

epi WEBINARS

Getting started

Guide for participants





Joining the session



System requirements



Interaction



Audio setup



Support

- Click on the **link** which you will either receive by e-mail from **epi** Education or find in a pertaining distance learning course of epi.
- Follow the instructions and make sure that you log in with your **complete name**. Your name will appear in this way in the participants list on the screen during the session.
- If you need to install the WebEx client software and don't have **administrator rights** on your computer, choose "Run a temporary application" to join the session.



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- Use a common and recent **web browser** (Chrome, FireFox, Safari, MS Edge/IE).
- **epi** webinars run via Cisco Webex. Before using it for the first time, you need to download and install the **WebEx client software**. This may take a few minutes.
- If you use an older computer, check if it meets the **system requirements**: <https://help.webex.com/en-us/nki3xrq/Webex-Meetings-Suite-System-Requirements>
- You can also join a **test session**: <https://www.webex.com/test-meeting.html>

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Basic interaction tools

The interaction tools allow you to raise your hand, (dis)agree, suggest a faster or slower pace and express feelings.

The symbols are displayed next to your name in the participants list.

Raise hand *Yes* *No* *Go faster/slower* *Emoticons*

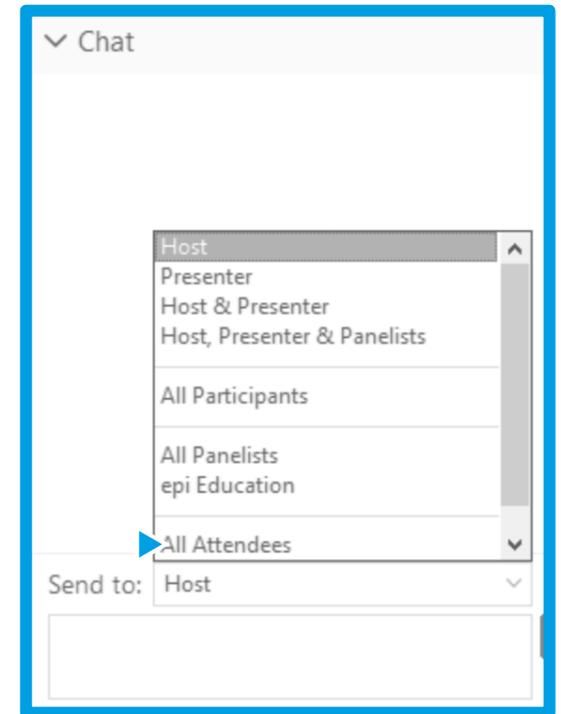


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Chat function

You can send your comments to groups or individuals.

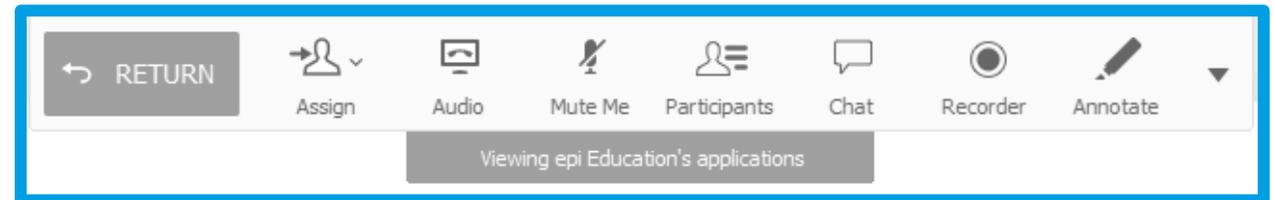
If you send your comments to "*All Participants*", everybody can read them.



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Sharing mode

In sharing mode you can still access the communication panels by moving your mouse in the “viewing” section on the **top of your screen**.



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Speak

To speak, please click the "raise hand" icon. The tutor will then give you audio control. All participants will be able to hear you.



The tutor gives speaking access to one participant at a time.

When using a microphone, in order to avoid feedback noise and echoes, we recommend that you use headphones rather than loudspeakers.

The availability of this feature depends on the **number of participants**.

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Are you connected to the **integrated voice conference**?

- Check the participants list:
- Is there a headphone or computer symbol **next to your name**?



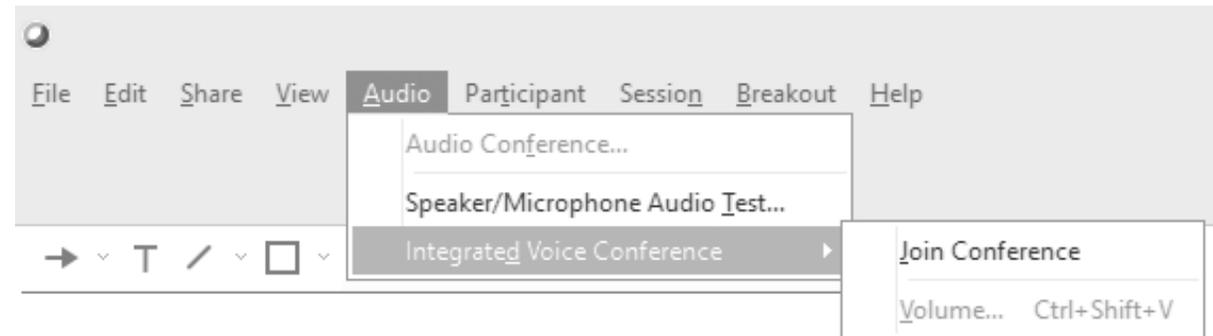
Yes: You are connected
(→ *Video setup*)

No: You are not connected
(→ *next step*)

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Not connected?

Join the **integrated voice conference**...



...and run the **Speaker/Microphone Audio Test** (in the same “Audio” menu).

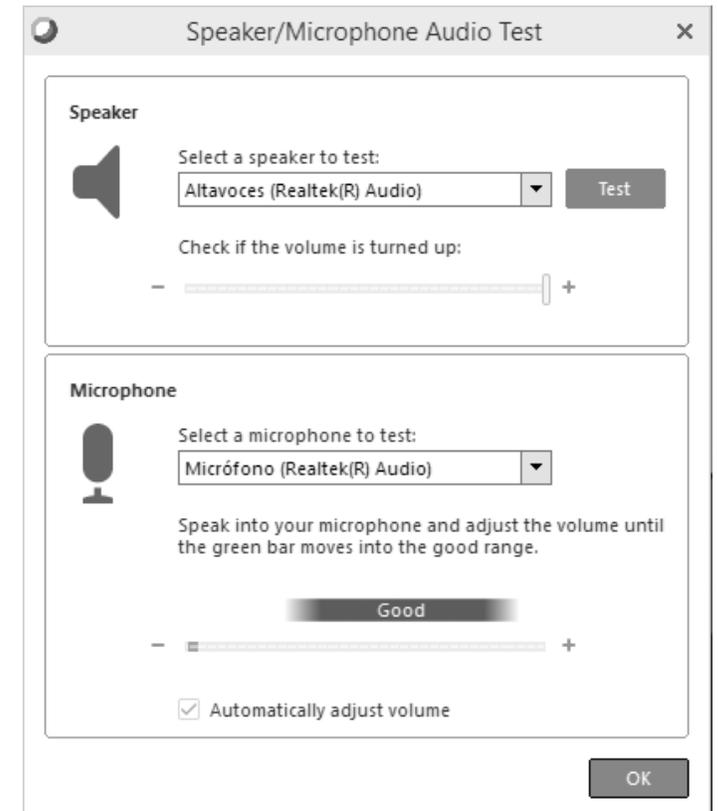
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Speaker/Microphone Audio Test

Try different options in the drop-down menus.

Now audio should run smoothly.

If not, check your connections and switches (there might be a mute button on your speakers or headset)



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Support

epi:
education@patentepi.org

Cisco WebEx:
<https://help.webex.com/contact>