



ATTENDEES

We highly recommend joining via a laptop or desktop computer.

If this is your first time using Webex, please allow extra time for setup.

Please note that in order to join on a mobile device, you must download the "Cisco Webex Meetings" app.

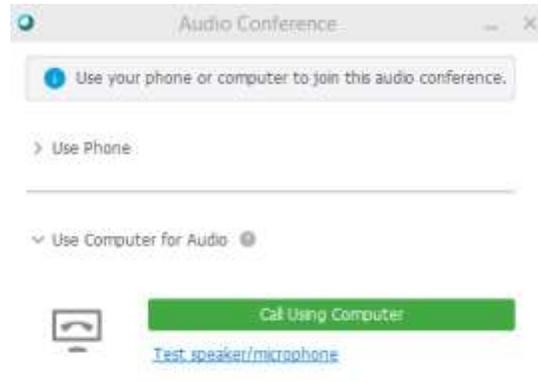
The app, however, does not provide full functionality.

Getting Started:

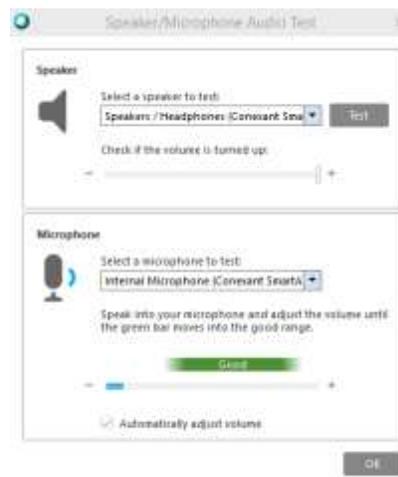
- Register for the Webex session using the provided link.
- After registering, you will receive a registration confirmation email. Click the provided link from the confirmation email to join the session. Enter the **registration ID** and **session password** sent in the email if the information is not already prepopulated.
- After entering the session, you will be prompted to test the audio.

Audio Set Up

Under **Use Computer for Audio**, select **Call Using Computer** to use your computer's audio. If you would like to use a phone, a call-in number is provided under **Use Phone**.



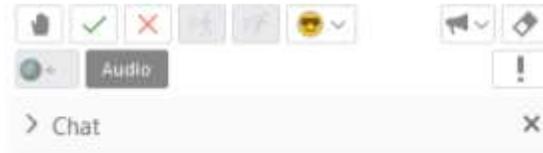
If you elect to use your computer for audio, click **Test speaker/microphone** and adjust your volume accordingly. If you wish to use a headset (recommended), rather than your computer's internal speakers, connect your headset and select it from the **Select a speaker to test** drop down menu. **Click test** and adjust the volume accordingly. After you have finished testing, click **OK** and click **Call Using Computer**.



Please note that your microphone will be kept on mute during the entire session.

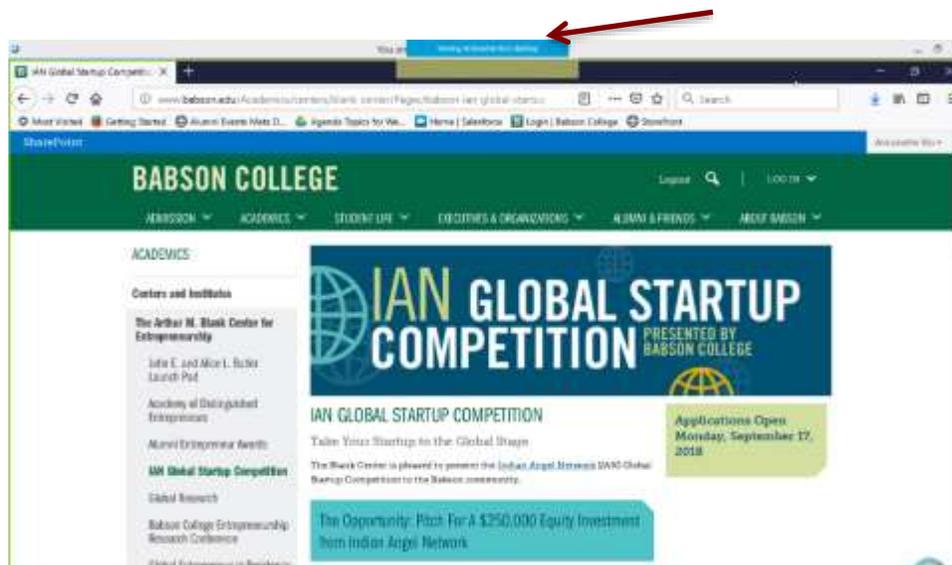
Chat

If you would like to get in touch with one of the organizers or participants in the session, use the Chat box below the Participants panel. Please do not chat with the presenters during their presentation.

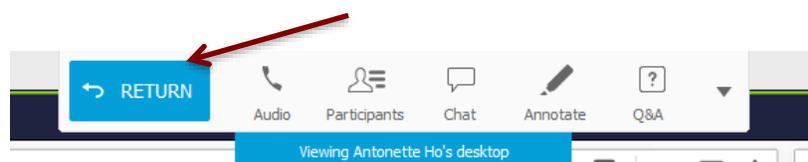


Desktop/Application Share

The presenter/host may choose to **share their desktop**, as you can see below. When this happens, you will still see the video window in the top right, but you'll notice that the participant window and chat have disappeared. **Hovering over the blue tab at the top** of your screen allows you to bring them back. NOTE: you will still be able to see the video feed from your group on top of the screen share.



When you hover over the blue tab, you will see the following options. If you click **Return**, you will go back to the main WebEx interface. You will also return to the main interface if the host or presenter closes the screen share.



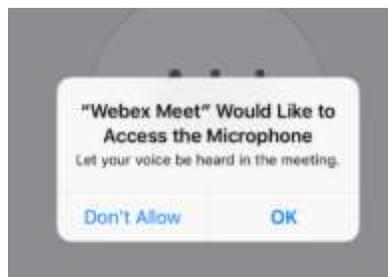
Joining via Webex app (iPad)

Join the Webex by entering the meeting number, name and email. Once you are logged in, you will be prompted to enter your registration ID and meeting password.

Below is the first screen that you'd see when you join. If you would like to use your iPad's speakers/microphone, please select **Call Over Internet**.



Click **“OK”** to enable access to the microphone.



Please note that your microphone will be kept on mute during the entire session.

Having trouble joining? Call the Babson IT Service Center +1-781-239-4357 (HELP).