



Webex - Info for Participants

Joining the Webinar from a Computer - No Downloads Needed

***Note: these instructions are for users who do not have the Webex program installed on their computer. If you already have the Webex program downloaded, your webinar screen will likely look different than what is shown in Step 5.**

Instructions:

1. **If you have a webinar link:** Open the link to the Webex meeting – the link will be sent to you weekly or at the website of the Webinar Series that you are participating in.
2. You will be taken to a screen that looks similar to the one below

The screenshot shows a Webex event page for 'Practice'. On the left, event details are listed: 'Event status: Started', 'Date and time: Thursday, December 17, 2020 10:30 am Mountain Standard Time (Denver, GMT-07:00) Change time zone', 'Duration: 1 hour', and 'Description:'. Below this is a disclaimer: 'By joining this event, you are accepting the Cisco Webex Terms of Service and Privacy Statement.' On the right, there is a 'Join Event Now' section with a form asking for 'First name', 'Last name', 'Email address', and 'Event password'. Below the form are two buttons: 'Join Now' and 'Join by browser NEW!'. A red box highlights the 'Join by browser NEW!' button. An arrow points from a text box on the left to the registration form. Another arrow points from the 'Join by browser NEW!' button to a larger red box at the bottom of the page that also contains the text 'Join by browser NEW!'. A final text box at the bottom right explains that if the Webex app is not installed, clicking 'Join by browser' is the fastest way to join.

3. Enter your first and last name and your email address in the box. Your email will not be visible to other participants, and will not be shared with anyone outside of the presenters. **The password should already be filled in for you.**

4. If you do not have the Webex app downloaded to your computer, the fastest way to join the webinar is by clicking **Join by browser.** This will take you straight to the webinar (see Step 5).

5. After clicking “Join by browser” in Step 4, you will be taken to a screen that looks similar to the one below. This is the webinar. You can now watch the presentation. We recommend logging on to the webinar at least 5 minutes before the start time (10 minutes if this is your first webinar with webex). Instructions will be instructions playing on the screen to help you test your sound and video.

When the presentation has begun, you will see PowerPoint slides here.

You could see video of the presenter talking here.

The screenshot shows a webinar interface. At the top left is the Montana State University Extension logo. The main content area features the text "Presenter: Dr. Marsha Goetting" in large, bold letters. On the right side, there is a "Chat" window with a circular video thumbnail of the presenter and a text input field labeled "Type your message here". At the bottom, a toolbar contains icons for phone, mute, chat (highlighted with an orange circle), help, and exit. A red arrow points from the chat box to a text box below.

If you do not see a chat box on the right-hand side of your screen, you can click this speech bubble icon to open the chat.

This is the chat box. You can type questions or comments here. Only the presenters can see your chat comments.