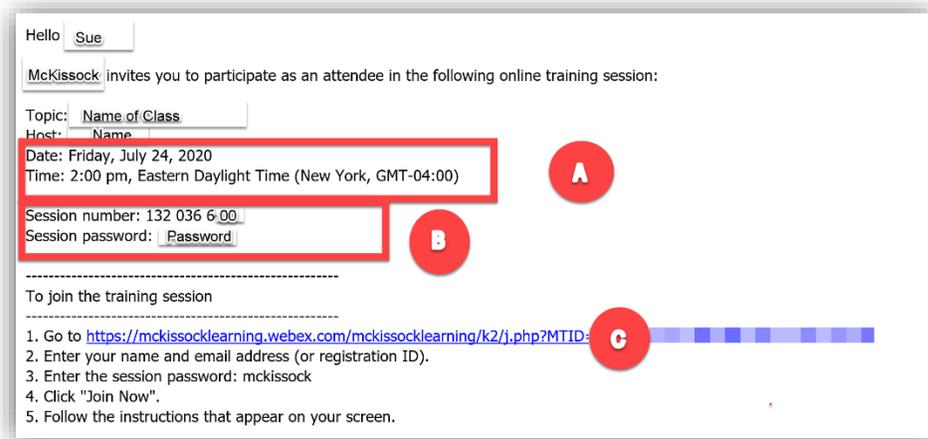## Invite:

When a Webex Training session is set-up, you will receive an email invitation from messenger@Webex.com to attend the session. This email includes the meeting number, the password (if one is required), and a link to the URL. It will look similar to the email below.

Hello Sue

McKissock invites you to participate as an attendee in the following online training session:

Topic: Name of Class
Host: Name
Date: Friday, July 24, 2020
Time: 2:00 pm, Eastern Daylight Time (New York, GMT-04:00)   A

Session number: 132 036 6 00
Session password: Password   B

To join the training session
----
1. Go to https://mckissocklearning.webex.com/mckissocklearning/k2/j.php?MTID=   C
2. Enter your name and email address (or registration ID).
3. Enter the session password: mckissock
4. Click "Join Now".
5. Follow the instructions that appear on your screen.

A. Date and start time of class—you may need to adjust to your time zone.
B. Meeting number and password.
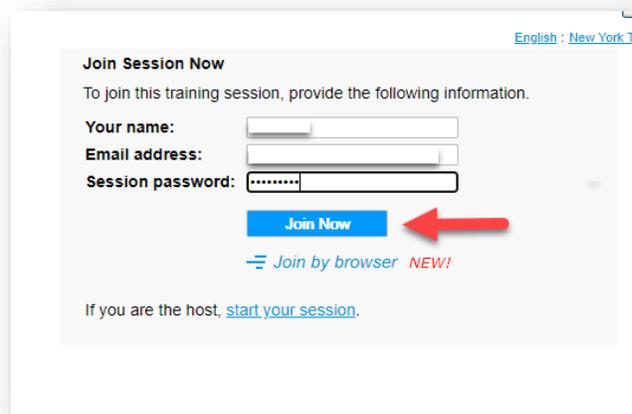C. The Webex URL link to click to attend the class.

Joining the McKissock Learning class:

Step 1: Click the URL link in the messenger@Webex email invite, to enter the meeting. A screen will populate that includes a "Join Session Now" box (see below).
**Step 2:** Enter your name and email address (same email address that was used in your invite).
Step 3: Enter the session password.
Step 4: Click Join Now

English : New York Ti

Join Session Now
To join this training session, provide the following information.

Your name:
Email address:
Session password: ·········

Join Now

Join by browser NEW!

If you are the host, start your session.

Note: You cannot click the join button until the host has started the session. You may have to refresh the page closer to the recommended joining time (usually 15 minutes prior to the class start time). You will see the message below and the join now button will not be accessible until the host starts the training session.

Note: We do not recommend joining by browser as some of the session's functionality may be lost.
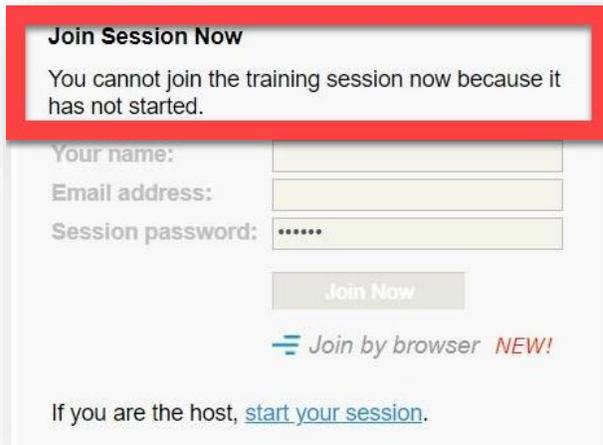
Step 5: If you've joined Webex Training sessions before, follow the prompts to join **(skip to Step 8)**

Step 6: If this is your first time using Webex Training, you will be prompted to add Webex to your browser (Chrome, Edge, Firefox, etc.) as a Cisco Webex Extension. If you don't wish to add the extension, you may run a temporary application to join this class. **Note**: Please allow at least 5 minutes to add the extension or download the temporary application. The temporary application performs the same as adding the extension to your browser.
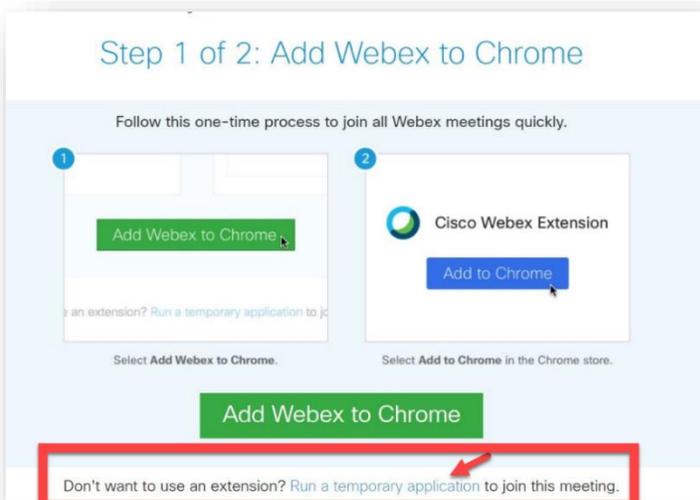
Step 7: Follow the onscreen prompts to allow the Webex extension or temporary application to download and open. Below are some tips for the different browsers.
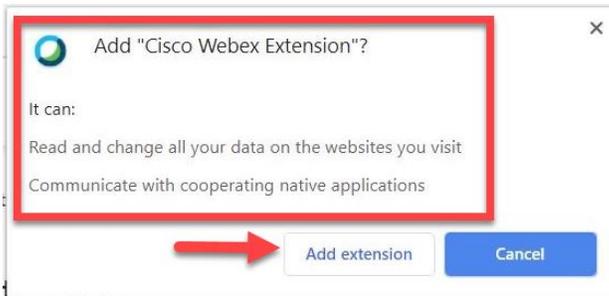
Chrome or Edge

Temporary Application:

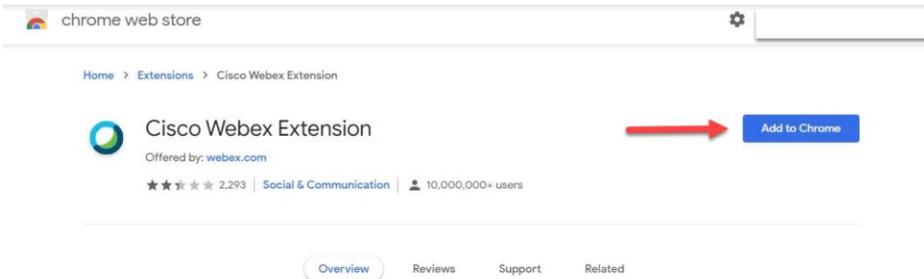Click on the .exe file that appears in the lower left corner of your browser window:

Once the file is done downloading, click on the up caret ^ and open and run the file.
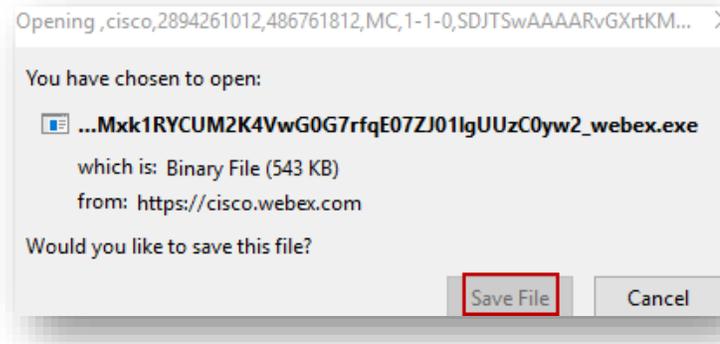
Extension Add (Chrome Example)

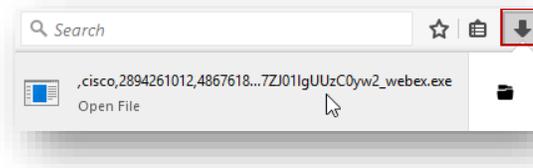If you agree to these terms, add to Chrome (or other browser)

Firefox

Temporary Application

Click Save File on the prompt window.

Click the arrow in the upper right corner of the browser window, then click on the download .exe file.
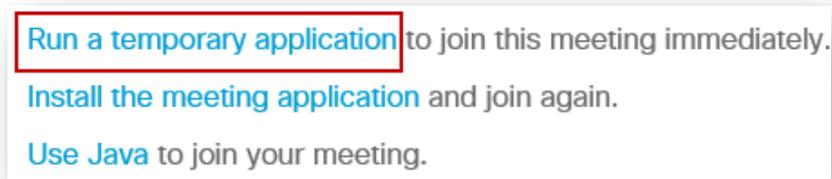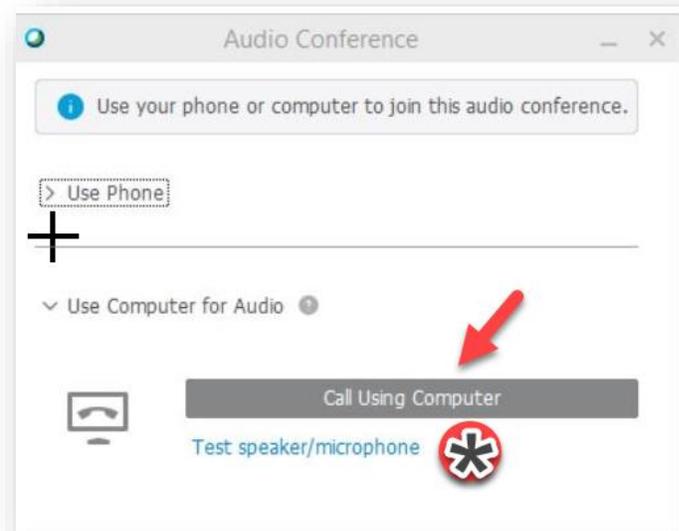

Internet Explorer

Click the "Go here" link.

On the page that appears, click "Run a temporary application"

Click "Run" on the dialog box that appears.

Step 8: After you join the Webex training session, an audio conference pop-up box will appear. Select "Call Using Computer". * You may test your speaker and microphone before selecting "Call Using Computer."

Step 9: After joining, you may see an audio panel to connect using the previous method, select "Call Using Computer"
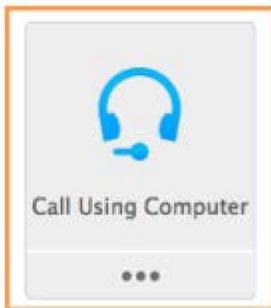
**Step 10:** You should be able to view the Webex Training Session.

Navigating the Webex Training Session

Menu Toolbar: Allows access to the meeting tools and functions.
Content Viewer: Displays the PowerPoint presentation, documents, or whiteboard as presented by the instructor or host.
Panels: Provides areas for chat, Q&A, and attendee controls.
Panel Toolbar: Allows access to the different available panels to display on your screen.
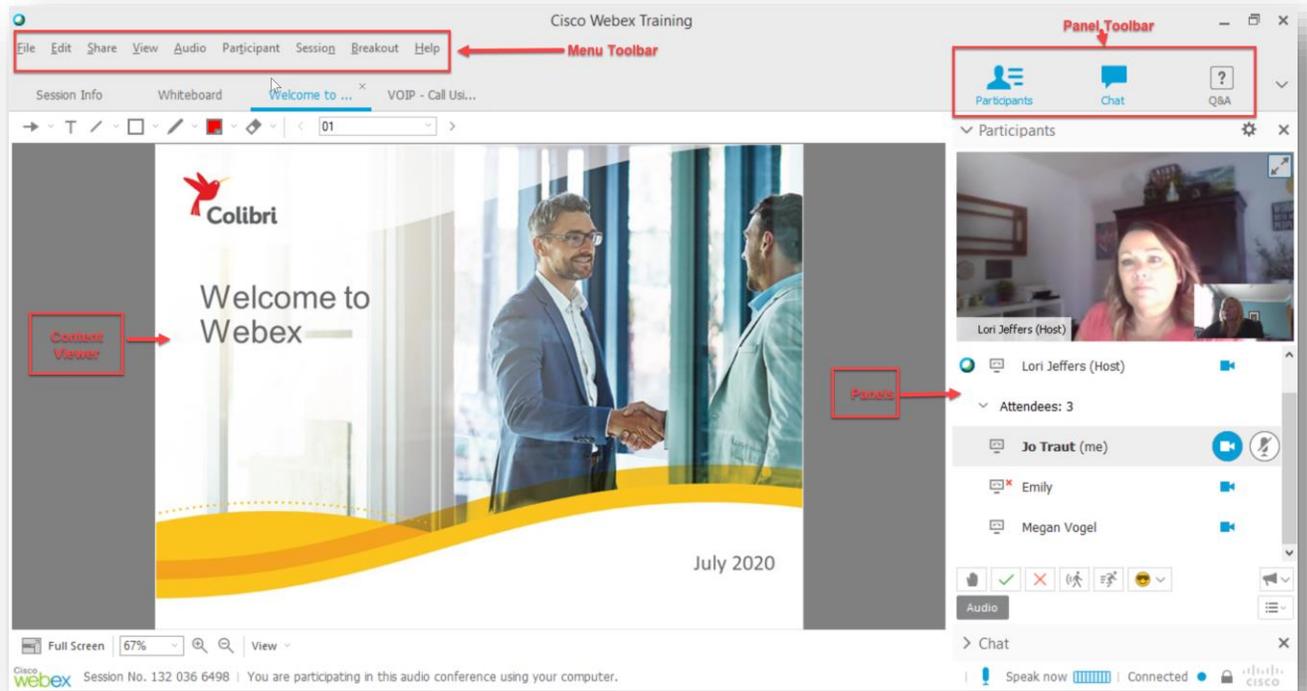
Webex Training Icons

Click this:	To do this:
	To **turn on** your Video
	To **turn off** your Video
	To **mute** your Audio
	To **unmute** your Audio
	Raise your hand—we recommend asking questions through the Q&A
	Control your **audio connection**.
	Change how **participants appear** on your screen.

Chat and Q & A
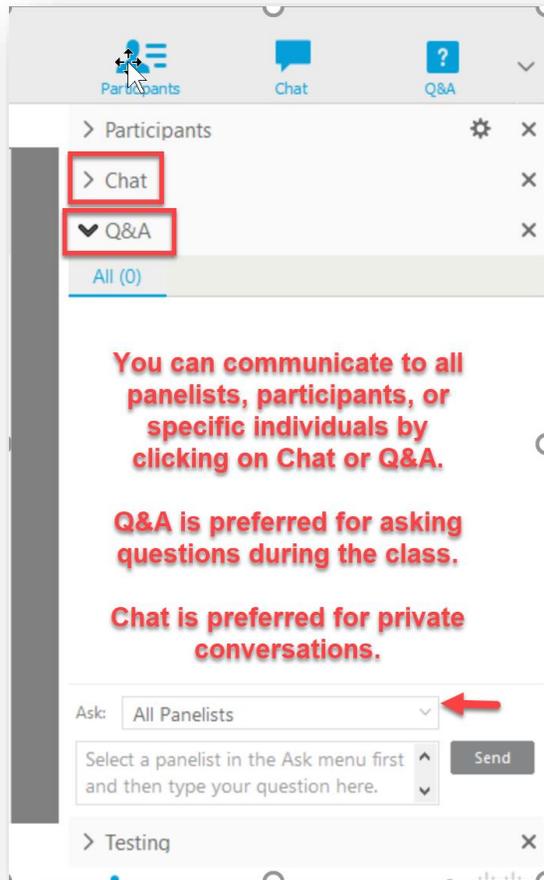
Toobar if select Full Screen

You'll need to hover your mouse at the top of the screen to view the panel toolbar. If you wish to return to a minimized view and have your panels to the right, click RETURN.