


Event Center Quick Guide for Attendee

Contents

1	Attend the Event	2
2	Connect to the Audio.....	4
3	View the Shared Content	7

1 Attend the Event

1.1 Open the inviting link in your e-mail using Internet Explorer.



Hello Wilbur,

Wilbur Qi invites you to attend a Web seminar using WebEx.

Topic: test

Host: Wilbur Qi

Date and Time:

Friday, March 24, 2017 11:00 am, China Time (Beijing, GMT+08:00)

Event number: 186 431 851

Event password: 1234

To join the online event

1. [Click here](#) to join the online event.

Or copy and paste the following link to a browser:

<https://cussupport.webex.com.cn/cussupport-en-us/onstage/g.php?MTID=e016c0383ee81c34c366c61a70a935ec8>

2. Click "Join Now".

1.2 Input your information and the Event password, and then click "Join Now".

Join Event Now

To join this event, provide the following information.

First name:

Last name:

Email address:

Event password:

[Join Now](#)

Notes: If the event needs register, you will go to the register page. Fill in your information and then click “Submit” in the lower right corner of the page.

Please complete this form to register for the event. An asterisk (*) indicates required information. [English](#) [Brazilia Time](#)

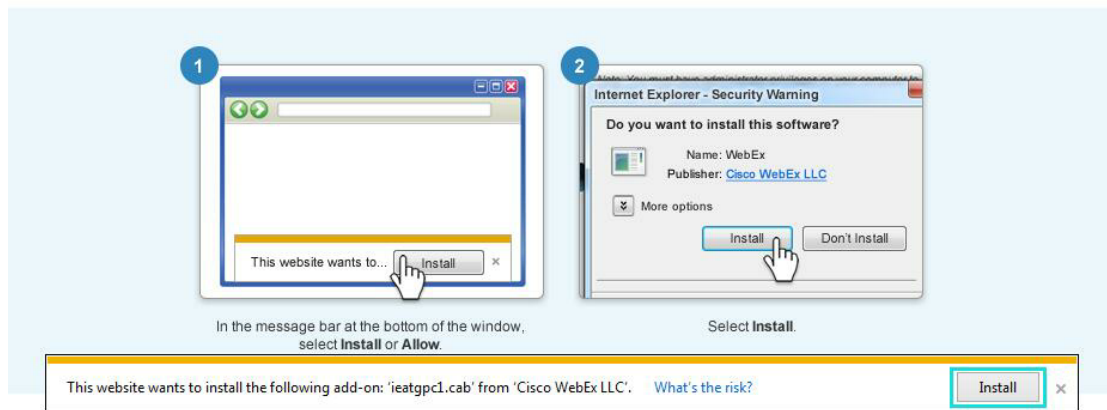
Please answer the following questions.

* First name:	<input type="text"/>	* Last name:	<input type="text"/>
* Email address:	<input type="text"/>	Phone number:	<input type="text"/> <small>Country/Region</small> <input type="text"/> <small>Number (with area/city code)</small>
* Confirm email address:	<input type="text"/>	Title:	<input type="text"/>
Company:	<input type="text"/>		
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
City:	<input type="text"/>	State/province:	<input type="text"/>
ZIP/postal code:	<input type="text"/>		
Country/region:	<input type="text" value="United States of America"/>		
Number of employees:	<input type="text" value="1-99"/>		

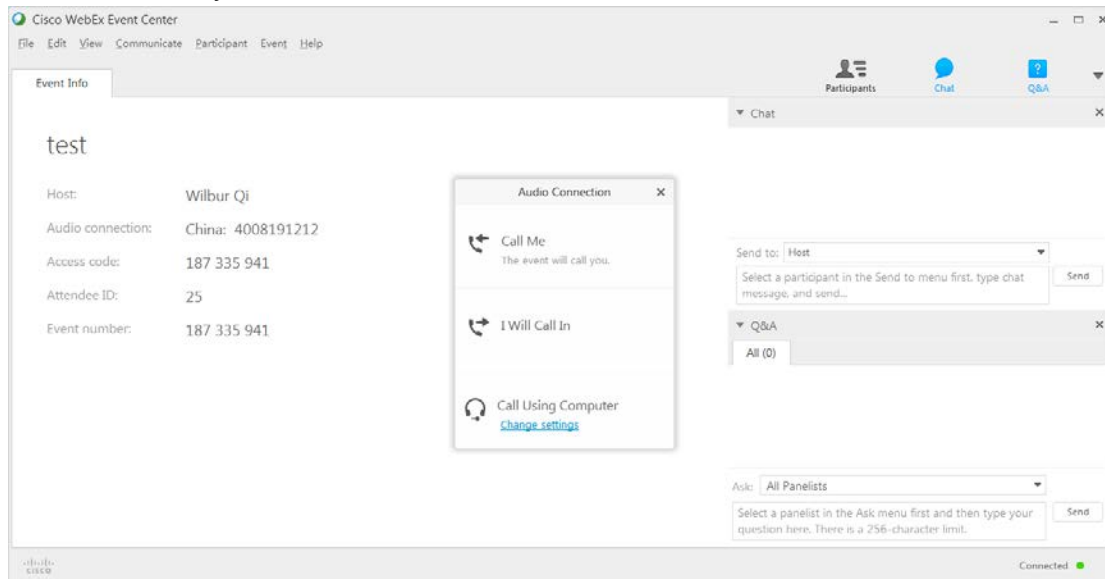
Would you like to receive information about future seminars?:
 Yes No

1.3 You need to install an extension if you use WebEx for the first time. Please click “Install” and then you will join the event.

Install the Cisco WebEx add-on



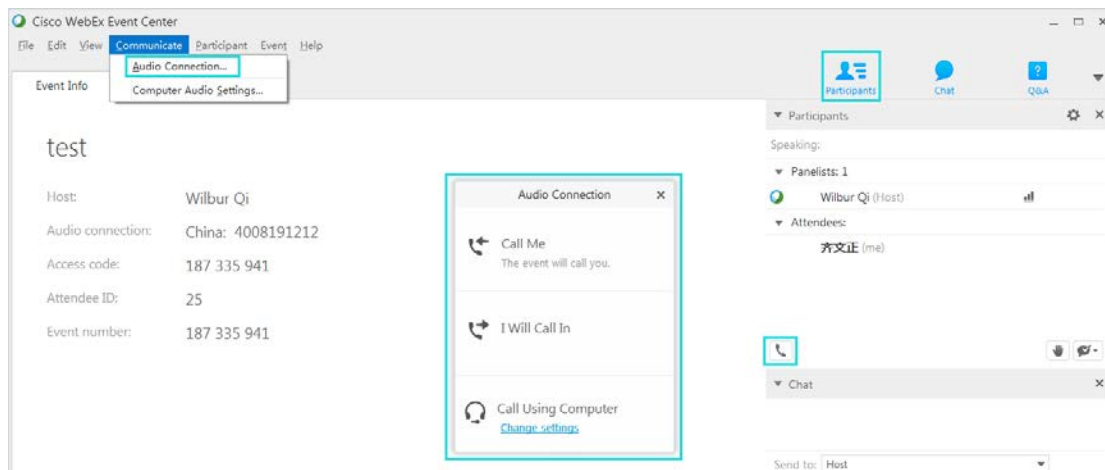
1.4 Now you are in the event.



2 Connect to the Audio

Notes: **The first thing to do in the event is connecting to the audio.**

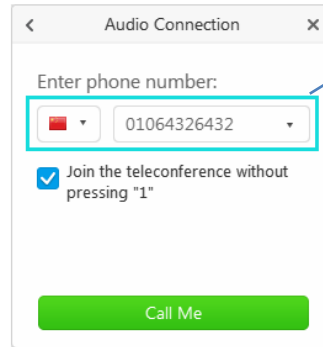
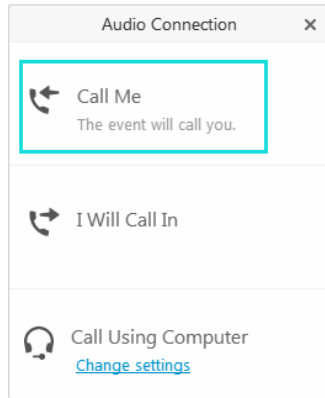
2.1 After you have joined the event, WebEx will remind you to connect the audio. You can also open it in "Communicate" menu or "Participants" list.



2.2 You can connect the audio in three ways. We suggest using “Call Me” or “Call Using Computer” to connect the audio.

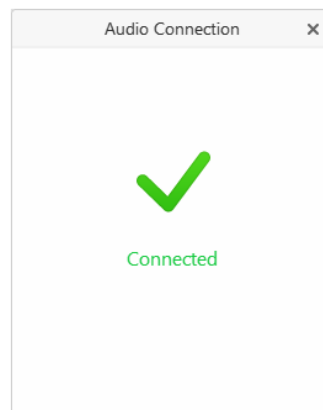
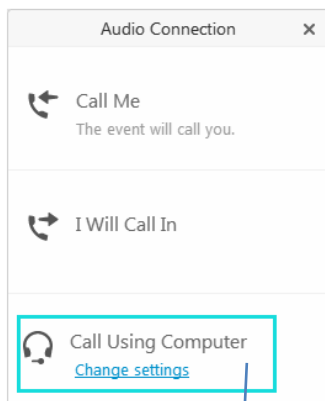
Notes: “Call Me” only support the number in Chinese Mainland.

Call Me:



You can input a cellphone number or a line telephone with area code. Then click the “Call Me” button bellow.

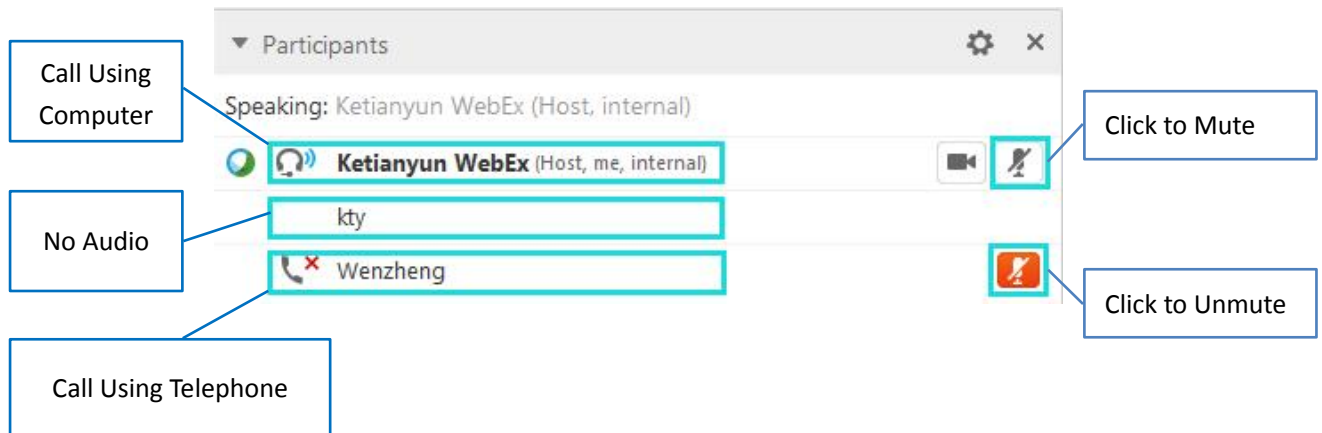
Call Using Computer:



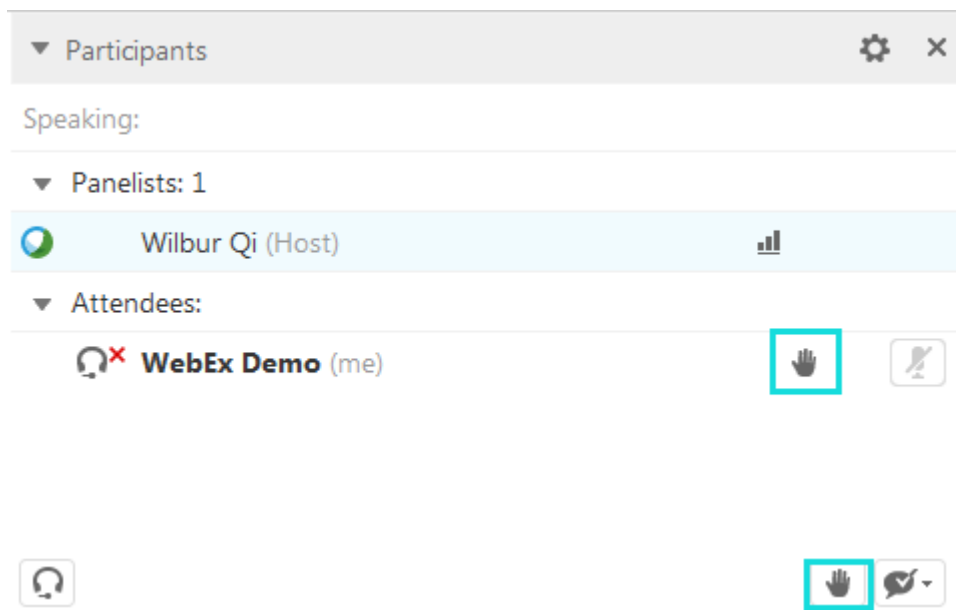
Please click the blank area to connect the audio. You will see the picture right if you succeed.

2.3 A headphone or telephone icon will appear in front of your name. You can mute or unmute yourself. If the host mutes you, you won't be able to unmute yourself.

Note: **Please keep your line muted to minimize background noise.**

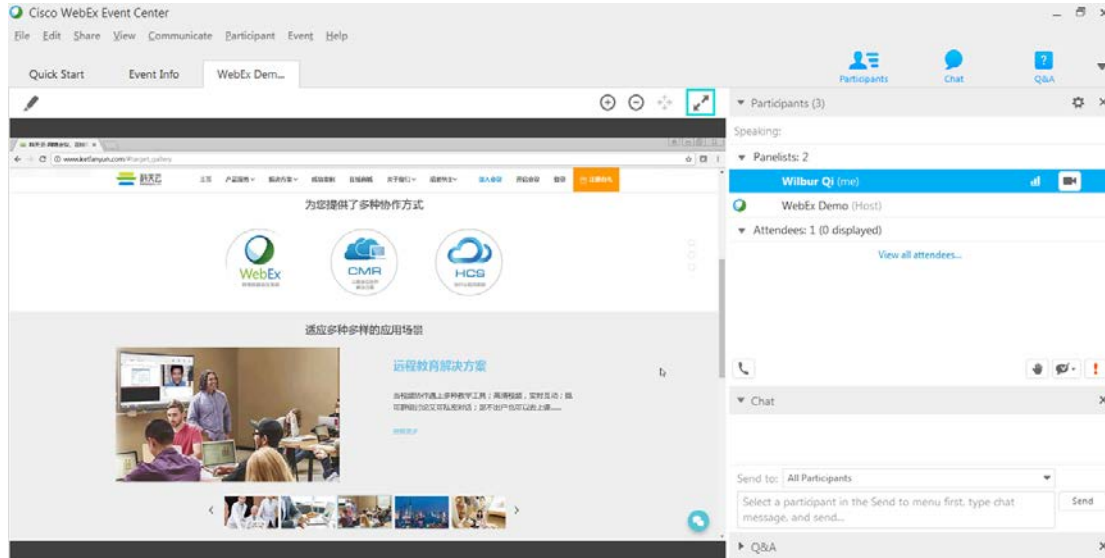


2.4 If you want to speak but you couldn't unmute yourself, you can click the "Lower Hand" button to ask to speak. Click it again to put down your hand. A hand icon will appear behind your name.



3 View the Shared Content

3.1 After the presenter shared the content, you can view them in full screen.



3.2 When you are viewing the content in full screen, you will find a note showing "Viewing WebEx Demo's applications" at the top of the screen.



3.3 When you move your cursor onto the panel, you can quit the full screen model or perform other operations.

