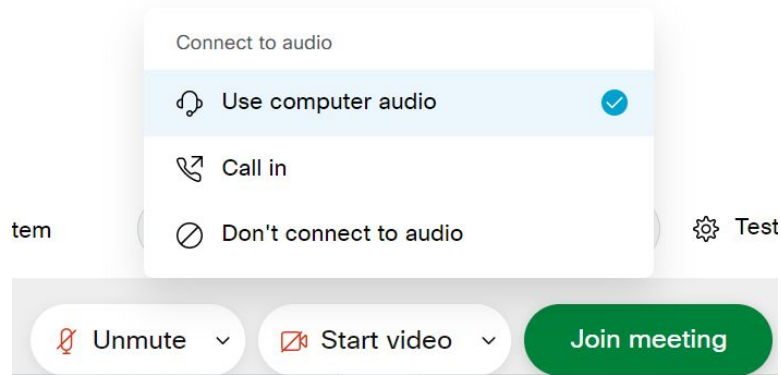


The screenshot shows a login form titled "Maddy Selby's Personal Room". The form asks the user to "Enter your information" and includes two input fields: "Your full name" and "Email address". Below these fields is a "Next" button. At the bottom of the form, there is a link that says "Already have an account? Sign in".

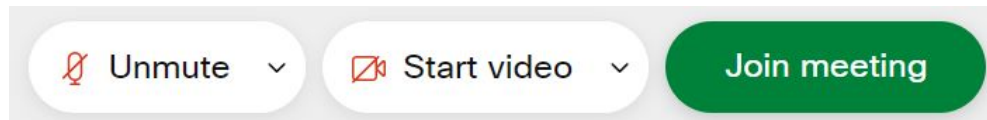
3. On the next screen, which is shown below, you may select how you want to connect to audio (through computer audio, call-in) by clicking the "Audio: Use Computer Audio" button on the bottom middle of the screen. If you select "Don't Connect" you may not be able to hear the presentation, so be sure to select an option for audio. At this screen you can also choose to test your microphone and speaker to ensure that they work properly.



The screenshot shows the "Maddy Selby's Personal Room" meeting join screen. At the top, there is a name field labeled "Your Name ..." with a pencil icon. In the center, there is a large circular placeholder with the initials "YH". At the bottom, there are several controls: "Use video system" (with a video camera icon), "Audio: Use computer audio" (with a speaker icon and a dropdown arrow), and "Test speaker and microp..." (with a speaker icon). Below these are three buttons: "Unmute" (with a microphone icon and a dropdown arrow), "Start video" (with a video camera icon and a dropdown arrow), and a green "Join meeting" button.



4. At the bottom of the screen you will see the following three options:

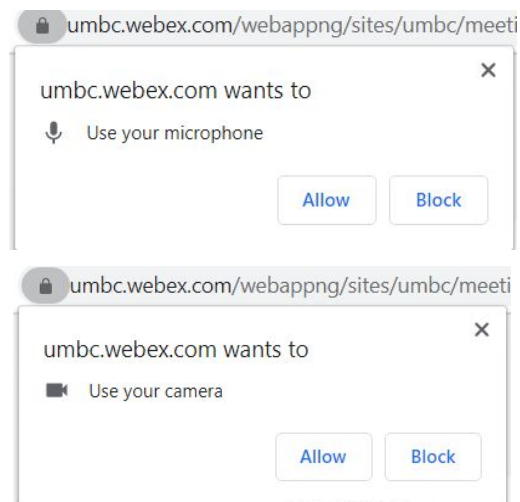


The slashes through the icon mean that the microphone and camera feature are turned off. To turn these on, you would simply click the button where it says “Unmute” or “Start Video”. By clicking the arrow located on each button you will have the choice of settings. **When joining a session, please start muted. We ask that all participants remain muted while the presenters are presenting unless asking a question. The video on or off (which is your personal camera) is completely up to your comfort level. We would be happy to see all of your smiling faces, but that decision is up to you!**

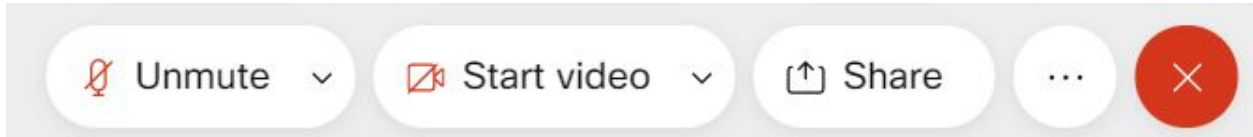
5. To join the meeting, when you are ready just click “Join Meeting” which can be seen in the above screenshot.

### **Microphone & Camera:**

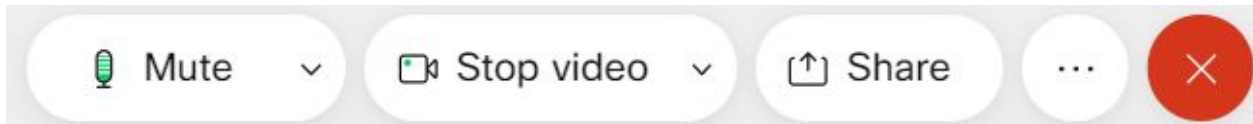
1. Ensure that you enable audio and video in the settings of the Webex application. You may get a pop-up on your browser to grant camera/microphone access. If this pops up, select “Allow”.



2. Once you are logged into a Webex session, the microphone and camera features will be located at the bottom of the screen. The arrow through the icon indicates that the feature is turned off. If you click the down arrow on audio you can choose from your settings and troubleshoot any problems you may be experiencing. The same applies for your camera.

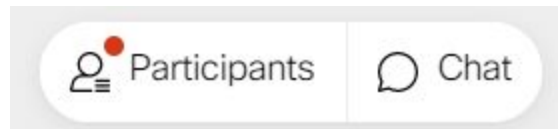


3. If at any time of the session, you want to begin sharing your video or ask a question with your microphone, click the buttons that say “Unmute” and “Start Video”. When these features are on they will say “Mute” and “Stop Video” respectively.

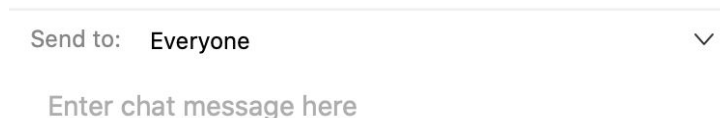


### **Chat Feature:**

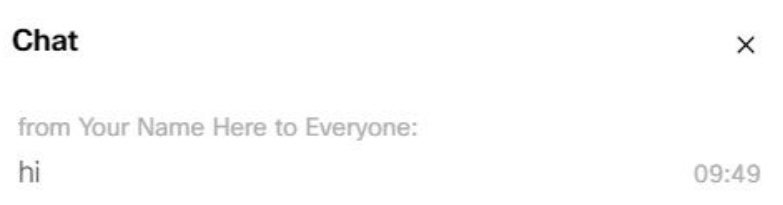
1. The chat feature is located in the bottom right corner of the screen, seen below. To see the chat and send messages just click the “Chat” icon and it will bring up the chat window. **The chat window will be a good place to ask questions during the presentation!**



2. To send a message to everyone in the session, make sure that the “Send to:” line says “Everyone”. Any messages that you send to “Everyone” will be seen by all attendees of the session. During the presentation feel free to put questions/comments here for the moderators and your fellow attendees to see. To send a message, just type your message where it says “Enter chat message here” and hit Enter.



3. All chat messages will show up in the same chat window. It will have the name of the person who sent the message, who they sent the message to (below the message was sent to “Everyone”) the time sent and the message. If you privately message someone, the messages will appear in your chat window but will have a name in the “to ....” spot instead of saying “Everyone.” When you privately message, only you and the recipient will be able to see the message!

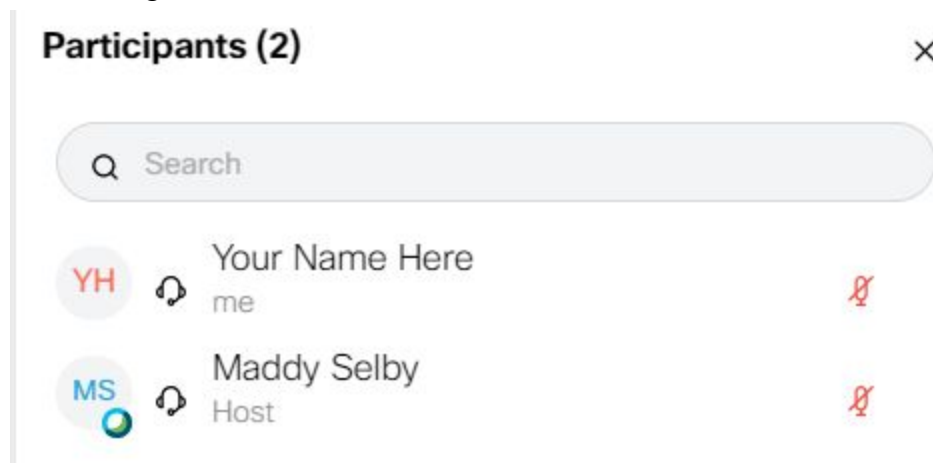


4. To privately message someone, click where it says “Everyone” in the “Send to: “ spot of the chat window and select who you want to send your message to. You can double check that you’re sending it to the right person by confirming that the “Send to: ...” is going to the right person. If you’re trying to message a Host or Co-Host of the session, you can check the Participant tab (instructions below) to see who you should be messaging!



### **Participants:**

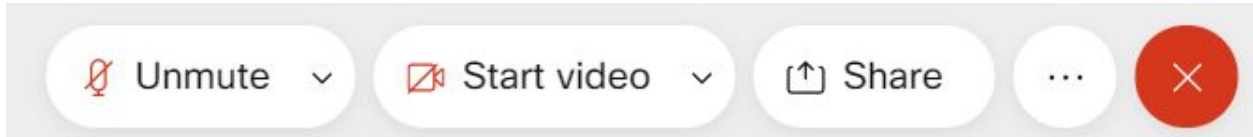
1. In the bottom right corner of the screen next to the chat icon is the participants tab. You can click on it to see everyone who is currently in the meeting. The CWIT hosts for the session will be indicated by the word “Host” or “Co-Host” underneath their name, seen in the below image.



2. The Participants List is another place where you can check to see if you are muted or unmuted. Look at the icon to the right of your name. If the microphone is red with a slash through it like above, you are muted. If it is not, then you are unmuted.

**Leaving a session:**

1. To leave a session, click on the red x located in the bottom of your screen once the session has ended.



**Questions? Email Erica D'Eramo**  
**([deramo@umbc.edu](mailto:deramo@umbc.edu))**

**BEST of luck!!**