

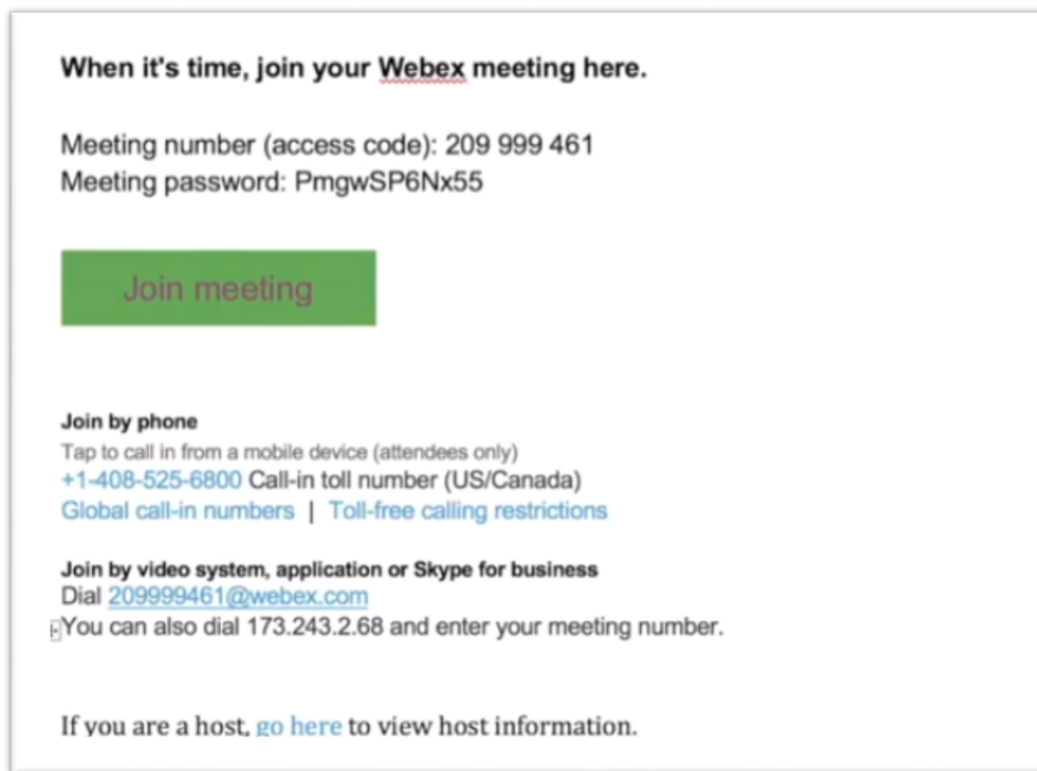
Revised: 8.15.20

Attending a NFLL online WebEx class

This document will attempt to help you attend an online WebEx class. It does not cover the Zoom online classes.

If you still are not sure what to do after reading this, please contact Rea Dias via email nflrea@outlook.com and I will set up a quick practice session with you before the class starts. Please do not wait until the day of the class.

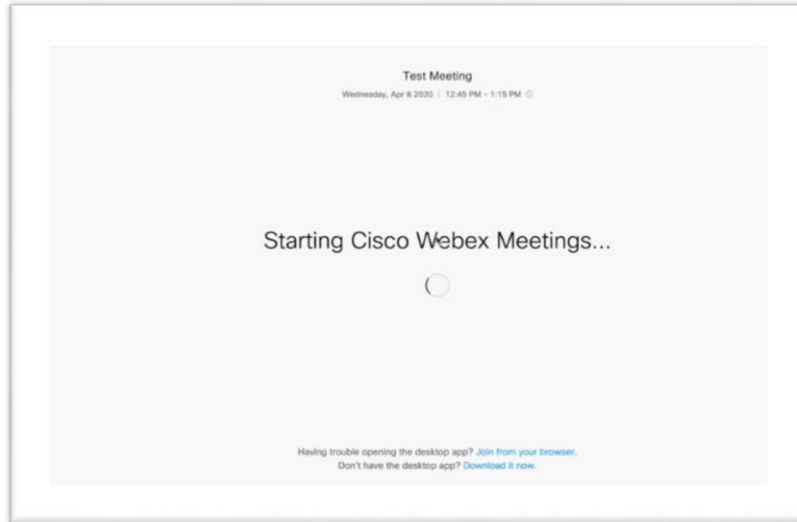
- 1) After registering for the NFLL online class, you will receive via email a reminder containing an invitation to the WebEx online class. It will contain the URL and meeting ID and password for the class and the date and time of the class. See sample below. This is a sample only, do not use the information in it for your class.



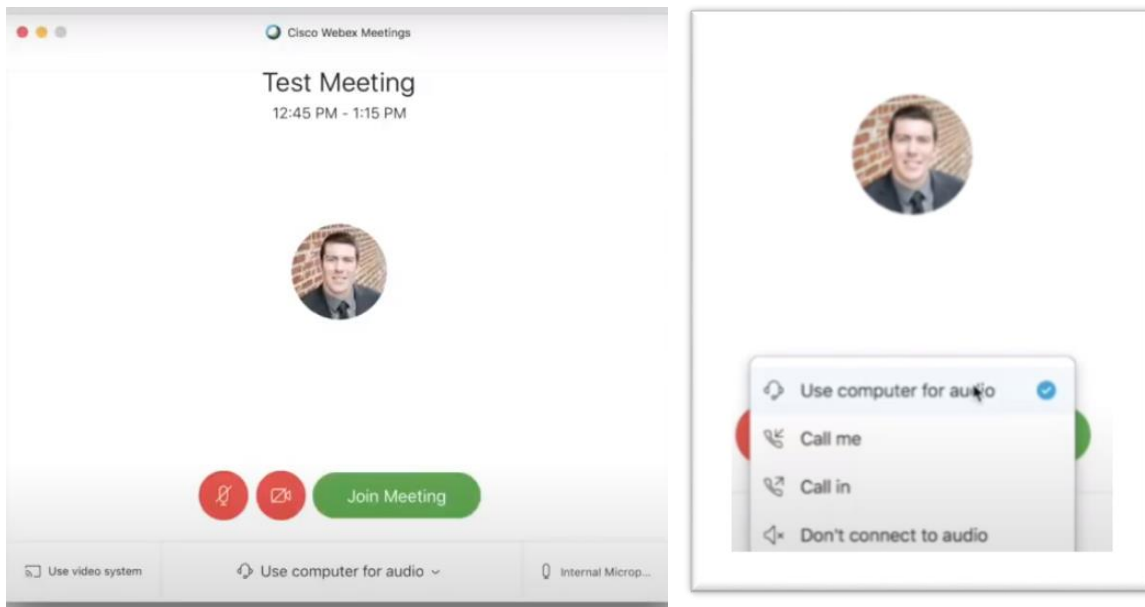
- 2) There are two ways you can attend the WebEx class – Select the join meeting (Use the one in your invitation not in the picture) or use the WebEx app and join using the Meeting ID and Password (if one is supplied). You do not need to join WebEx or download a WebEx app. However it is free and easy to do.

Revised: 8.15.20

- a) Using the join meeting and wait. (Recommended for beginning users)
 - i) A message might appear – see below. The host will then allow you to enter the meeting.



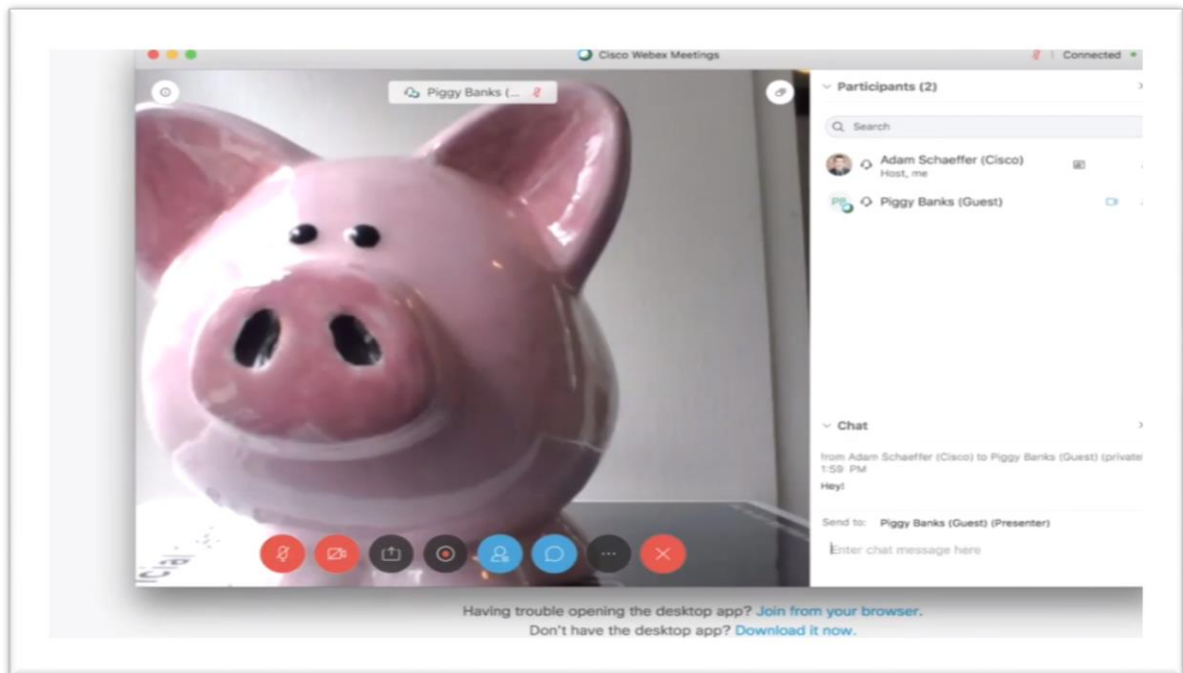
- ii) To enter the meeting select join meeting (See below). It will offer you options for audio. If using computer select top option.



- i) Or you might just go straight into the WebEx meeting or get waiting for host message. This depends on whether you already have the WebEx app on your device. Or it may say click here to open meeting. Click it.

Revised: 8.15.20

- b) If you use the WebEx app, open the WebEx app and click on Join Meeting.
 - i) Then put in the meeting ID and then Password. (Password might not be required).
 - ii) A message might appear – waiting on the host. The host will then allow you to enter the meeting.
 - iii) Or you might just join the meeting.
- 3) This section talks about the icons and options you see on your WebEx screen while the meeting is in session. The screens are pretty much the same regardless of how you entered the WebEx meeting. You may need to hover your cursor over the screen to see these options.
 - a) On the upper right edge of the screen, it shows time, then grid view or floating panel view. Click the one you want. Grid view gives you a small picture of each person on meeting. See WebEx screen at end for grid view
 - b) Menu bar gives you other options. If you are the host, it will be on the top of the screen. For other participants, options are at the bottom of the screen. See below. Look from left to right



Revised: 8.15.20

- c) **Unmute or mute:** This is for yourself. The host can also unmute or mute you. Please let the host do this unless they ask you to do so. During presentations, it is best to leave it muted background noise from participants.
- d) **Stop Video or Start Video:** This is for yourself. If you do not want your pic showing, click on stop video and a person icon or your name will simply be displayed.
- e) **Share Screen:** This allows a participant to share his screen with the others. Or for the host to share their material. Click on it and it will allow you to show the files you wish to share or show a PowerPoint or whatever. When done, at top of screen is a red button saying stop share. Generally, in classes the host will be sharing their presentations.
- f) **Record:** The ability to record the session. Usually only host can use.
- g) **Participants:** Little number shows how many participants including host on the meeting. Click it and it will show names of the participants on the right side of screen. Showing on the screen above. You can mute or unmute the sound (mike symbol) or the video (camera symbol) of yourself. The host can mute/stop video of everyone.
- h) **Chat:** This allows you to type notes to individual participants or to everyone. It is best to send to everyone. Chat is shown on the screen above below the participant list. Here you can type a question you might have for the speaker. Just type your message or question and press enter
- i) **Other options:** Most of these are for the host.
- j) **Leave Meeting (Red X):** If you need to leave the meeting, click on it. It asks are you sure. Yes, or cancel.

