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1. WebEx Roles and Privileges

Roles	Privileges
Panelist	A panelist can do the following during an event: • Participate in discussions to which other attendees listen. • Serve as a subject matter expert in a Q & A session. • View "raise hands" of all attendees. Note: A panelist cannot mute or unmute other participants. The host can change the panelist privileges during an event.
Attendee	An event attendee participates in an event, but generally does not present information. • View shared documents, presentations, and whiteboards in the content viewer • Participate in a chat to the host for technical issues • View live video that the presenter sends • "Raise Hand" during public comment; will be unmuted by the host to provide their public comment. • Cannot Unmute themselves • Cannot use video

2. Instructions for Logging in as a Panelist

As a panelist, you will receive two separate meeting invites:

- Unique WebEx Panelist Invitation via email from by OSHPD ISD ITSD
- "Save the Date" meeting invitation from the Advisory Committee Coordinator (Bianca Openiano

When you join the meeting, please use your <u>unique panelist link</u> specifically assigned to you via email by OSHPD ISD ITSD. Each panelist link is unique to each individual and cannot be used by other members of the committee.

Steps	Instructions
Step 1	Use the unique Cisco WebEx Live panelist link provided to you by OSHPD ITSD. Example: **You're a panelist for this WebEx event. When it's time, join the WebEx event here.** Host: OSHPD ISD ITSD (itsd@oshpd.ca.gov) Event number (access code): 123 456 7890 Event password: XXXXXX Panelist password: XXXX Monday, October 22, 2020 11:00 am, Pacific Daylight Time (San Francisco, GMT-07:00) Join event
Step 2	Join the event as a panelist.
Step 3	Enter your information: • First and last name • Email address • Unique panelist password (it should automatically generate, otherwise use the password provided in your unique panelist email)
Step 4	• Click "Join" • If you have issues logging into WebEx, you can join the meeting Using 'Run a temporary application' without installing a browser plug-in or extension. (See "Joining a Meeting Using 'Run a temporary application' instructions section)
Step 5	Connect Audio and Video: • Panelists can join with computer audio or dial in. o Panelists can also dial in from their video system. Select **I Will Dial in from My Video System** and enter the **Video Address** and the **Panelist numeric password.**
Step 6	After logging in, remember to: • <u>Mute</u> your audio/microphone until it is your turn to speak. • It is encouraged that all panelists <u>turn ON videos</u> during the meeting.
Step 7	If you are having technical issues logging in as a panelist, please inform Bianca Openiano via email at bianca.openiano@oshpd.ca.gov and log in as an attendee using the attendee link provided in the event invitation or meeting agenda. The host of the WebEx meeting will move you from the attendee list and you will be manually assigned as a panelist.

3. Instructions for Logging in as an Attendee

1. Click on the WebEx link provided on the HPD Program Advisory Committee Agenda
2. If applicable, complete the registration form
3. Join the event using the WebEx application or open the event in the web browser.

4. Joining a Meeting Using 'Run a temporary application'

If ActiveX (Internet Explorer) or browser extensions (Chrome, Firefox) cannot load, you can join Webex meetings using the 'Run a temporary application' option.

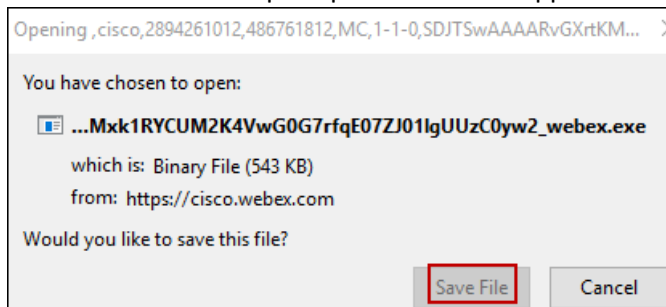To join meetings using 'Run a temporary application':

1. Browse to the join page for your meeting.
2. Click **Join**.
3. On the page that appears, click the link to **Run a temporary application**:

> Don't want to use an extension? Run a temporary application to join this meeting.

4. Do one of the following based on your browser:

Firefox:

5. Click **Save File** on the prompt window that appears:

> Opening ,cisco,2894261012,486761812,MC,1-1-0,SDJTSwAAAARvGXrtKM... ✕
>
> You have chosen to open:
>
>   📰 ...Mxk1RYCUM2K4VwG0G7rfqE07ZJ01IgUUzC0yw2_webex.exe
>
>   which is: Binary File (543 KB)
>
>   from: https://cisco.webex.com
>
> Would you like to save this file?
>
>   [Save File]   [Cancel]

6. Click the arrow in the upper-right corner of the browser window, then click on the downloaded .EXE file:

> 🔍 Search   ☆ | 🗐 | ⬇
>
> 📰 ,cisco,2894261012,4867618...7ZJ01IgUUzC0yw2_webex.exe   📁
>   Open File
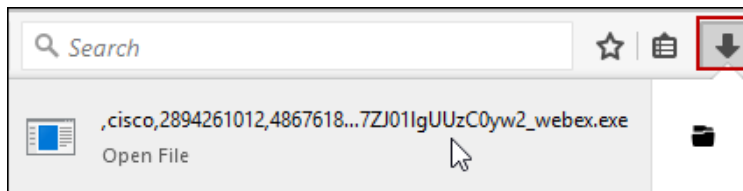
Chrome:

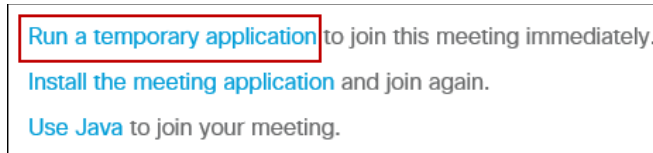7. Click the .EXE file that appears in the lower-left corner of the browser window:
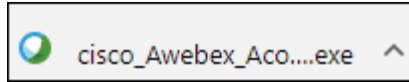
Internet Explorer:

8. Click the **Go here** link:

9. On the page that appears, click **Run a temporary application**:
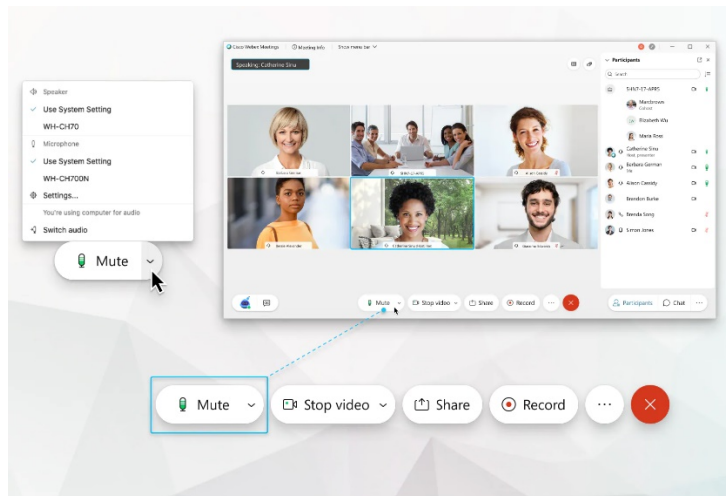

10. Click **Run** on the dialog box that appears. You will be joined into the meeting using the temporary executable.
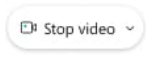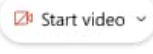
   Note: The temporary application method is not supported on Mac computers. To join using this method, you will need to use a supported version of Microsoft Windows.
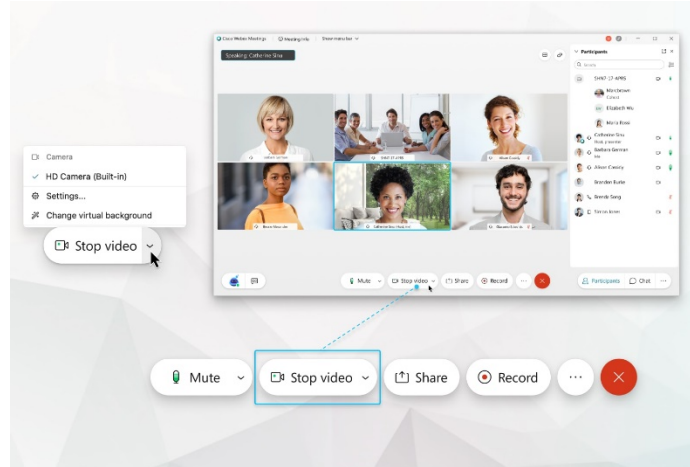
5. How to Mute and Un-Mute Yourself

To mute or unmute yourself, click **Mute** or **Unmute**

6. How to Turn Your Video On and Off

- To stop your video during the meeting, click **Stop video** .

- To restart your video, click **Start video**

7. How to Raise Your Hand in the WebEx Live Meeting

You can use the feature in two ways:

Option 1:

1. Find **your** name on the participant list, and hover over **your** name. A **Raise Hand icon** will appear.
2. Click on the **Raise Hand button** which will place a small hand icon next to your name in the participant list.
3. To turn the raise hand off, find **your** name on the participant list, hover over **your** name, and select **Lower Hand** on the Participants panel.
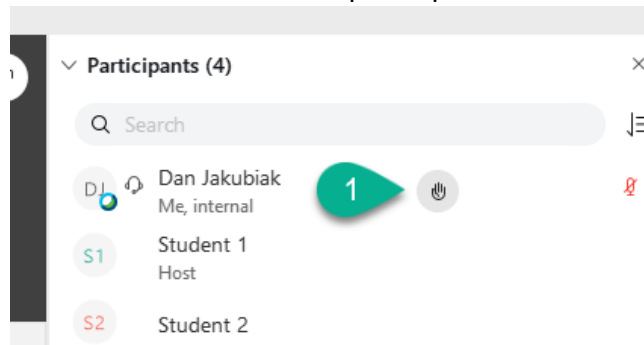
Option 2:

1. At the bottom of the participants panel, you will see a button to "raise hand". Click the box to raise your hand.2. To lower your hand, click the button again at the bottom of the participants panel.
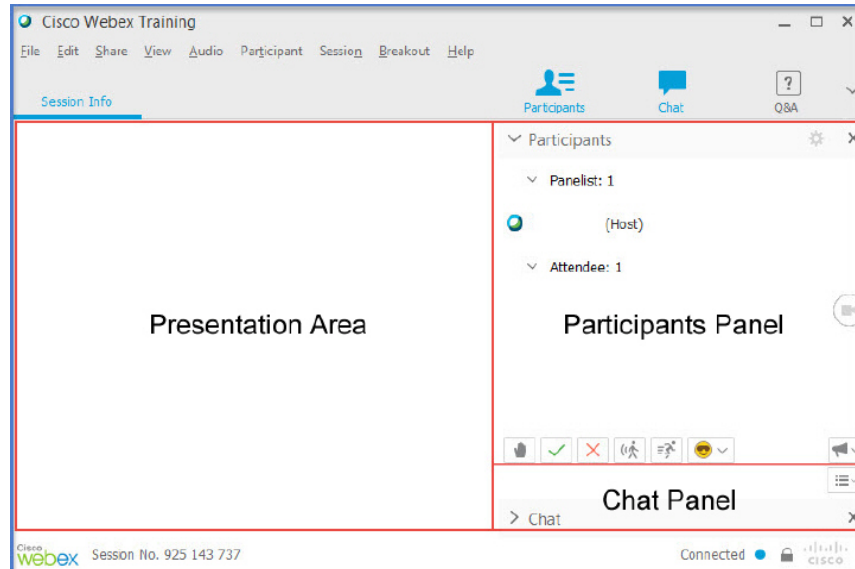
Option 3: Phone Lines Only

If you are joining the meeting via phone, you may raise your hand or lower your hand by selecting *** 3**.

- When you hear a double beep, you are unmuted by the host.
- When you hear a single beep, the host has muted you.

## 8. How to Adjust the Panelist View/Screen Layout

You can change the screen layouts that you use in the Cisco WebEx Meetings in three views: Single, Overlay, and Grid. The participants videos are ordered by host, presenter, most recent speaker, participants sending video and then alphabetically.

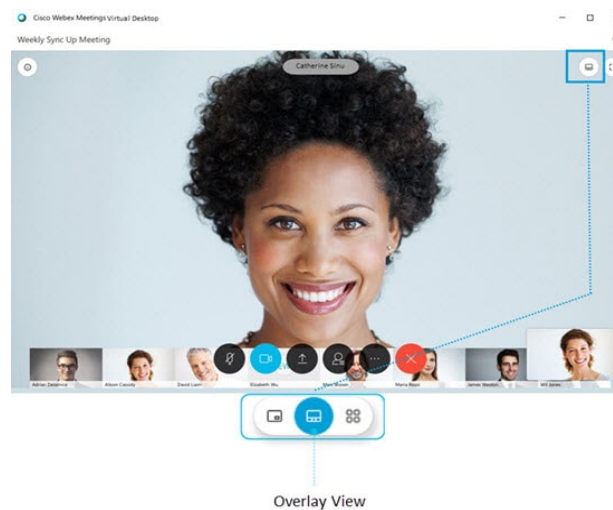Click on the upper right-hand corner of your screen to select your panelist view:
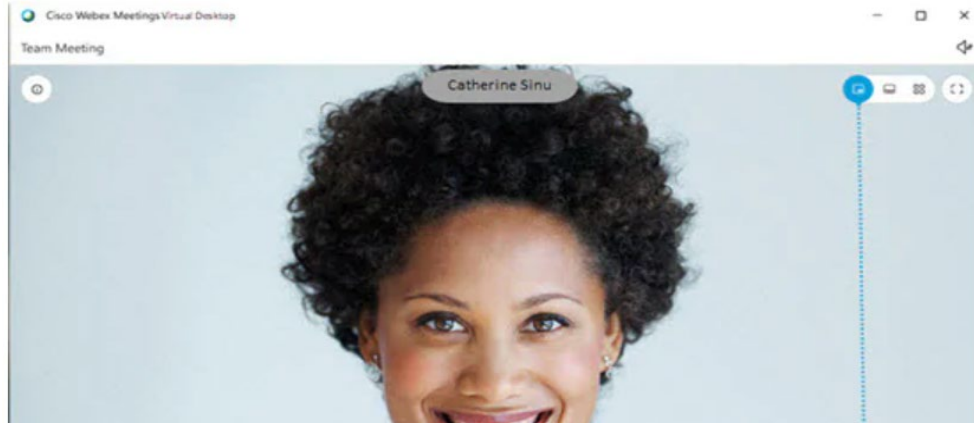
Option 1: Single View - Displays a full-screen video of the speaker

Single View
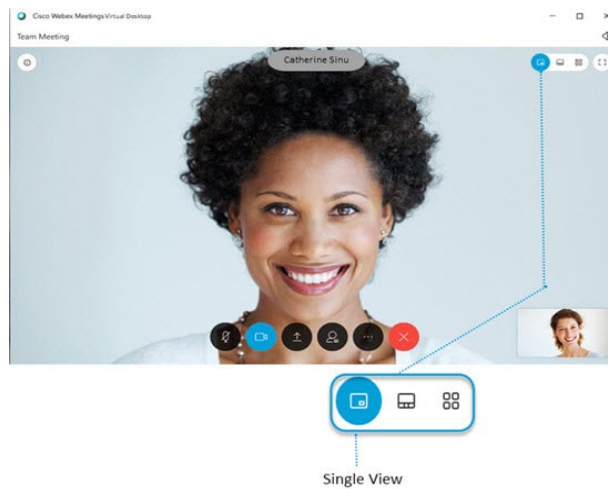
Option 2: Overlay View - Displays the speaker in the primary video and provides thumbnail videos of the other participants.

Overlay View

Option 3: Grid View - Displays up to 16 participants at the same time.