



Washington
State Department of
Agriculture

Animal Food Industry Training

Getting Started Guide For Participating In The Webex Training

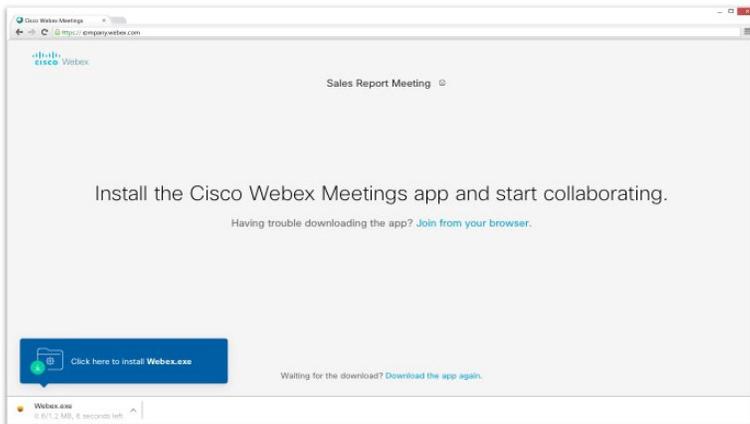
What you will need:

1. Computer
2. Telephone (optional if not using computer)
3. USB headset/earbuds or mic on webcam

Join a meeting

Participants can join by using the **Join WebEx Meeting** link in the email invite you received. You can join your meeting in different ways, like from your computer, mobile device, or phone. Your invite includes the options available to you for that particular meeting.

1. The easiest is to Click on the Join WebEx meeting link in the email invite or registration confirmation you received to enter the meeting. You will need to enter the password to the meeting found in the email invite (if applicable.)
2. If you have not joined a Cisco Webex Meeting before, you may be asked to install the Cisco Webex Meetings app. On Windows, click Webex.exe. On Mac, click Webex.pkg.

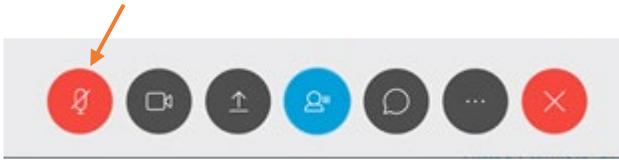


You may be asked to type in your name and email address before joining the meeting if you have not logged in before.

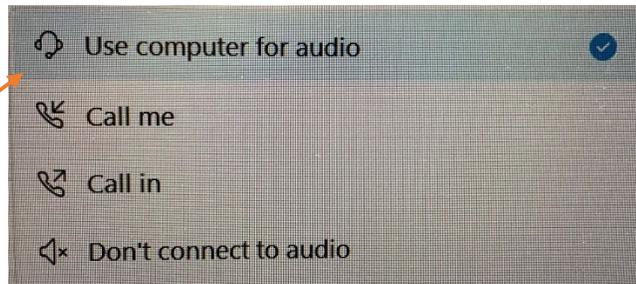
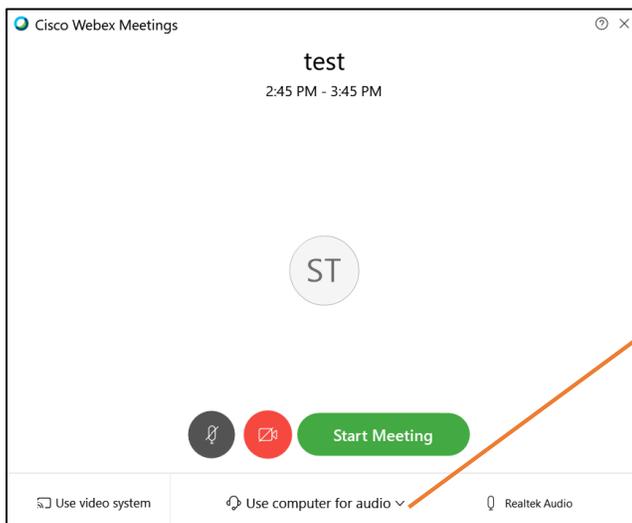
3. Click the **Join Meeting** button.

Along the bottom of the screen, you'll see a number of icons. The ones you see will vary depending on what you are allowed to do in the meeting.

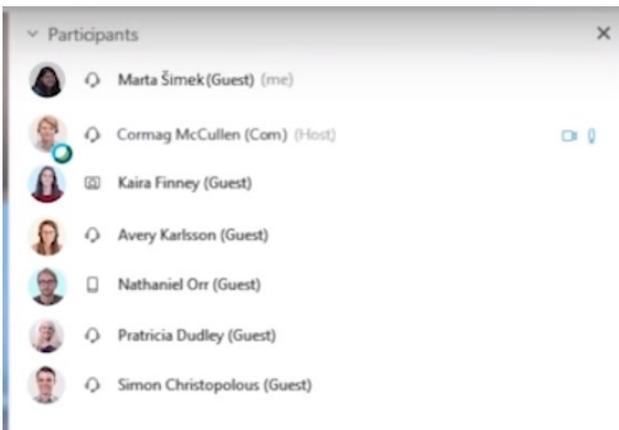
For this training, you will not have access to the Microphone: It will be red because all participants will be muted.



4. Select **Use computer for audio** under the green **Start Meeting** button. If you are having issues connecting via computer audio, choose **Call In** from the drop down menu. Select which devices (speakers, microphone) you would like to use. Click **Connect Audio** button.

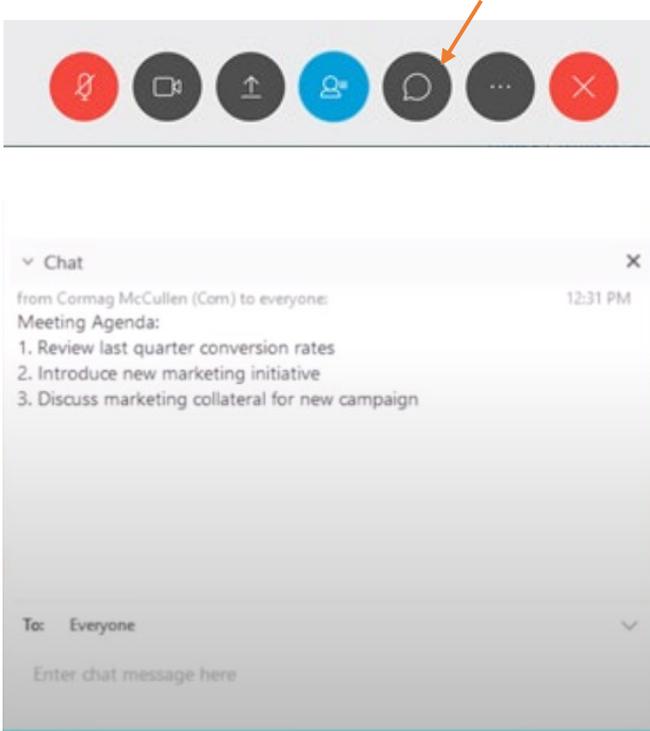


5. Clicking on the participant panel button will show you a list of participants in the meeting, in a column on the right of the screen.



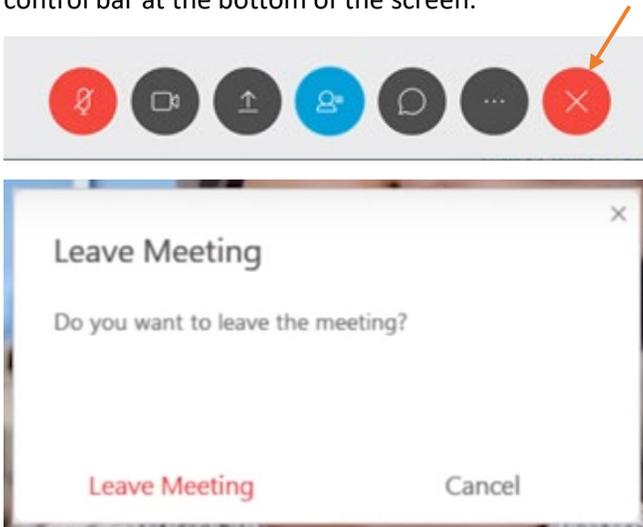
In the participants' panel, you will see a list of participants. You can see details about the participants, such as the name of the participant, how they are connected and if their audio is muted.

6. Click on the chat icon at the bottom of the screen.



The chat panel will appear in the bottom right corner of the WebEx on the chat icon to see what others are saying and enter your comments and questions for the presenters in the chat space.

7. When the training is finished, participants can leave the meeting by clicking on the **Leave Meeting (X)** button on the control bar at the bottom of the screen.



Prior to your meeting, open a Test WebEx Meeting

Before the training begins, you may want to open a test WebEx meeting to verify that your hardware and software are working properly with the WebEx interface. To test a meeting, click here: <https://www.webex.com/test-meeting.html>

Participants Best Practices

- A headset is better than built-in speakers/microphones
- Choose a quiet place. Remove background noise from your location
- Use the best connection possible - wired is better than wireless
- During the session, mute your microphone so that others are not distracted by any background noise.