How to WebEx

Join the Meeting Online participants

1. Access to "My Page."
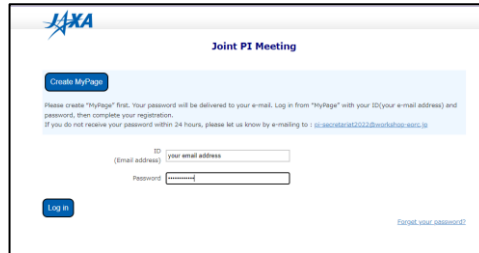
2. Click "Join Meeting"
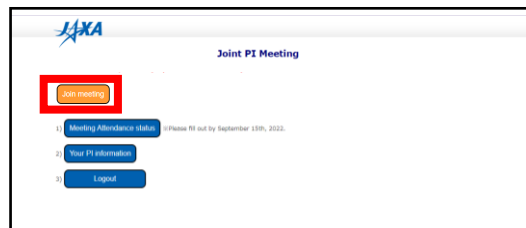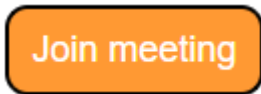
   Join meeting

3. Click WebEx icon to join the meeting.

4. Enter your name as [First Last (Affiliation)]

5. Click join as a guest.

   *You cannot change display name after joining. If you have account and signed in, please check your display name before joining or sign out once and join as a guest.
   PW: piws

How to ask question

To ask question you can do 2 ways:
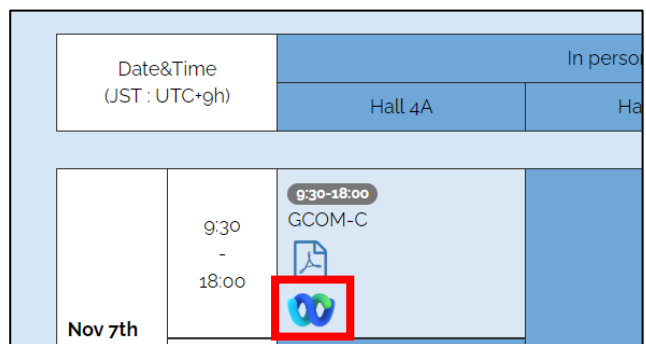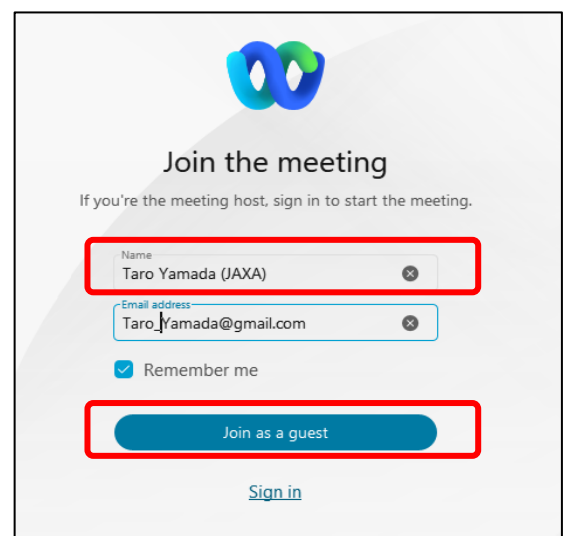
<u>Raise your hand</u>

> so that the secretariat can call your name, and then you can ask your question.

1. To raise a hand please click on the participant icon
2. Then hover on your name and click on the "Raise Hand" icon. You can also use "raise hand" icon on the function bar.
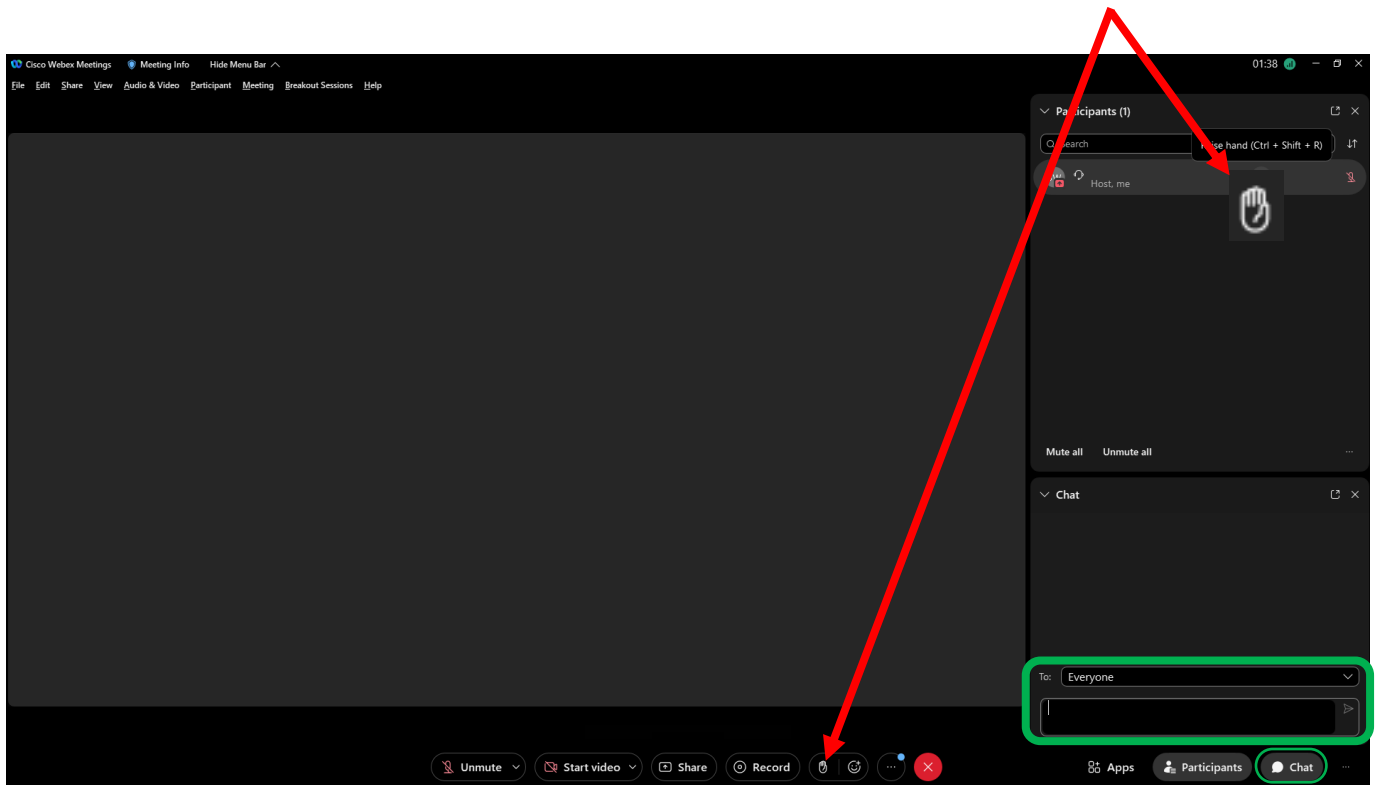
<u>Chat box</u>

> so that the secretariat will read your question and get answer.

1. To ask from a chat, please click on the chat icon
2. Then input your question in the chat box and send it.

For panelist

<ONLINE presenters>

1. You receive the email invitation from WebEx.
   Click "Join Event" in the email.
   ※**Panelist can only join from the Invitation Mail**

   You're a panelist for this Webex event. When it's time, join the Webex event here.

   Host: Dan Jakubiak (d   @u   **Sample**
   Event number (access   e   6 5 20 2)
   Event password: mRqFVvvY586
   Panelist password: helloUConn! (Please do not share panelist password)

   Saturday, August 8, 2020 2:15 pm, Eastern Daylight Time (New York, GMT-04:00)

   [Join event]

2. Put your name as
   "First name Last Name (Affiliation)"

3. Click "Join as a guest."

   *You cannot change display name after joining.
   If you have account and signed in, please check your display name before joining or sign out once and join as a guest.
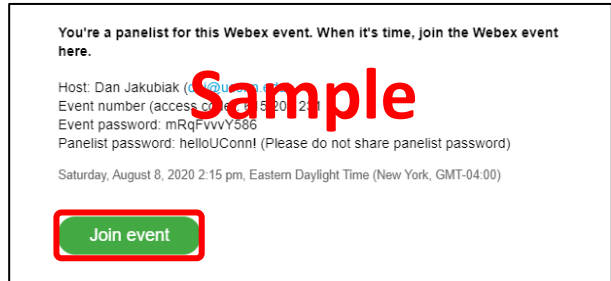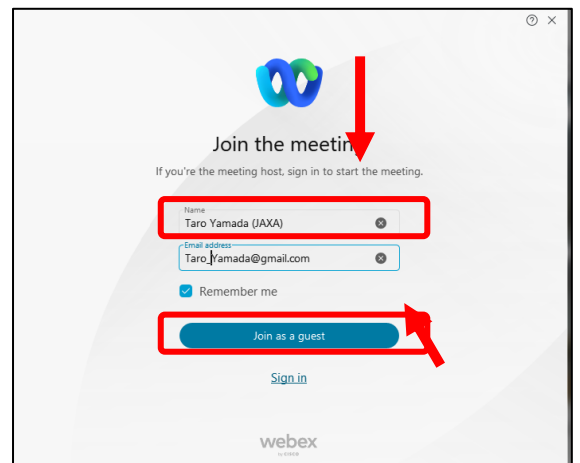
   PW: piws

   Join the meeting
   If you're the meeting host, sign in to start the meeting.

   Name
   Taro Yamada (JAXA)

   Email address
   Taro.Yamada@gmail.com

   ☑ Remember me

   [Join as a guest]

   Sign in

   webex

<VENUE presenters>

1. Operator will share your slides.
2. Presenter can use clicker at lectern to turn the pages.

Share your slides → After slides are shared, you use clicker to turn the pages.
* You can check the slides on a PC on the lectern. → After your turn is done, change to next presenter's slide.

Pointer
Next Page
Back Page

Canon

How to share screen

Please open the file that you would like to share first.

③ If your file has sounds, please click this icon to share the sounds.

② Choose the file you want to share.

① Click "Share"

④ Click blue "Share" button

*Do not forget to "Stop Sharing" when your presentation is done.

For MacOS: share screen permission

If you have trouble during Sharing Screen such as:
1. Screen sharing option is greyed out in Webex Meetings on Mac.
2. Unable to share the screen in a meeting on Mac.

Cause:
The issue is caused by security permissions on Mac. You need to allow access to share screen in system preferences.

Follow the steps below to allow permission:
1. Select **Apple icon** in the top-left corner.
2. Select **System Preferences** > **Security & Privacy:**
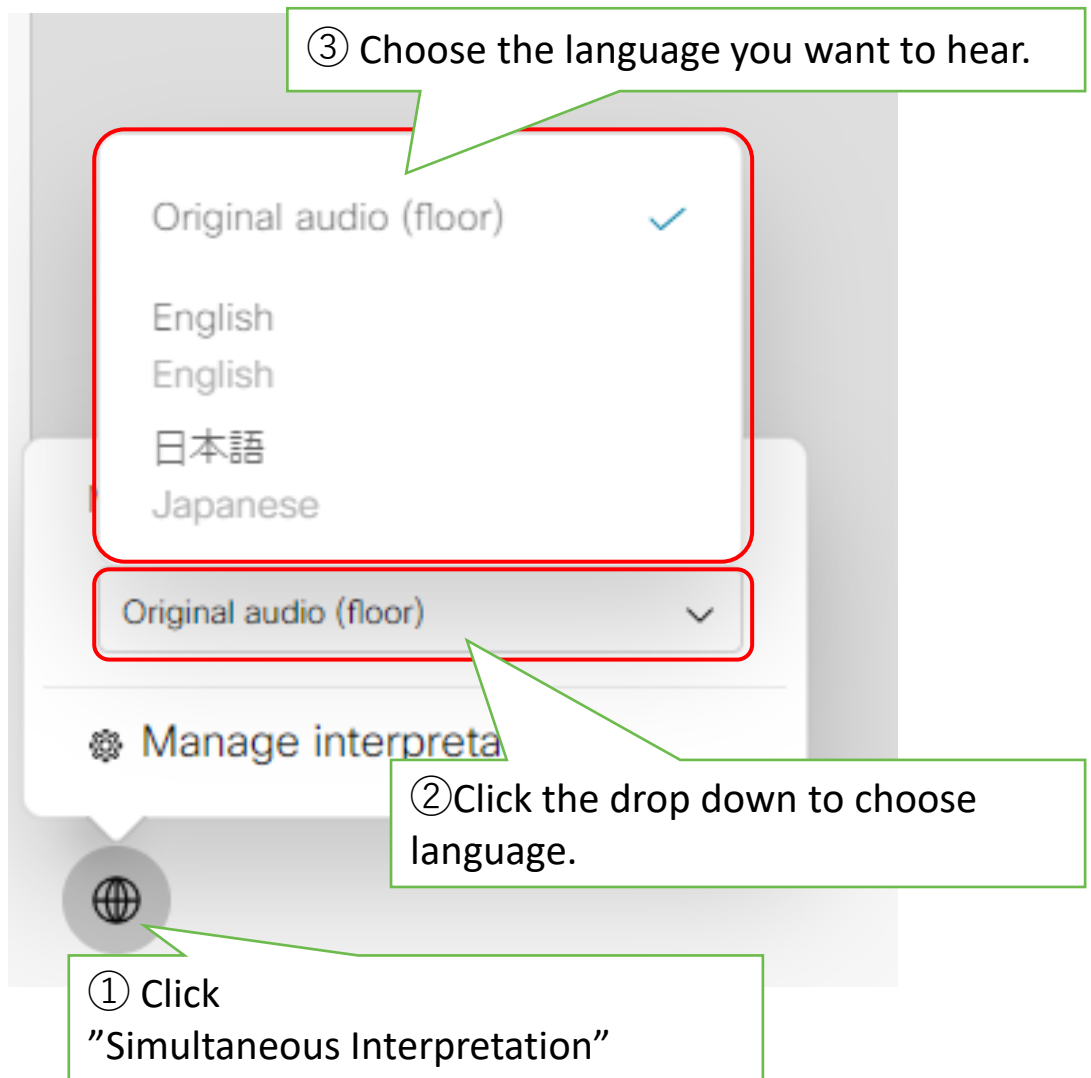

3. Click on the **Privacy** tab.
4. Select **Screen recording** from the left panel.
5. Click on the lock icon to make the changes:

6. Under '*Allow the apps below to record the contents of your screen, even while using other apps*' enable **Cisco Webex Meeting.**

Simultaneous Interpretation

③ Choose the language you want to hear.

Original audio (floor) ✓

English
English

日本語
Japanese

Original audio (floor) ⌄

⚙ Manage interpreta

②Click the drop down to choose language.

① Click
"Simultaneous Interpretation"

※Note: Original audio is raw audio without any translations
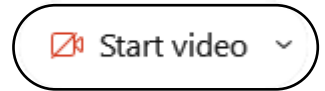
Connection is not well?

If your internet connection does not work well, there are few ways to fix it.

① Turn off your camera.

The network will be better, and audio will be recovered.
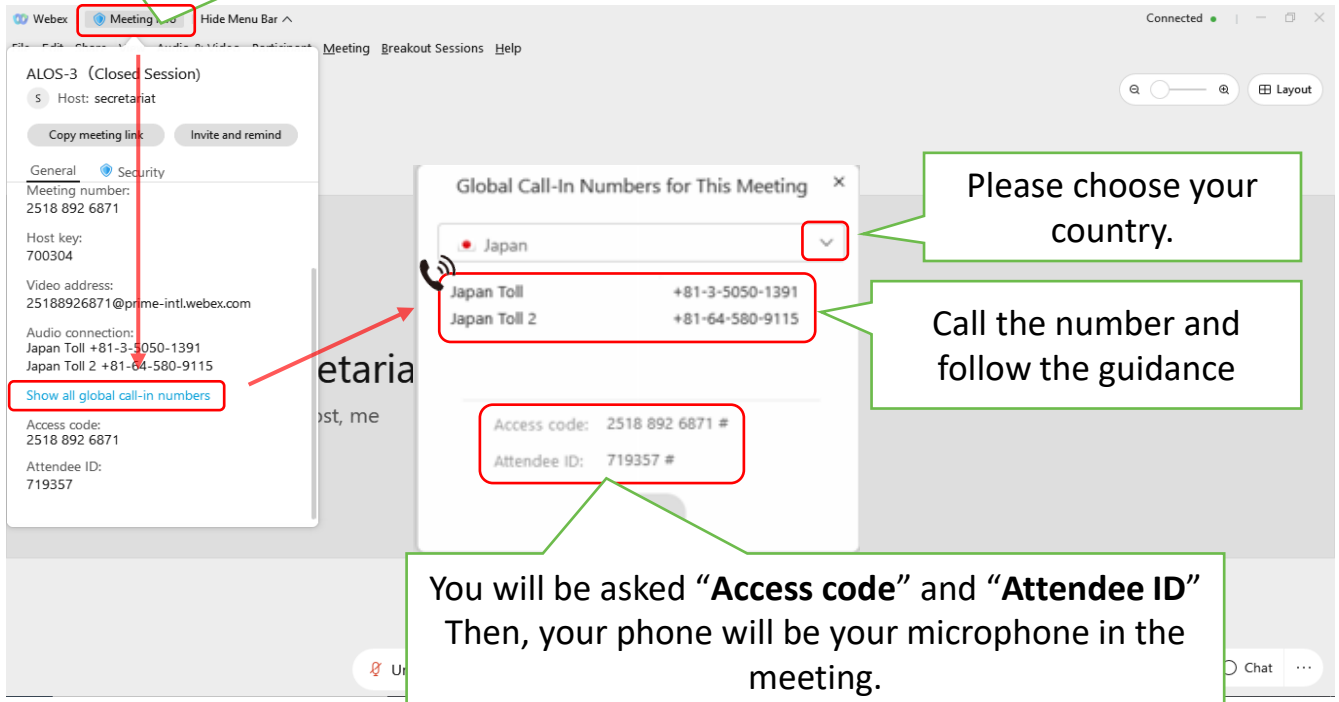Please get closer to Wi-fi router.
If it does not work, please try 2nd option.

② Please try Call-in by phone.

When you call-in, your WebEx audio will be set to the phone.

Please click "Meeting Info," and click "Show all global call-in numbers"

Please choose your country.

Call the number and follow the guidance

You will be asked "**Access code**" and "**Attendee ID**"
Then, your phone will be your microphone in the meeting.

ASK FOR HELP : pi-secretariat2022@workshop-eorc.jp