

Job Aid for Virtual Attendees

The WebEx window layout

The screenshot displays the Cisco WebEx Event Center interface. The main presentation area shows a slide titled "Test Meeting" with the code "LKAOE2015". The interface includes a top menu bar with "File", "Edit", "View", "Communicate", "Participant", "Event", and "Help". Below the menu, there are "Event Info" tabs for "Title" and "PPT". A toolbar contains "Annotation Tools", "Attendee-control PPT", and "Presentation" buttons. On the right, the "Participants (3)" panel is open, showing a "Presenter" video feed and a list of participants: "Panelists: 2" (Feng-Qi (Host), Haisong Ye) and "Attendees: 1 (1 displayed)" (Xiaoxiao Feng (me)). A blue callout box points to the "Participants" button in the top right, stating "Click to open the participants Panel". Other callouts identify the "Annotation Tools", "Attendee-control PPT", "Presentation", "Presentation Area", and "Participants Panel".

Q & A

The screenshot shows the Cisco WebEx Event Center interface with the Q&A panel open. The main presentation area displays "Test Meeting" and "LKAOE2015". The top menu bar and "Event Info" tabs are visible. The "Participants (3)" panel is partially visible. The "Q&A" panel is active, showing a "Q&A" button in the top right, a "Q&A" header, and a "Send" button. A blue callout box points to the "Q&A" button, stating "1. Click to open the Q&A Panel". Below the header, there is a text input field with the placeholder "Questions and answers will display here." and a "Send" button. A dropdown menu labeled "Ask:" is set to "All Panelists". A blue callout box points to the "Ask:" dropdown, stating "2. Select a panelist to ask". Another blue callout box points to the text input field, stating "3. Type your question here". A final blue callout box points to the "Send" button, stating "4. Click to send question".

View and save presentation materials

The screenshot displays the Cisco WebEx Event Center interface. At the top, the window title is "Cisco WebEx Event Center". Below the title bar, there are tabs for "Participant", "Event", and "Help". A blue callout box with the text "Click the user-control PPT" points to a "PPT" tab in the top navigation area. The main content area shows a presentation slide titled "02: Agenda" with a list of items:

- Review of Key Objectives and Critical Success Factors
- How
- Organizational Overview
- Top Issues Facing Company
- Review of and Progress Against Prior Goals
- Key Spending Areas
- Hea
- Goals for Next Period

Annotations are present on the slide:

- A blue callout box labeled "Page navigation tools" points to the navigation arrows at the top of the slide.
- A blue callout box labeled "Annotation tools" points to the drawing tools in the left sidebar.
- A blue callout box labeled "Click to save the document" points to the save icon in the left sidebar.

The interface also includes a "Participants" panel, a "Chat" panel, and a "Q&A" panel on the right side. The bottom status bar shows "Connected" with a green indicator.

More tutorials

For more information on how to use WebEx, please visit <http://www.webex.com/how-to/index.html>.

Install and configure the WebEx Event Manager

The first time you join a presentation, the WebEx Event Manager will be installed automatically; however, you can manually download it here.

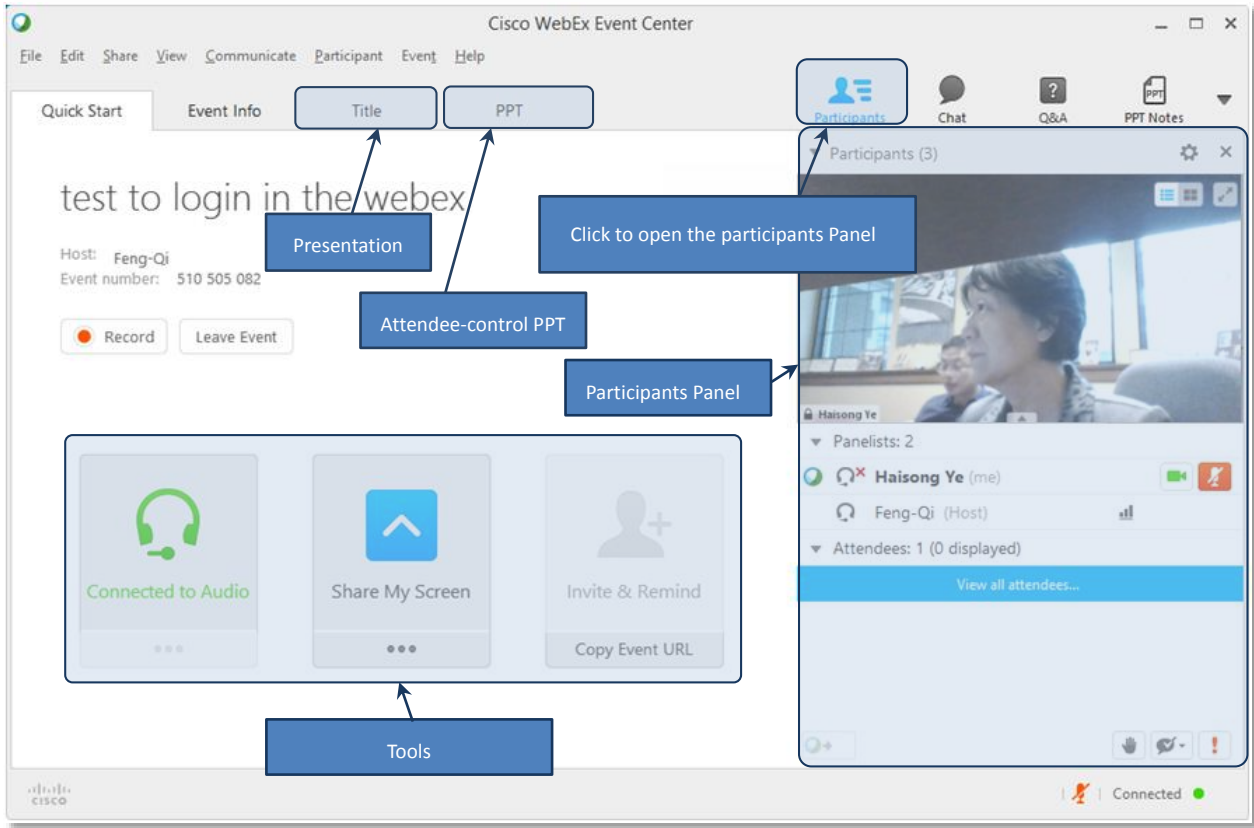
- For Internet Explorer in Windows, <https://ecnu.webex.com.cn/client/WBXclient-T29L10NSP11EP3-4862/atecie.msi>
- For Firefox or Chrome in Windows, <https://ecnu.webex.com.cn/client/WBXclient-T29L10NSP11EP3-4862/atecns.msi>
- for Mac OS X, https://ecnu.webex.com.cn/client/WBXclient-T29L10NSP11EP3-4862/mac/intel/webexec_intel.dmg

Technical support information

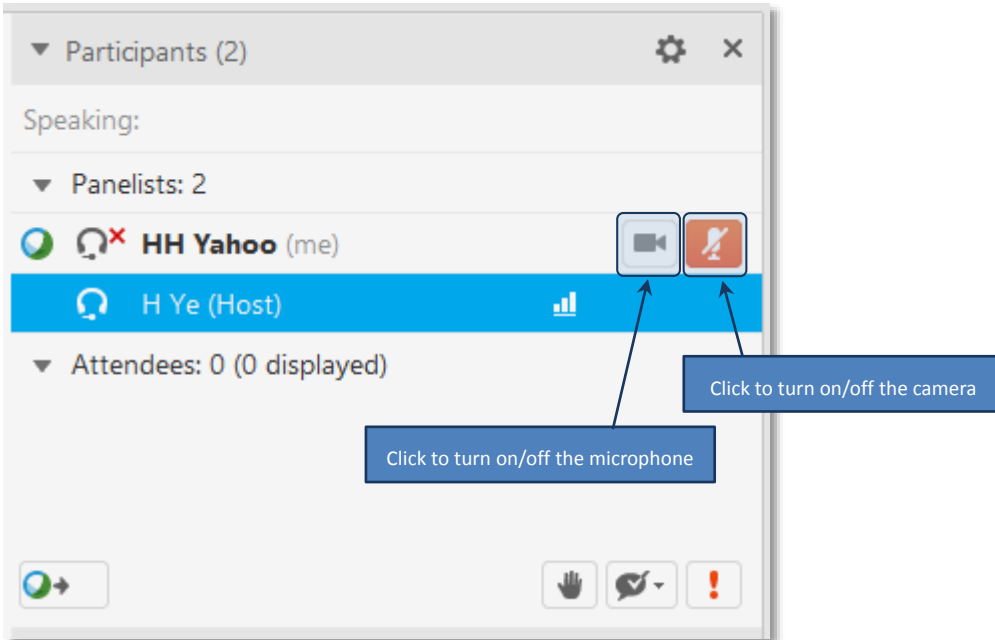
You also can contact the virtual event technical support of the AECT-LKAOE 2015 symposium at wuyian@wafersystems.com or find regional support from WebEx at <https://support.webex.com/MyAccountWeb/needsupport.do?userType=ht>.

Job Aid for Presenters

WebEx window layout



Using microphone and camera



Share the screen

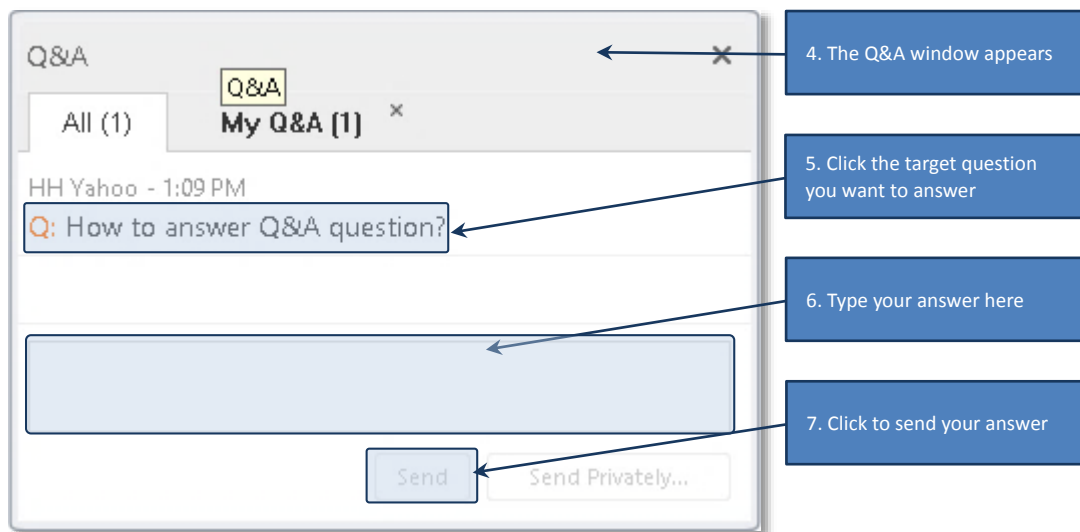
The screenshot shows a meeting interface with a top navigation bar containing 'Quick Start', 'Event Info', 'Title', and 'PPT'. Below the navigation bar, the text 'NG 1 for API TEST' is displayed. Underneath, the host information is shown: 'Host: H Ye' and 'Event number: 519 773 687'. There are two buttons: 'Record' (with a red dot) and 'Leave Event'. Below these are three main action cards: 'Connected to Audio' (with a green headset icon), 'Share My Screen' (with a blue screen icon), and 'Invite & Remind' (with a grey person icon and a plus sign). The 'Share My Screen' card has a 'Copy Event URL' button at the bottom. A blue callout box with the text '1. Click the Quick Start tab' has an arrow pointing to the 'Quick Start' button. Another blue callout box with the text '2. Click the Share My Screen button' has an arrow pointing to the 'Share My Screen' card.

Share an application or a file

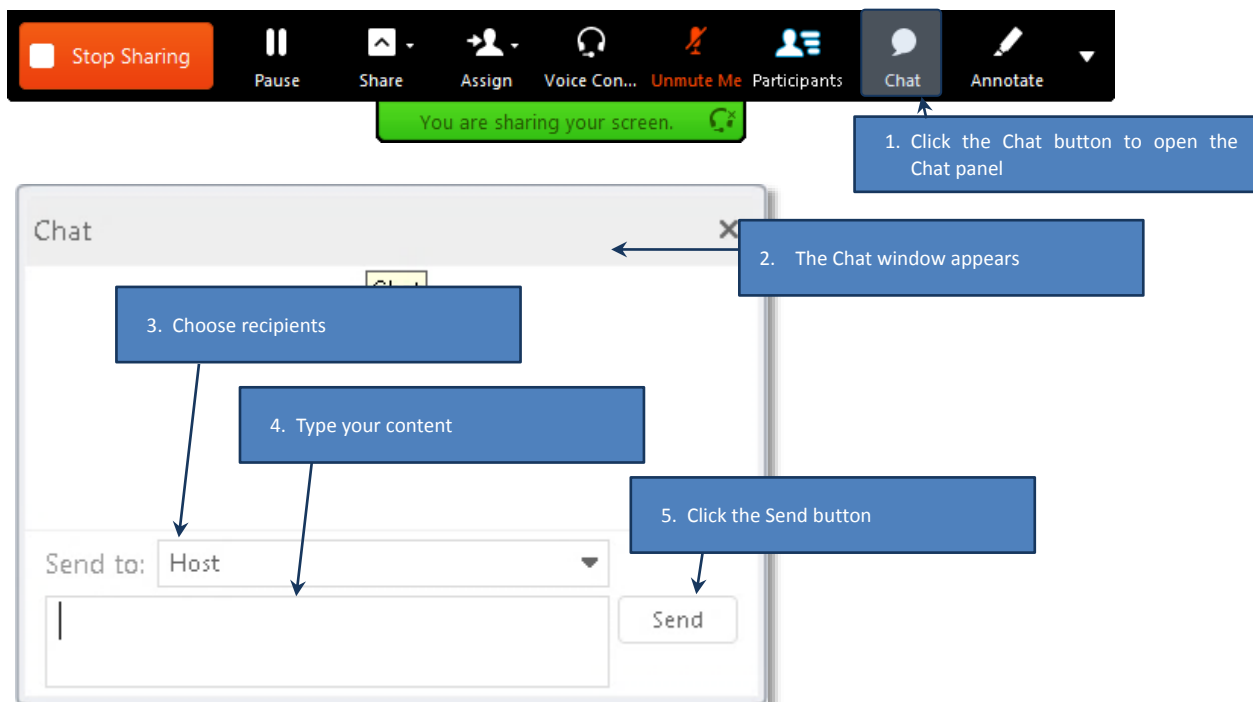
The diagram illustrates the process of sharing an application or file. On the left, a 'Share My Screen' button with a blue screen icon and a three-dot menu is shown. A blue callout box with the text '1. Click here to share more items' has an arrow pointing to the three-dot menu. An orange arrow points from this button to a larger 'Share My Screen' dialog box on the right. The dialog box has a title 'Share My Screen:' and contains several options: 'Monitor 1', 'Monitor 2', and 'Share File (Including Video)...'. Below these is a 'Share Application:' section with a list of applications: BaiduYunGuanjia(2), Snipping Tool, Internet Explorer, Microsoft Outlook, Microsoft Word, Windows Explorer, Windows Task Manager, Java(TM) Platform SE binary, foobar2000, and Firefox(2). At the bottom of the dialog is an 'Other Application...' button and a blue 'More' button. A blue callout box with the text '2. Choose to share a file or an application' has two arrows: one pointing to the 'Share File (Including Video)...' button and another pointing to the 'Share Application:' list.

Using the Q&A tool

When you share your application or screen, you need to open the Q&A window to see the questions and answer questions.



Using the Chat tool



More tutorials

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Technical support information

You also can contact the virtual event technical support of the AECT-LKAOE 2015 symposium at wuyian@wafersystems.com or find regional support from WebEx at <https://support.webex.com/MyAccountWeb/needsupport.do?userType=ht>.