

Training Sessions in WebEx

*Training sessions are only available in the WebEx web application. Training sessions are not currently available in the WebEx Canvas add-on

Step-by-Step Guide:

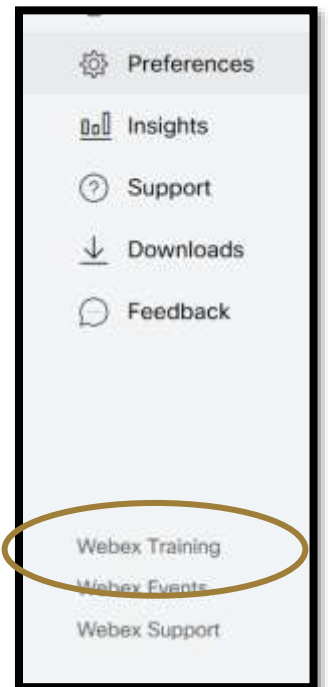
1. Navigate to wakehealth.webex.com



2. Click **Sign In** to sign in using your Wake Health email address and password



3. Click on **WebEx Training**



4. Click on **Schedule Training** under the Host a Meeting section on the left side menu

*if you do not see Schedule Training, expand the Host a Meeting section by clicking the black arrow beside Host a Meeting

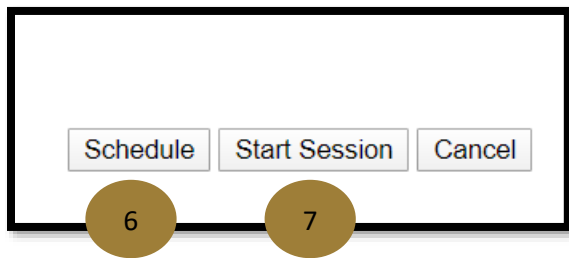


5. Enter the session information

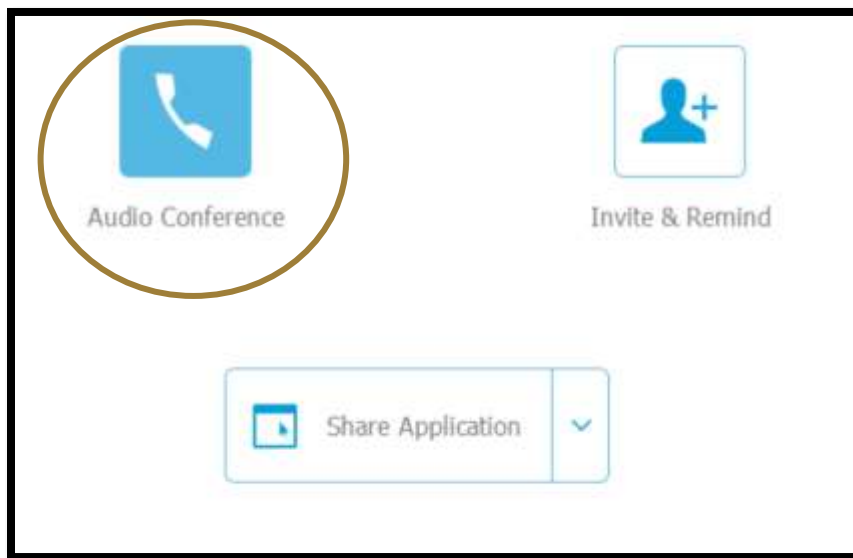
A screenshot of a 'Set session information' form. The form is divided into sections: 'Information' and 'Settings'.
- **Information:** Includes a 'Topic' field, a 'Set session password' field with the value 'Dcn7EjU4eX4', and three checkboxes: 'This session will have over 500 attendees', 'Automatically delete session after it ends' (checked), and 'Send a copy of the attendee invitation to me'.
- **Settings:** Includes a 'Select conference type' dropdown set to 'Webex Audio', and 'Entry and exit tone' dropdown set to 'Beep'.
- **Starting time:** Includes a date selector for 'March 26, 2020', a time selector for '10:45 am', and a 'Time zone' dropdown set to 'New York (Eastern Daylight Time, GMT-04:00)'.
- **Occurrence:** Includes a radio button for 'Single-session class' (selected) and a radio button for 'Recurring class (requires class attendees register for each session)'.

6. To schedule the session for a future time/date click **Schedule** at the bottom of the page

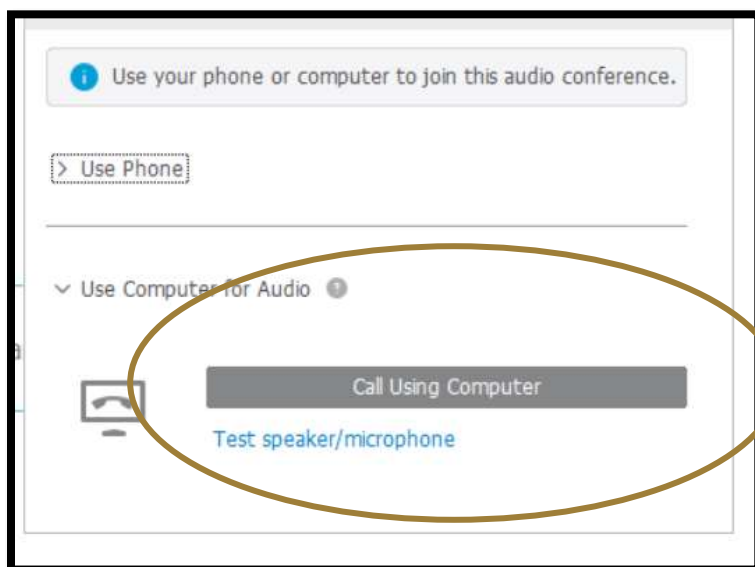
7. To start the session immediately click **Start Session** at the bottom of the page



8. When the WebEx training session window opens click **Audio Conference**



9. Click **Call Using Computer**

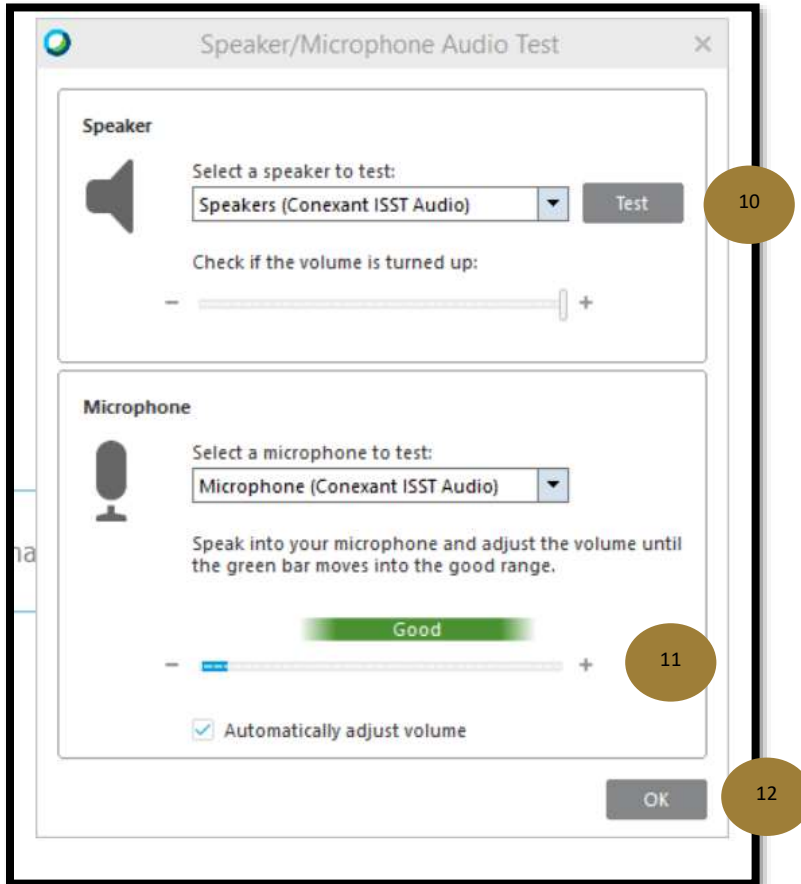


10. Test your audio connection by clicking **Test** beside the audio connection section

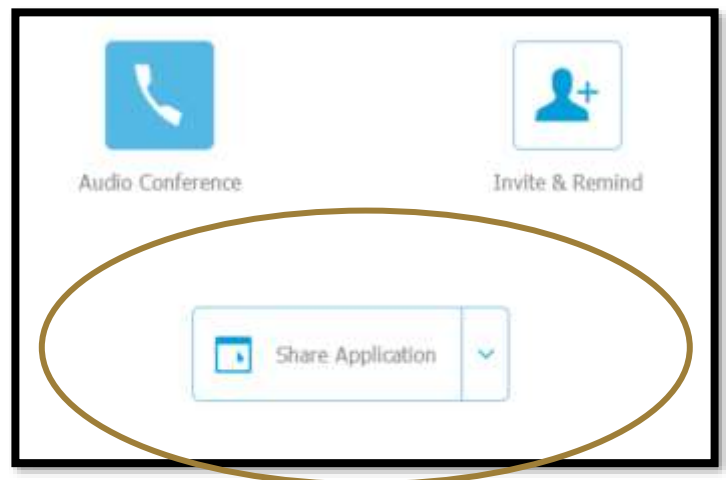
11. Test your microphone by speaking into the selected microphone connection and noticing if the green audio bar is moving

*A moving bar indicates that the microphone is connected and working

12. Click **OK**



13. Share your screen by clicking **Share Application** and selecting what you want to share



14. Exit the session by clicking the X in the top right corner

