

# Siouxland Libraries Webex Events Help Guide

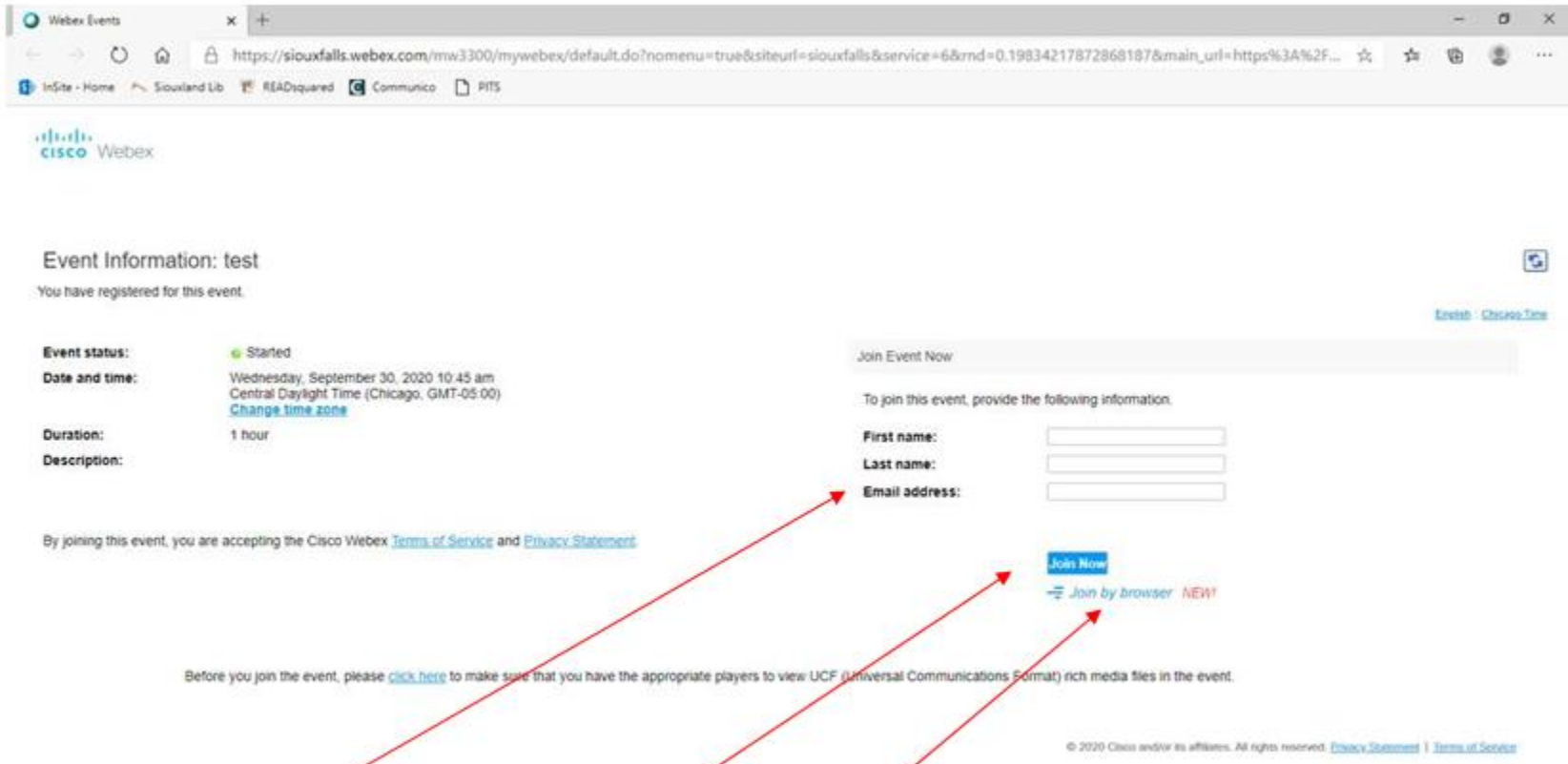
## Getting into Webex

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When you click the link in your email, you will see this screen:



Enter your name and email address and click "Join Now" or "Join by browser" (recommended for laptops, PCs, and Macs)

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## How to Join--For laptop, PC, and Mac users:

### Join by Browser--recommended

If you don't want to install anything, click "Join by browser." You should get a screen that looks like this:



Starting Webex...



Still having trouble? [Run a temporary application](#) to join this meeting immediately.

After you have joined, skip down to "Connect to audio."

**OR**

### Join Now (installing Webex software)

Click "Join Now." You will get a screen like this, specific to the browser you are using:



## Step 1 of 2: Add Webex to Edge

Follow this one-time process to join all Webex meetings quickly.



Click "Add Webex to...."

Add Webex to Edge

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

You will get a screen like this. Click "Get."

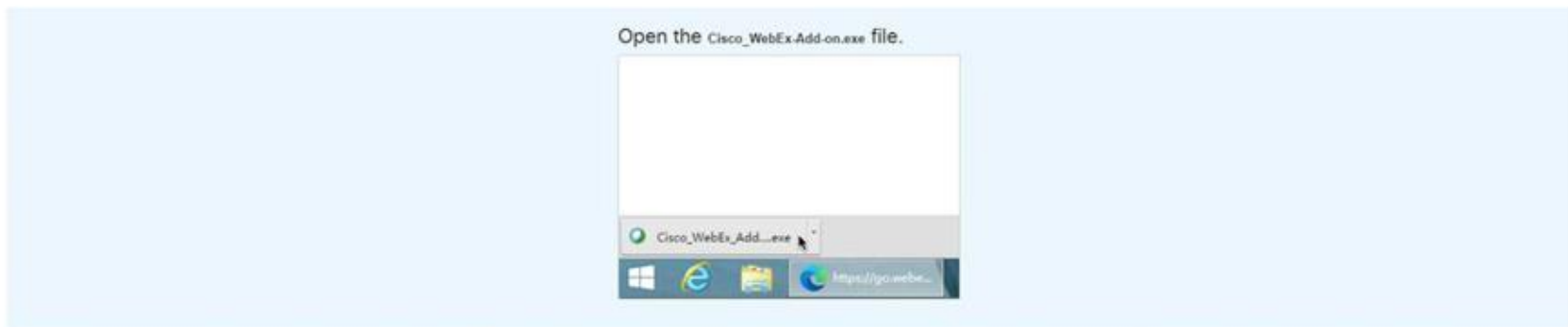
The screenshot shows a web browser window with the following elements:

- Browser Tabs:** "Event in Progress" and "Cisco Webex Extension - Micro...".
- Address Bar:** "https://microsoftedge.microsoft.com/addons/detail/cisco-webex-extension/ikdddppdhmjcdgflpnbkdeggoicjgo".
- Navigation:** "Microsoft | Edge Add-ons" logo and "Help", "All Microsoft", "Sign in" links.
- Breadcrumbs:** "Home / Communication / Cisco Webex Extension".
- Extension Card:**
  - Icon:** Cisco Webex logo.
  - Title:** "Cisco Webex Extension".
  - Category:** "Webex Communication".
  - Rating:** "★★★★☆ (198)".
  - Action:** A blue "Get" button with a red arrow pointing to it.
- Description Section:**
  - Section Header:** "Description".
  - Text:** "Cisco Webex web and video conferencing is an easy, cost-effective way to exchange ideas and information online with anyone, anywhere on any mobile device or video system. Accelerate decision-making, keep projects on track, and collaborate in real time with integrated audio, video, and content sharing, all in one meeting. Enhance engagement with a lifelike video experience, which rapidly builds relationships and trust, just like you would in person. Make connecting simple for smoother meetings so users can invite others to easily join with their own video system. From the proven industry leader in web and video conferencing, rely on secure, scalable WebEx meetings from the global Cisco Collaboration Cloud."
  - Link:** "Read more".
- Metadata Section:**
  - Report abuse** (link)
  - Version:** 1.9.0
  - Updated:** August 2, 2020
  - Terms** (link)

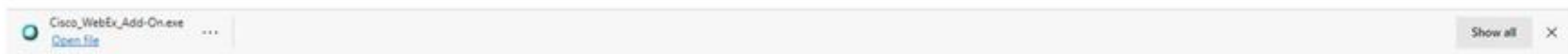
This screen comes up:



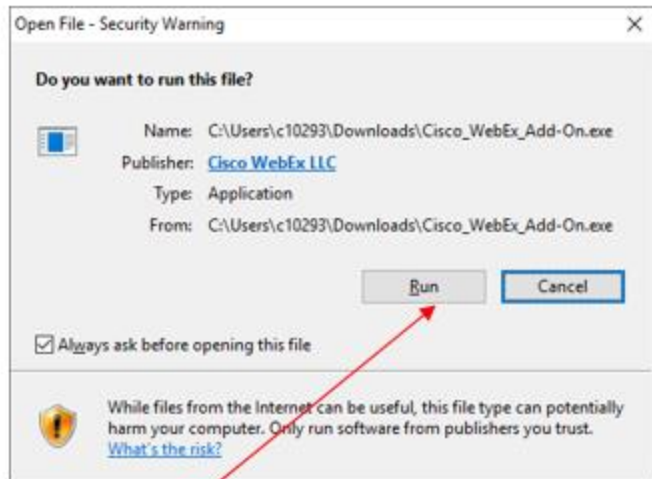
## Step 2 of 2: Install the Cisco Webex add-on



Still having trouble? [Download the add-on again](#) or [run a temporary application](#) to join this meeting immediately.

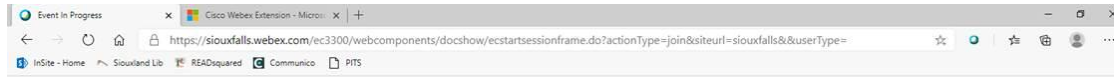


Click "Open File."



Click "Run."

Webex will start like this:



Starting Webex...



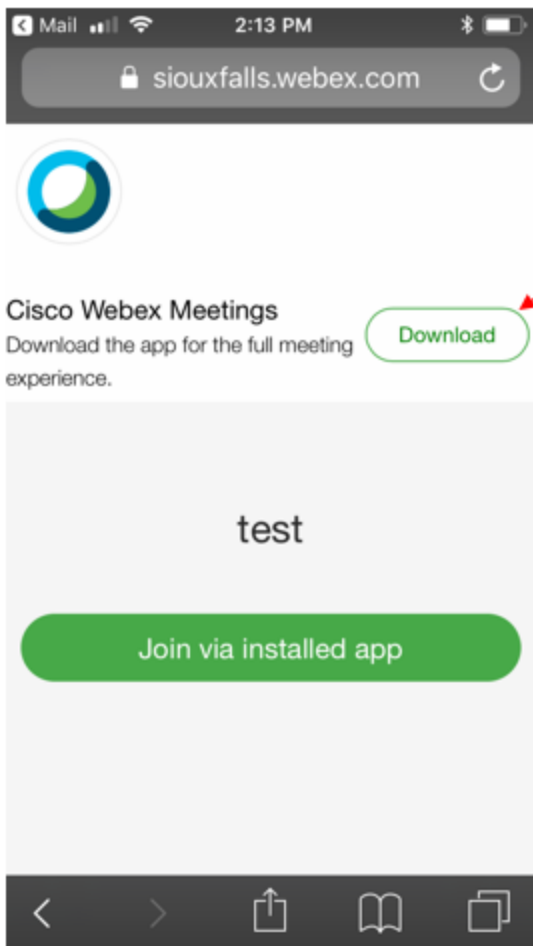
Still having trouble? [Run a temporary application](#) to join this meeting immediately.

After you have joined, skip down to “Connect to audio.”

## How to Join—For phone, tablet and iPad users:

Click “Join Now.” You will get a screen like this:



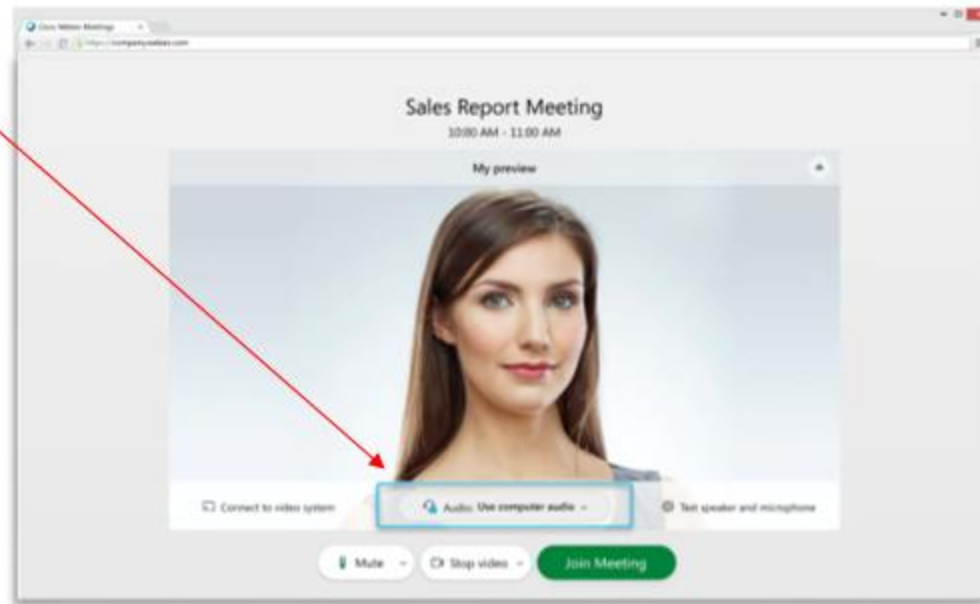


Click "Download." Open in "App Store" and download.

When the app is installed, click "Join via installed app."

**After you have joined, connect to audio**--Audio is broadcast through your computer or device speakers.

Click the audio drop-down menu at the bottom center of the screen.



Choose "Use computer audio" and use your computer or device with a headset or speakers.

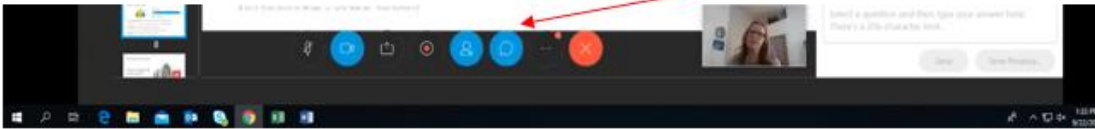
You should see presenters or panelists only. Your microphone and video camera will be off.

**Tech support and Q&A**--You will communicate with the panelists by typing in the chat, the Q&A, or both, as directed. This may be used for technical support or for the Q&A portion of the presentation.

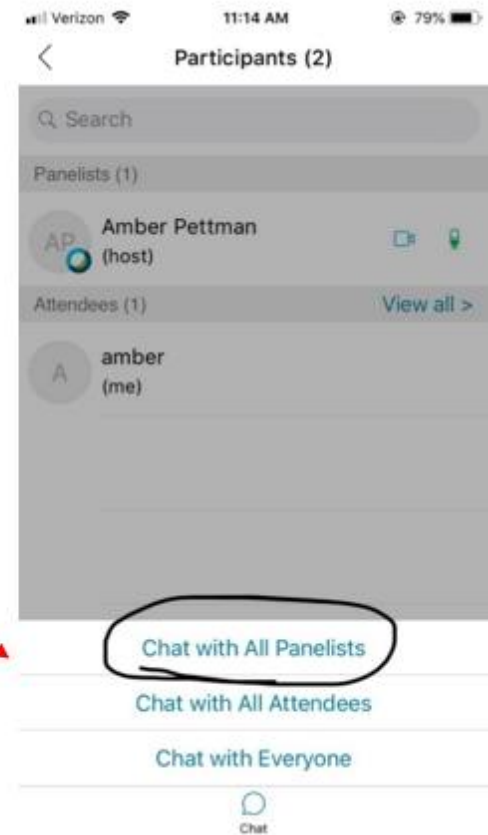
Chat, if available, is enabled by clicking this icon:



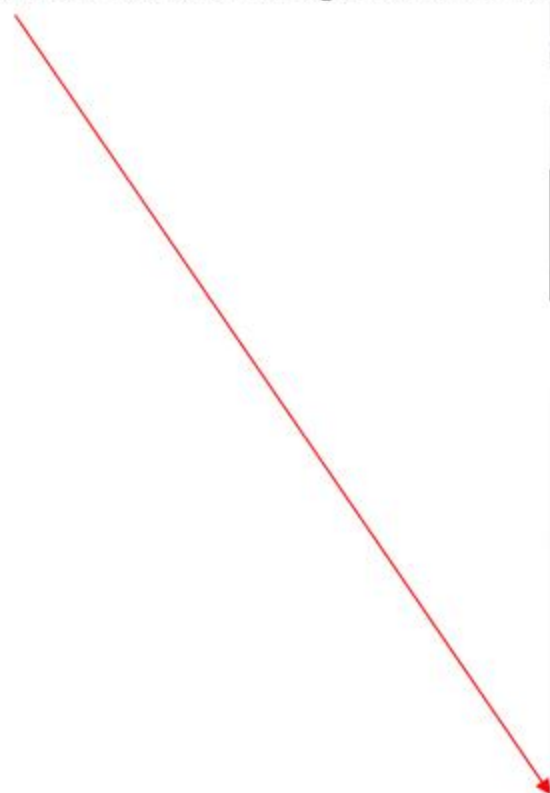
in the center bottom of the screen.



You can send chat messages to Everyone, a selected individual, the Host, the Panelists, or the Presenter.



Q&A, if available, is on the right bottom of the screen. Messages sent through Q&A can be seen by everyone.



The screenshot shows a webex meeting interface. At the top, there's a browser address bar with a URL starting with 'https://nsj1wss.webex.com/nbr/'. Below that, a 'Connected' status indicator is visible. The main interface is divided into several sections: 'Participants (12)' with a sub-section for 'Panelist: 2' showing 'Rhonda Richardson' as the active speaker; 'Attendee: 10 (4 displayed)' listing 'Libby He...' and 'Robert A...'; 'Chat' showing a message from Rhonda Richardson: 'thank you! so if i type here, no one can see this? even when the window is closed?'; and 'Q&A' at the bottom right, which is highlighted by a red arrow. The Q&A section shows 'All (10)' and 'My Q&A (3)' tabs, and a text input area with the instruction 'Select a question and then type your answer here. There's a 256-character limit.'