The ACE team

Using the Webex Meetings (Apple Mac) for Online Workshops
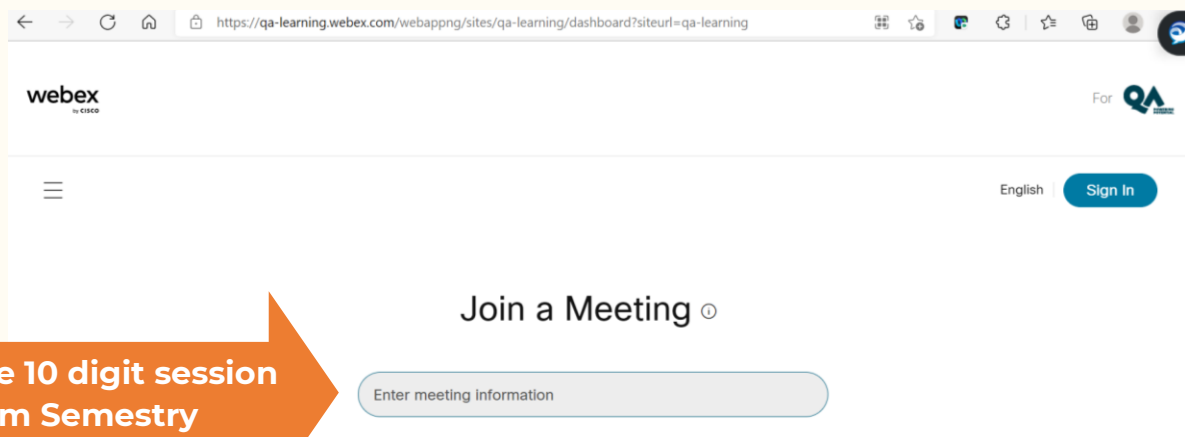
Contents

<u>NB: the display on Macs can vary and yours may not be exactly the same as all the images in this guide.</u>

Joining a meeting and downloading the app

If you have been instructed to get the WebEx session code from your timetable in Semestry then you can join your virtual class by going to the WebEx website:

Input the 10 digit session code from Semestry

To view more information about the meeting, enter the meeting password.

Meeting Number: 128 750 1530

Monday

OK

Enter the password Monday to join the virtual classroom

Or if you received an email invitation to your session, click on 'Join meeting' or the link:

Alan Skelton is inviting you to a Webex meeting in progress.

Webex Meetings Materials Chat

Host: Alan Skelton
Wednesday, July 28, 2021
1:30 PM | GMT Summer Time (London, GMT+01:00) | 1 hr
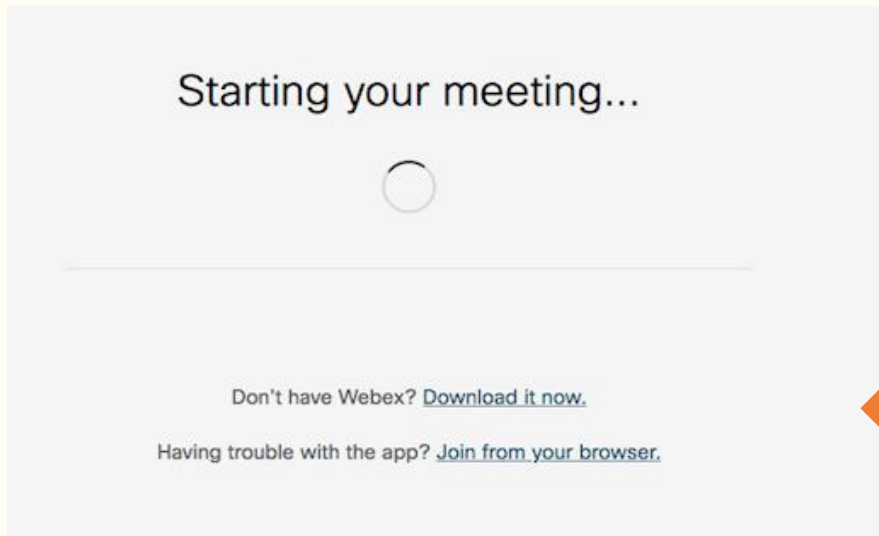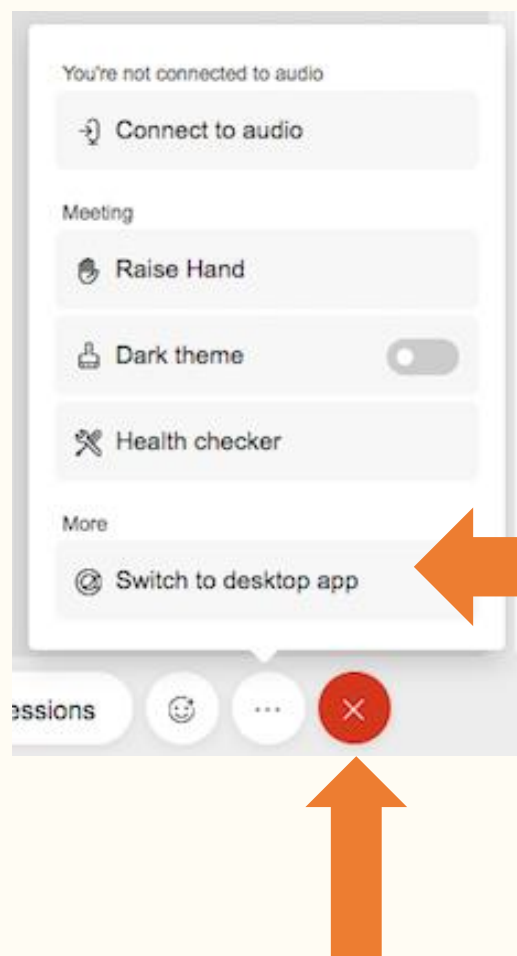
Join meeting

More ways to join:

Join from the meeting link

https://qa-learning.webex.com/qa-learning/e.php?MTID=mbae3cd5b1bc65eff0cd914497af2d485
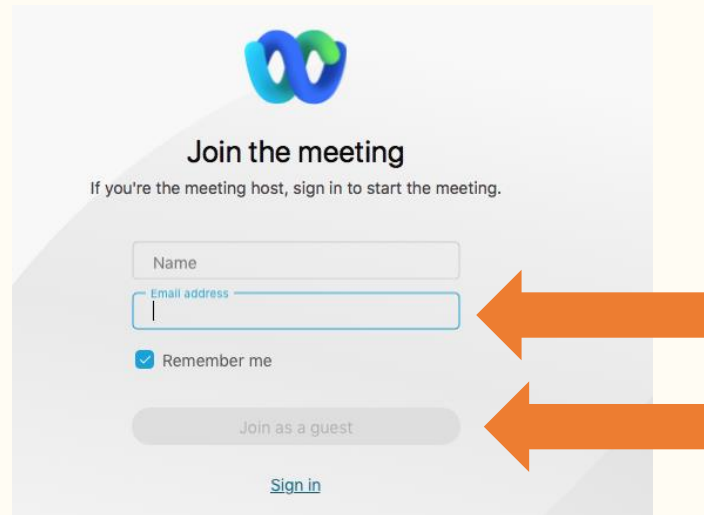
You will have the choice to join through your browser or download the Cisco Webex Meetings App (see image on next page). Generally, using the app gives you the widest range of functions within the session.

Starting your meeting...

Don't have Webex? Download it now.

Having trouble with the app? Join from your browser.

You can also switch to the desktop app after you have joined the session. You may need to do this in order to access the full range of functions within Webex.
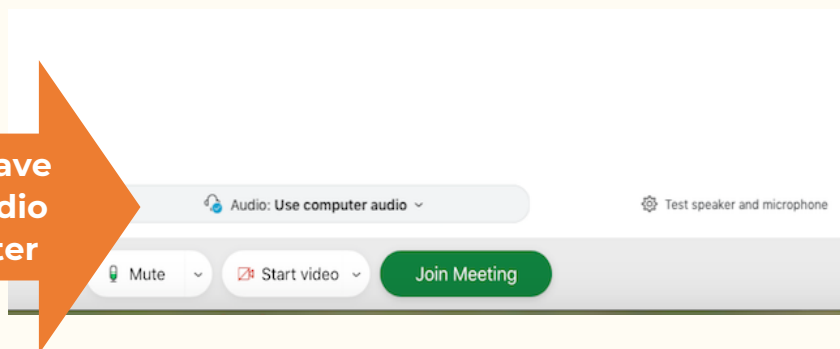

You're not connected to audio

→) Connect to audio

Meeting

Raise Hand

Dark theme

Health checker

More

Switch to desktop app

ssions

Input your details to join the session. Enter your full name and email address in order for your tutor to record your attendance:
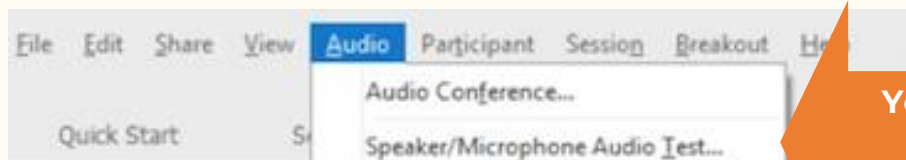
Audio and video set up
Make sure you are set up correctly:

Make sure you have connected to audio via your computer

You can test your speakers and microphone here

Once you have joined the session you can access the same options again here:

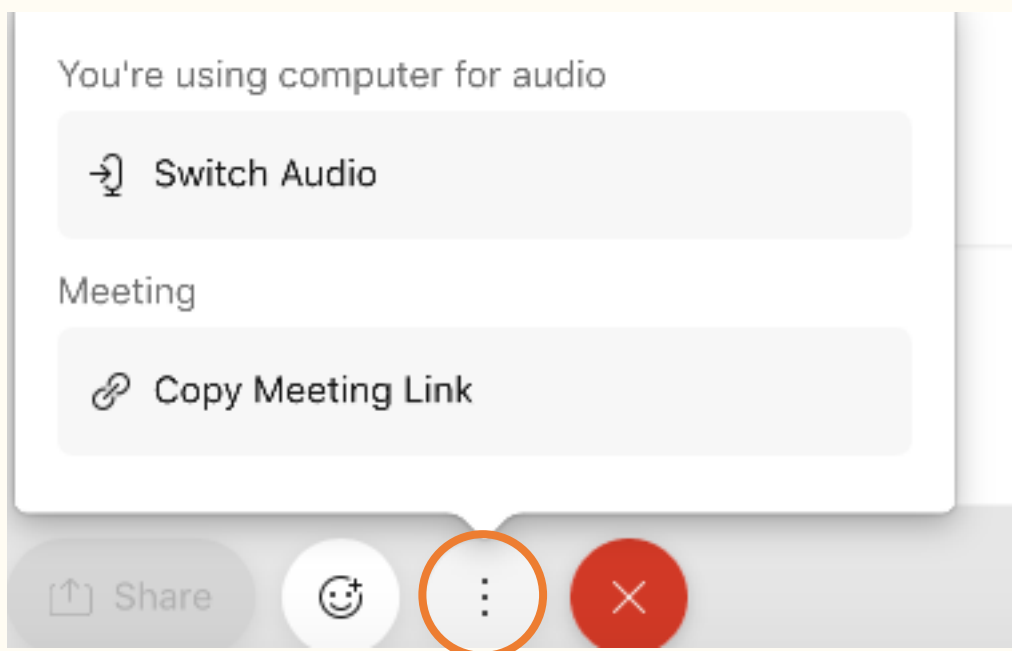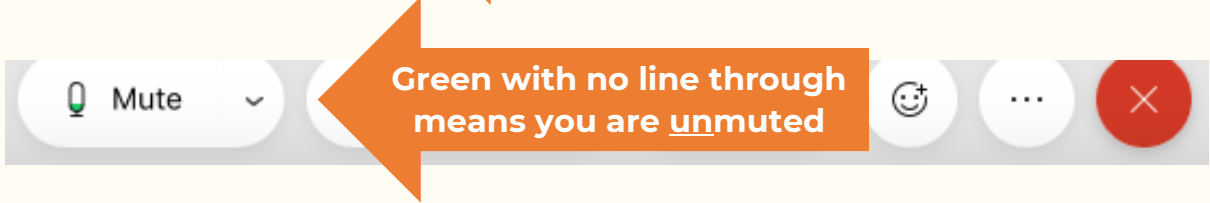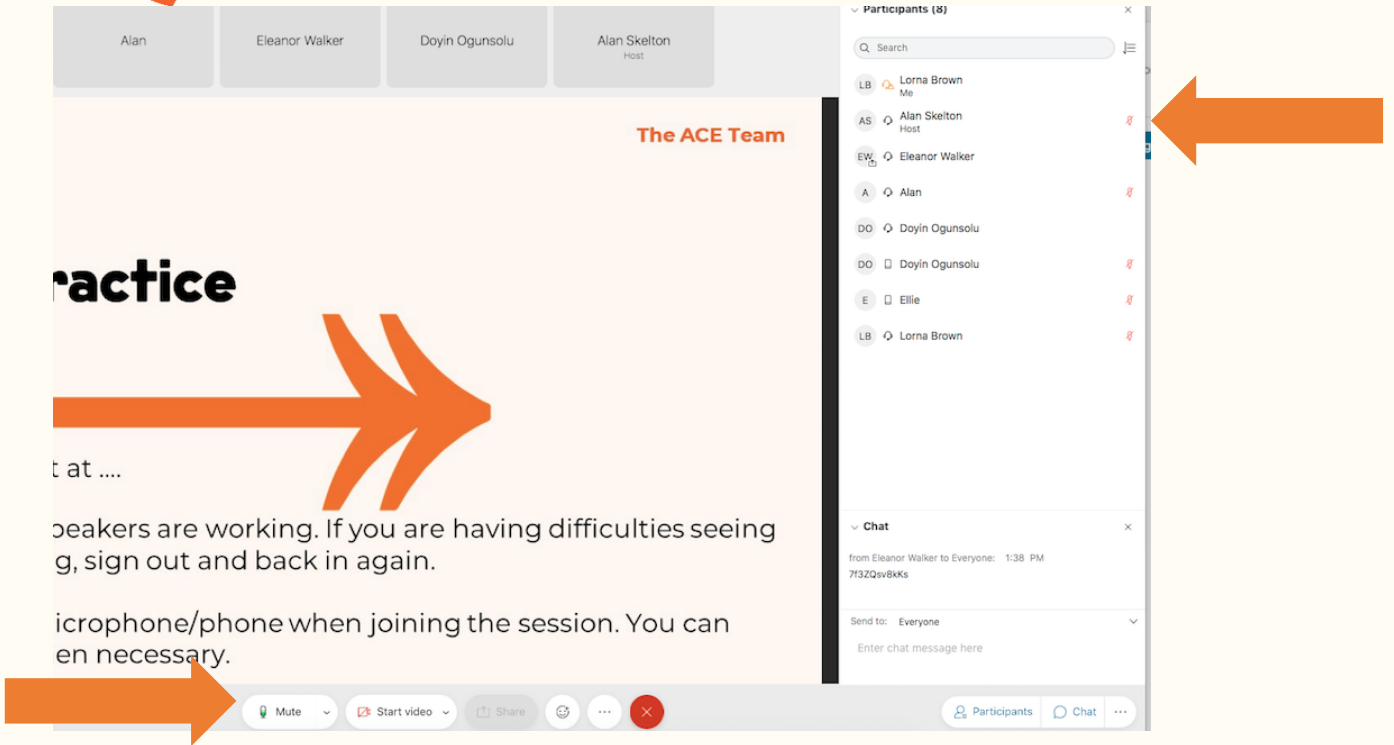**You can test your speakers and microphone here**

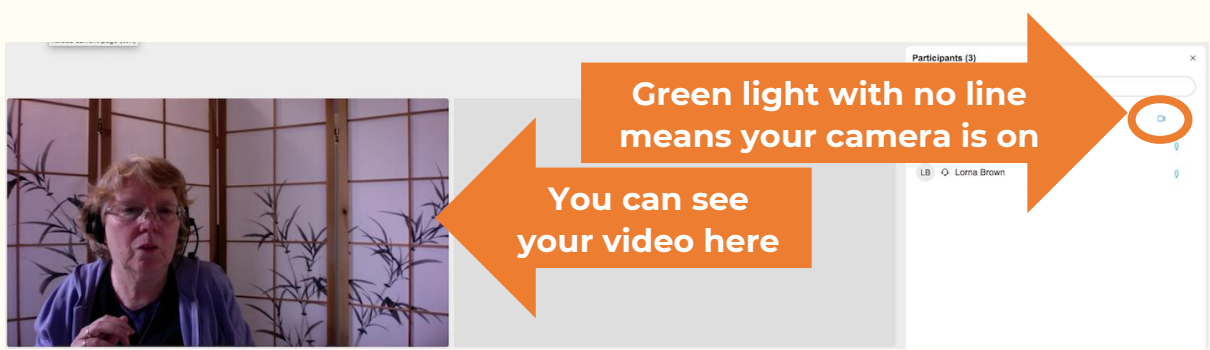Make sure you have connected to audio via your computer

You can check that you are using computer audio and /or change your audio here:

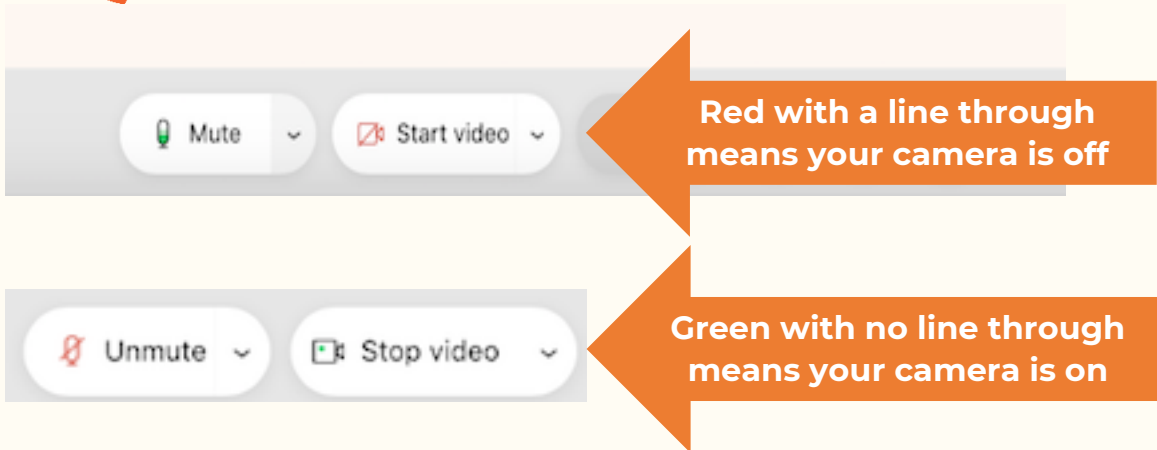Once you have joined the session you can turn on your microphone, unless the host has muted all attendees. Muting and unmuting yourself:
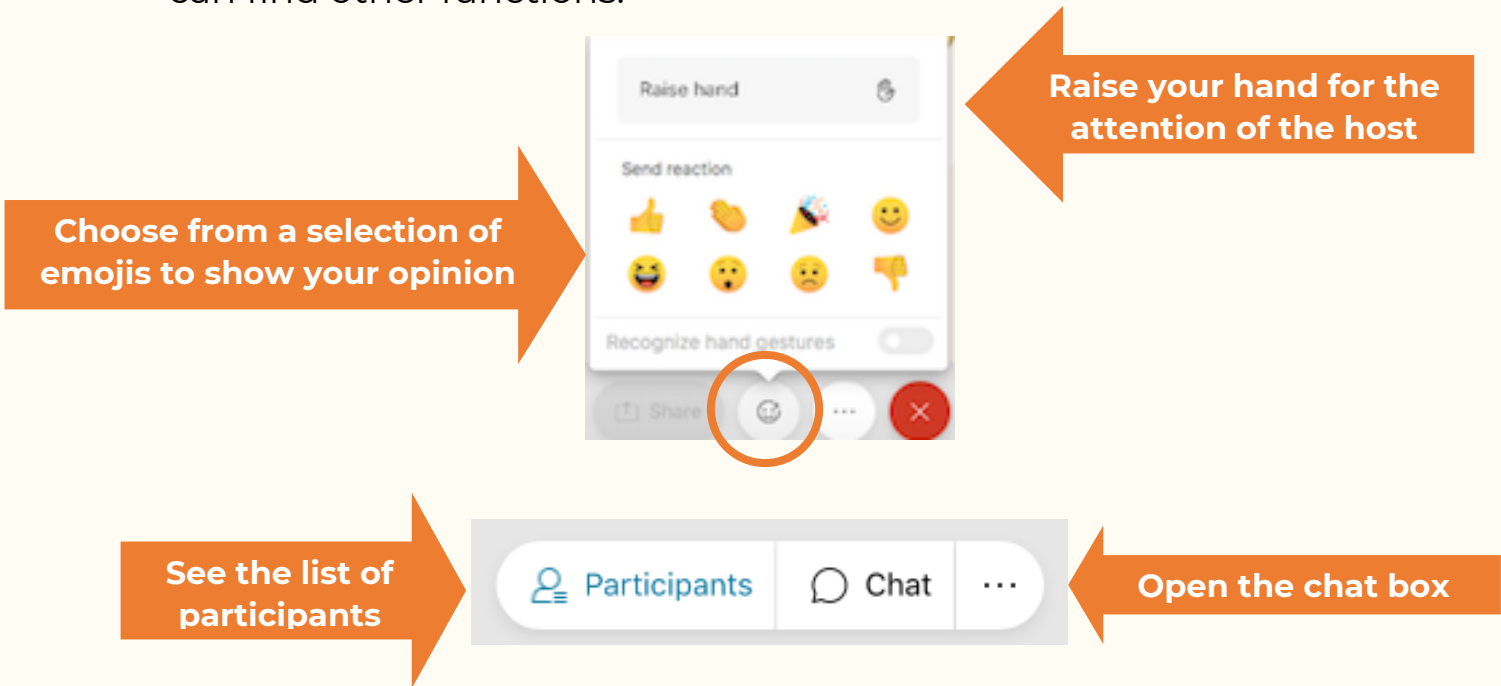
The ACE team

Red with a line through means you are muted

Green with no line through means you are unmuted

Using your camera:

Green light with no line means your camera is on

You can see your video here

The ACE team

Mute | Start video

Red with a line through means your camera is off

Unmute | Stop video

Green with no line through means your camera is on

Interaction Functions

By clicking on the emoji icon at the bottom of the screen, you can find other functions:

Raise hand
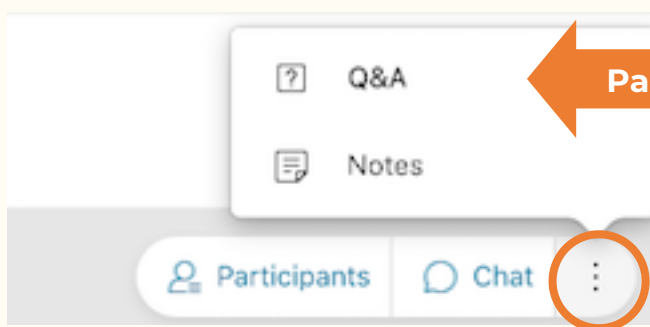
Send reaction

Recognize hand gestures

Share

Raise your hand for the attention of the host

Choose from a selection of emojis to show your opinion

Participants | Chat

See the list of participants

Open the chat box

Once the chat box is open, choose who you want to chat to

Chat

Hello

from Doyin Ogunsolu to Everyone: 1:44 PM
Hello

Send to: Everyone

Enter chat message here

Participants   Chat   ...

Participants (3)

Search

LB Lorna Brown
Me

EW Eleanor Walker
Host   Eleanor Walker
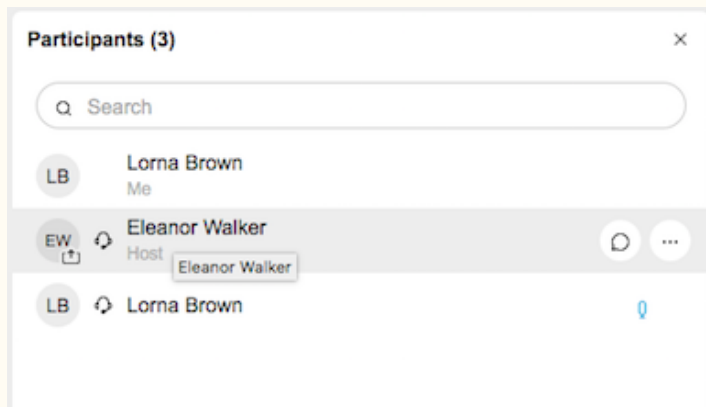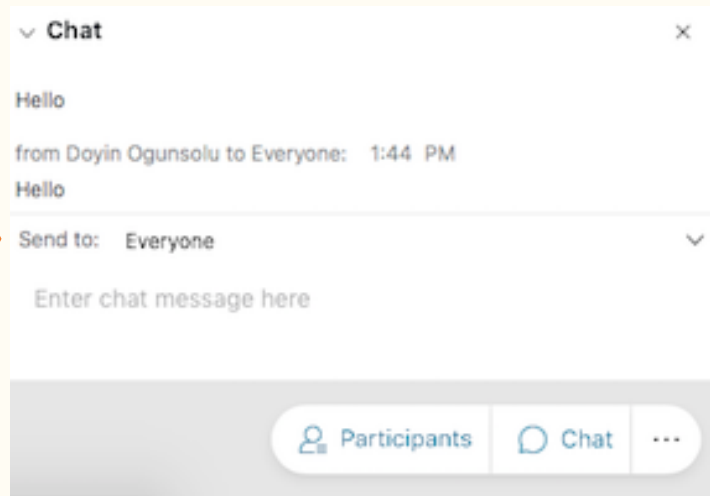
LB Lorna Brown

Click on the chat symbol next to a participant's name to chat to them

? Q&A

Notes

Participants   Chat   ⋮

Participate in Q&As

Take notes for yourself

The ACE team

Q&A

All(1)   My Q&A(1)

Lorna Brown – 11:14am
Q: How should we define 'theory'?

Ask: Alan Skelton

Select a participant in the ask menu first and type your question here. There is a 512 character limit.

You can submit a question for your lecturer to answer

Q&A

All (4)   My Q&A (1)

Me – 13:54
Q: What would be an example of that?

Alan Skelton – 13:53
Q: What is theory x?

Eleanor Walker – 13:55
A: Theory X means that a manager relies on strict guidance as their core method of organization.

Eleanor Walker – 13:54
Q: What is Theory Y?

Eleanor Walker – 13:55
A: Theory Y encourages decentralization of authority, teamwork and participative decision making in an organization.

Doyln Ogunsolu – 13:54
Q: What is theory x?

Eleanor Walker – 13:56
A: Theory X means that a manager relies on strict guidance as their core method of organization.

Answered questions become visible to all

If the lecturer starts a poll, you can answer the questions and click 'submit':

Polling

Remaining time: 4:40 Time limit: 5:00
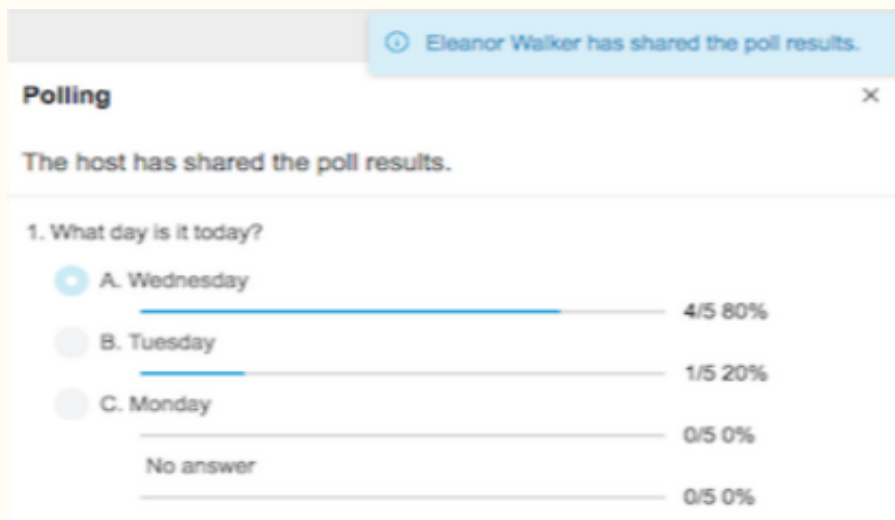
Poll Questions:

1. What day is it today?

   A. Wednesday

   B. Tuesday

   C. Monday

The lecturer may share the results with the class:

Eleanor Walker has shared the poll results.

Polling

The host has shared the poll results.

1. What day is it today?

   A. Wednesday   4/5 80%

   B. Tuesday   1/5 20%

   C. Monday   0/5 0%
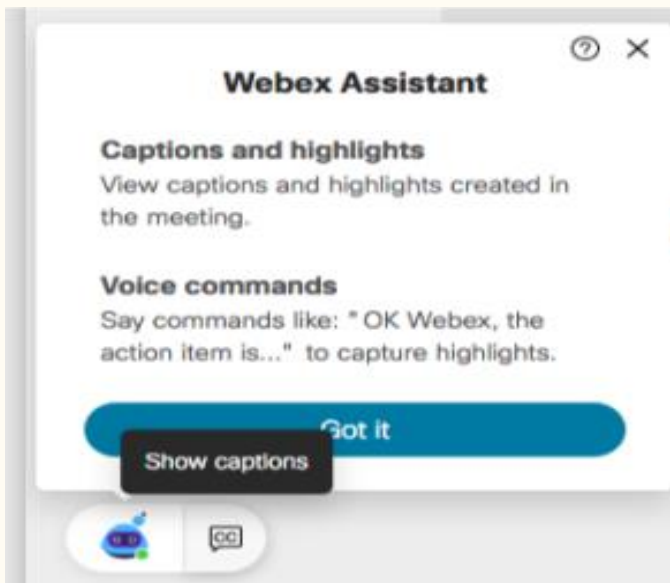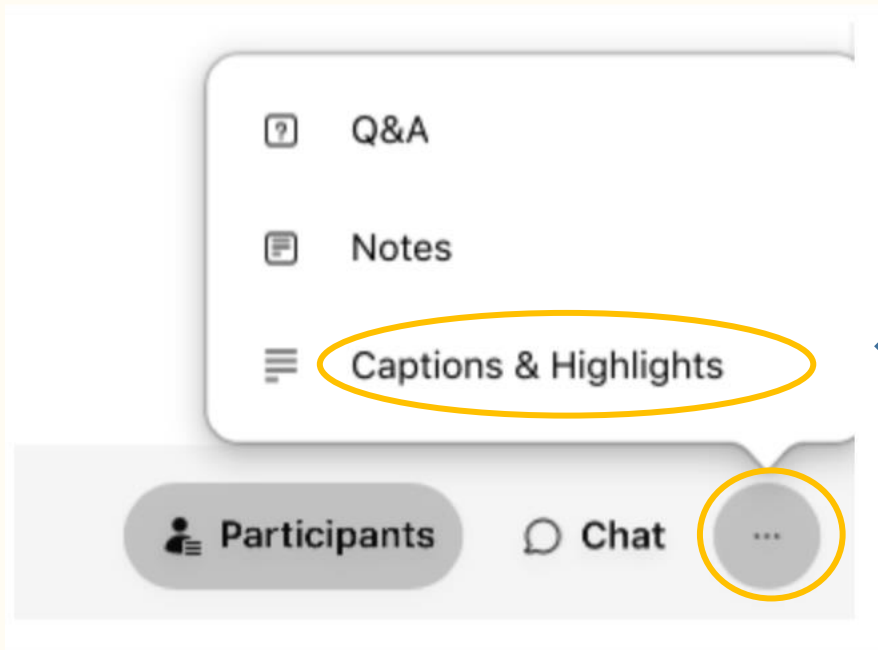
   No answer   0/5 0%

Captions

If the host turns on captions during the session, you will be able to see a transcription of what is said during the session in real time.
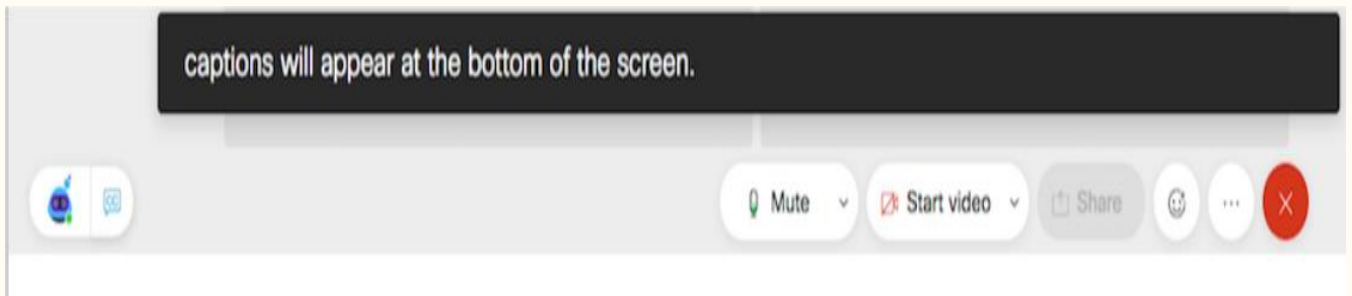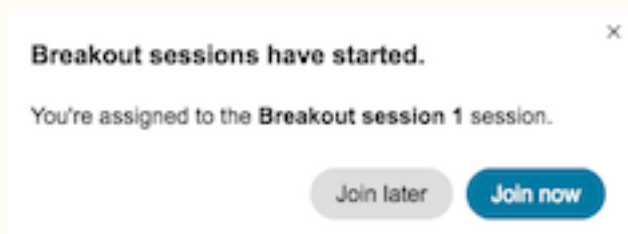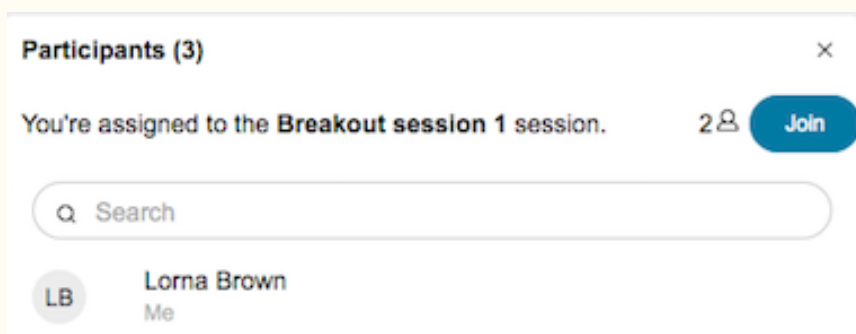

You can turn them on and off here:

The ACE team

Here you can see all captions from the session

Breakout Sessions

If the host assigns you to a breakout session, you will see an invitation to join it:
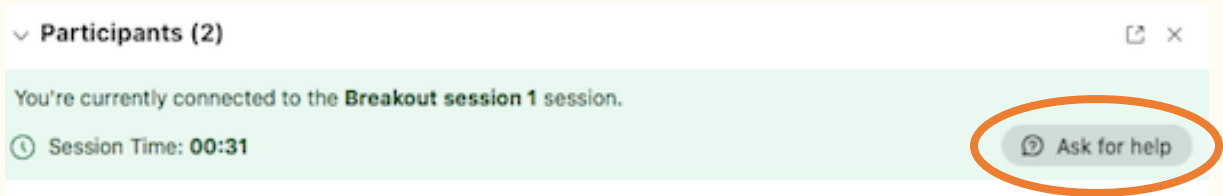

Click 'Join now' to enter the breakout

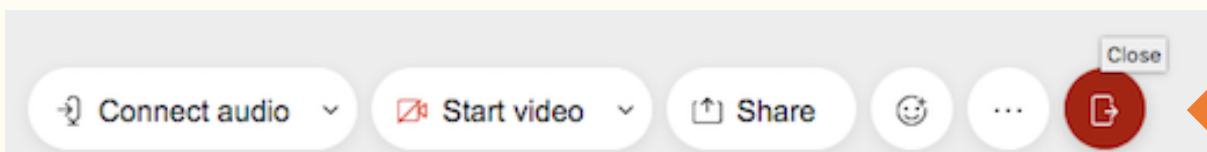If you leave the breakout session, you can re-enter here

Once you are in the breakout session, you can ask for help from your session host:
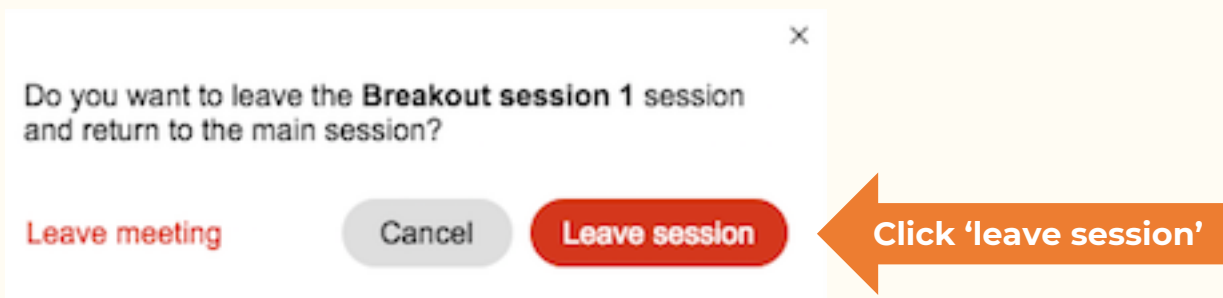
Participants (2)

You're currently connected to the **Breakout session 1** session.

Session Time: **00:31**　　　　　　　　　　　　　⑦ Ask for help

Participants (3)

🔍 Search

LB 🎧 Lorna Brown
Me

AS 🎤 Alan Skelton
Host

LB 🎧 Lorna Brown

This symbol indicates who is presenter. Drag it to another participant to change presenter
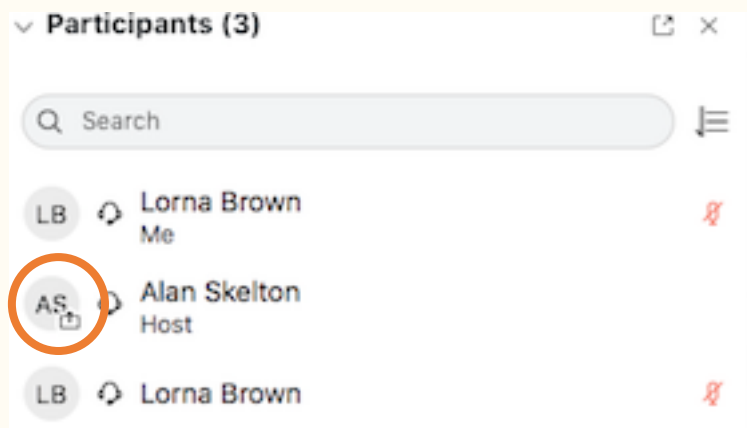
To leave the breakout session and return to the main meeting room, click here:

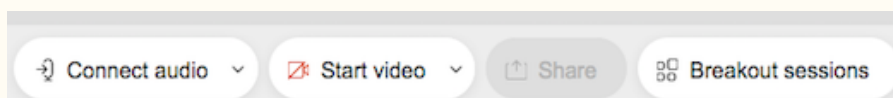🎙 Connect audio ∨　　📹 Start video ∨　　⬆ Share　　☺　　⋯　　Close 🔴

You will be asked to confirm:

✕

Do you want to leave the **Breakout session 1** session and return to the main session?

Leave meeting　　　　　Cancel　　**Leave session**

Click 'leave session'

![The ACE team]

Participants (3)   ×

You're assigned to the **Breakout session 1** session.   2 👤 Join

🔍 Search

LB   Lorna Brown
     Me

If you leave the breakout session, you can re-enter here

🎙 Connect audio ⌄   📹 Start video ⌄   ⬆ Share   🔲 Breakout sessions
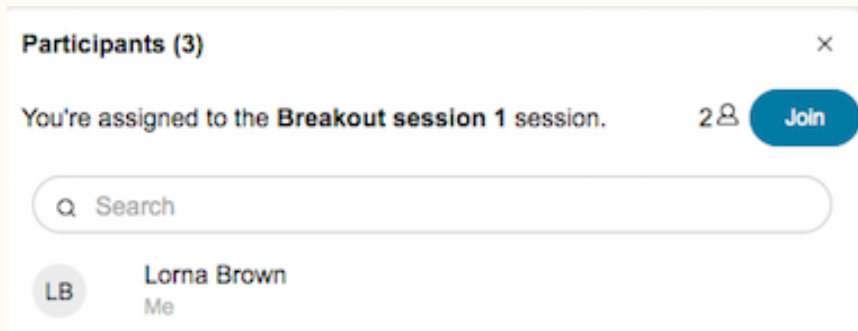
Click here to access the breakout panel

Leaving the Session

At the end of your workshop you can leave the meeting:

🎙 Mute ⌄   📹 Start video ⌄   ⬆ Share   ☺   ⋯   ✕