

How to WebEx

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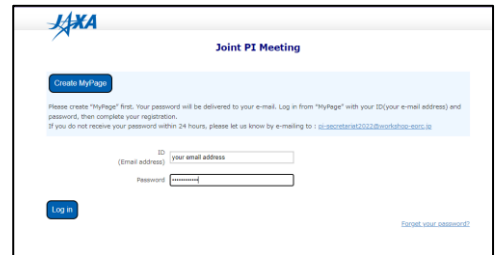
Tips

- Please turn **OFF** your camera unless you talk while a meeting for the stability of internet communication.
- If you have any question to the presenter, please use **Chat** or **Raise hand** function.
- Please do not record neither take screenshots.

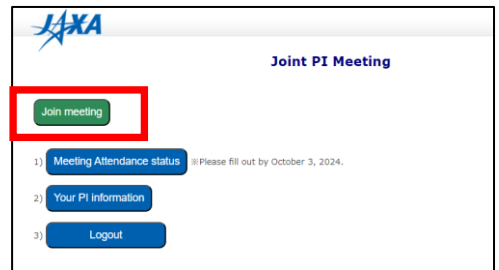
ASK FOR HELP : pi-secretariat2024@workshop-eorc.jp

Join the Meeting for Presenters and Participants

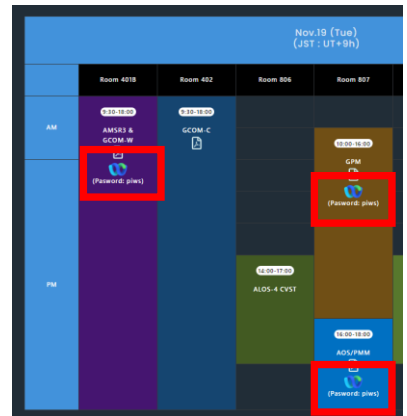
1. Access to "[My Page.](#)"



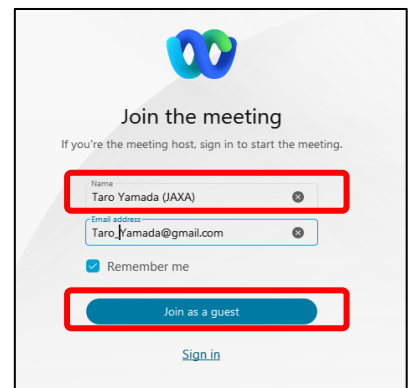
2. Click "Join meeting"



3. Click WebEx icon to join the meeting.



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



5. Click join.

you can change your display name

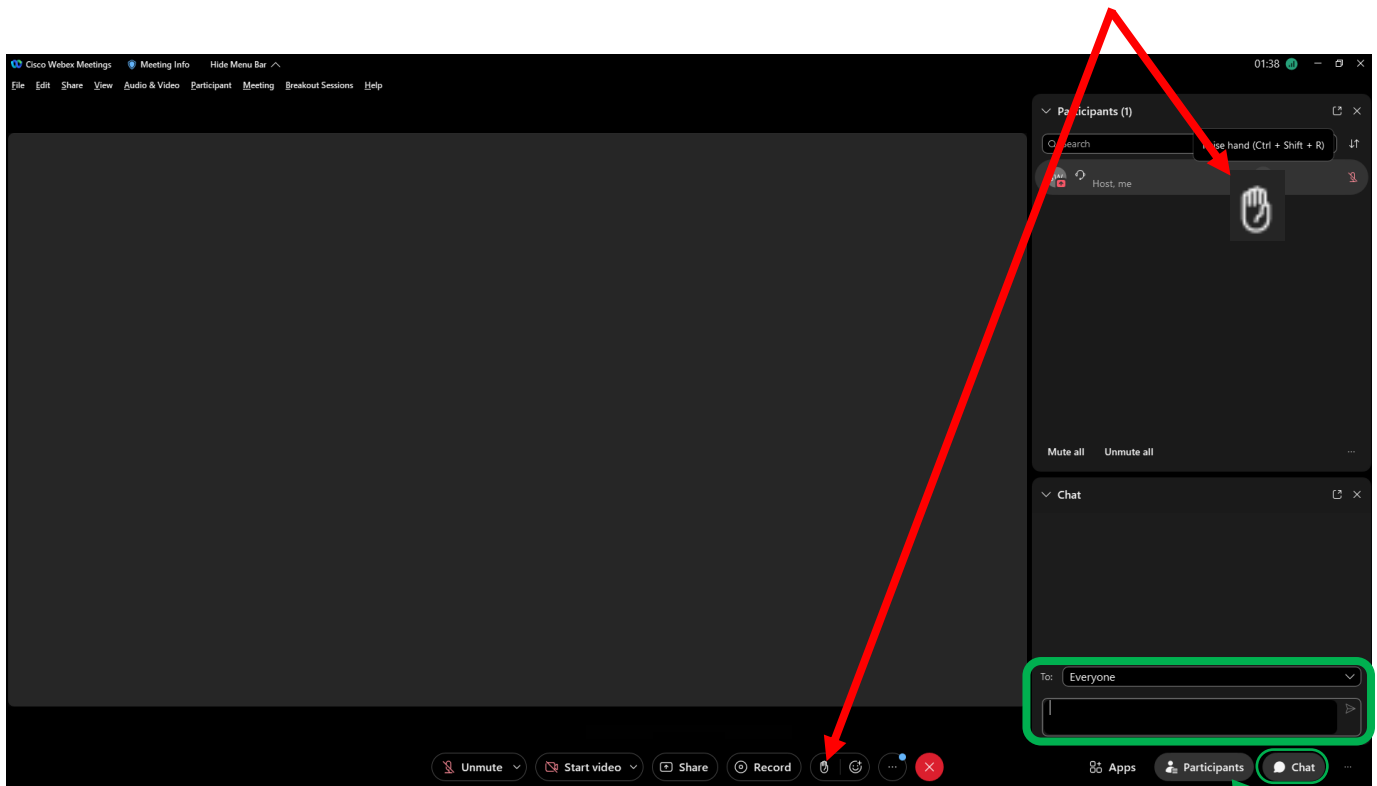
1. Click Participants icon
2. Right click on your name
3. Edit display name



How to ask question

Raise your hand

MC can call your name, and then you can unmute & ask question.



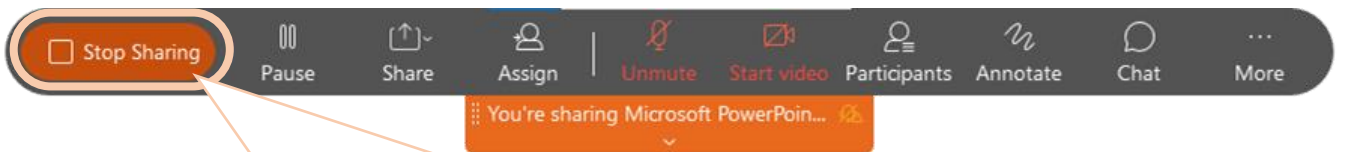
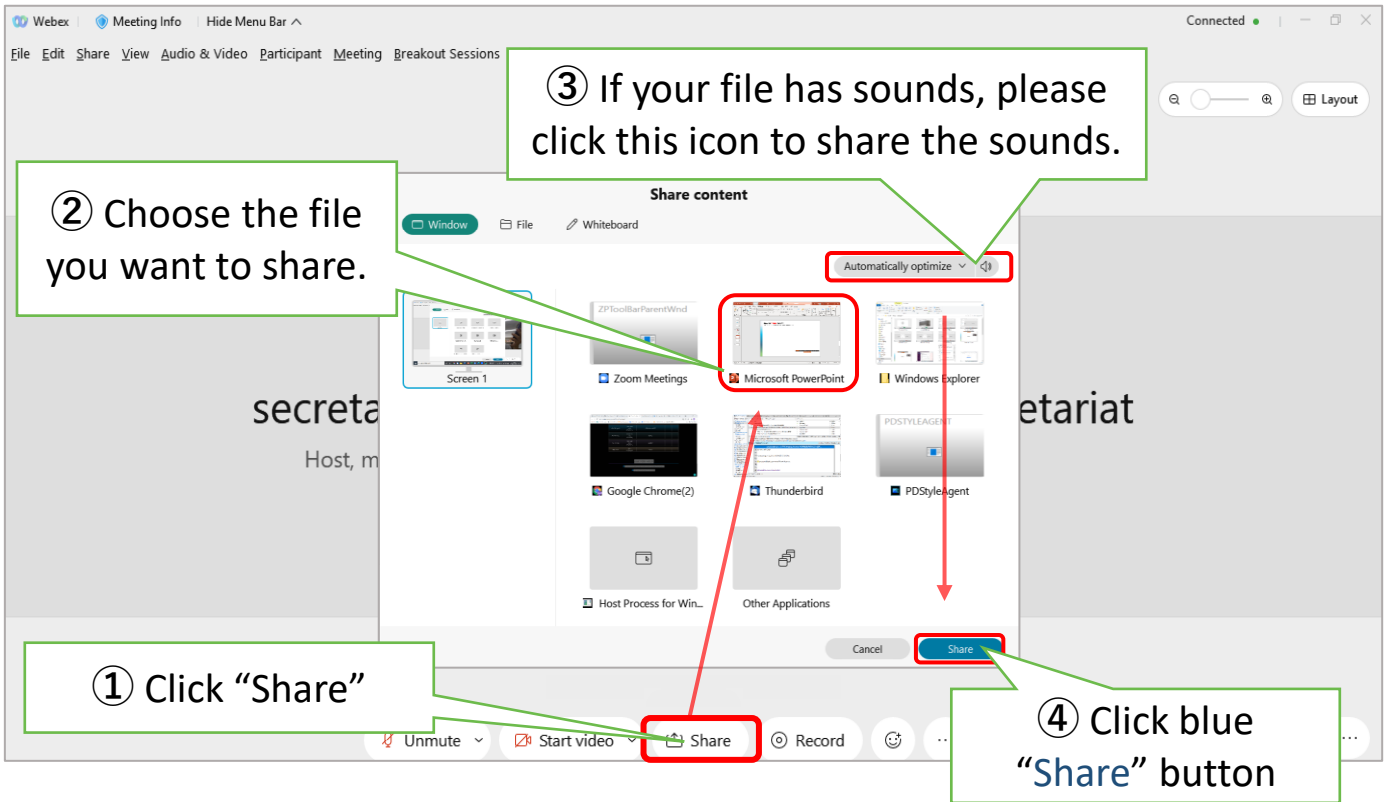
Chat box

MC will read your question and get answer.

1. Click on the chat icon
2. Then input your question in the chat box and send it.

How to share screen

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



*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

The image shows a user interface for simultaneous interpretation. At the bottom left, there is a globe icon. A callout box labeled '1' points to it with the text: '1 Click "Simultaneous Interpretation"'. Above the globe is a 'Manage interpreta' button with a gear icon. A callout box labeled '2' points to a dropdown menu below the button, containing the text: '2 Click the drop down to choose language.'. The dropdown menu is open, showing a list of options: 'Original audio (floor)' (with a blue checkmark), 'English', 'English', '日本語', and 'Japanese'. A callout box labeled '3' points to this list with the text: '3 Choose the language you want to hear.'.

※Note: Original audio is raw audio without any translations

Connection is not well?

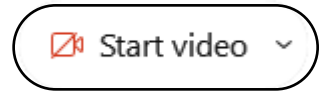
If your internet connection does not work well, there are few ways to fix it.

① Turn off your camera.

The network will be better, and audio will be recovered.

Please get closer to Wi-fi router.

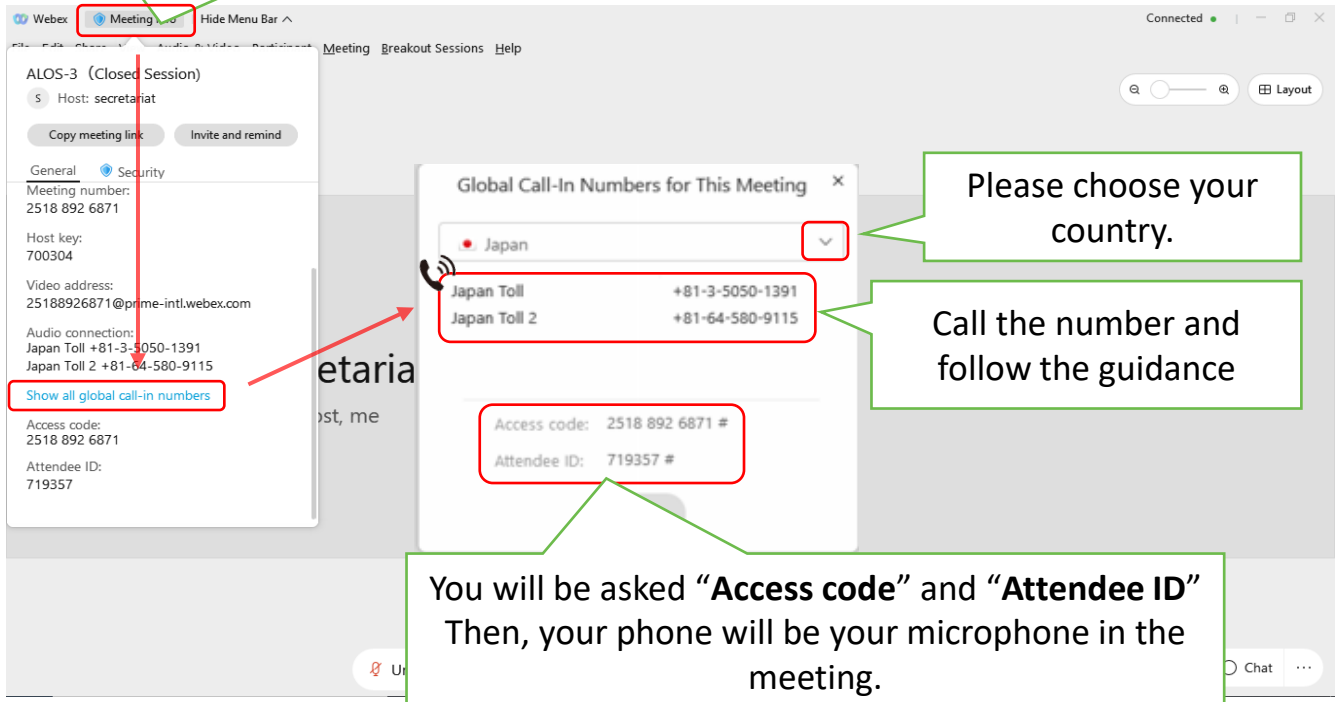
If it does not work, please try 2nd option.



② Please try Call-in by phone.

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

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

A screenshot of the WebEx interface showing the 'Global Call-In Numbers for This Meeting' dialog box. The dialog box is open, showing a dropdown menu for 'Japan' and a table of toll numbers. The 'Access code' and 'Attendee ID' fields are also visible. Red boxes highlight the 'Meeting Info' button, the 'Show all global call-in numbers' button, the 'Japan' dropdown, the toll numbers table, the 'Access code' field, and the 'Attendee ID' field. Green callout boxes provide instructions for each step.

Global Call-In Numbers for This Meeting	
Japan	
Japan Toll	+81-3-5050-1391
Japan Toll 2	+81-64-580-9115

Access code: 2518 892 6871 #

Attendee ID: 719357 #

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.

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