WEBEX FEATURES FOR PARTICIPANTS

Note: The following features and functions reflect only those relative to participant end user interface and functionality. For programs who desire to moderate/co-moderate their own meetings, SOLID can provide training and materials to reflect features and functions associated with these roles.

Joining a Webex Event

Navigate to the WebEx event using the link provided by the DCA entity via an internet browser. Webex will, in some instances, auto-populate name fields upon sign-in. As a result, some individuals may be automatically logged into the meeting with a Webex generated name (examples below).

Note: It is important for individuals to update the name fields when logging in to correctly reflect their identity to assist the moderator in identifying meeting participants. While we do not require the public to identify themselves, this is particularly important for staff, members, and presenters.

The event password will be entered automatically. If you alter the password by accident, close the browser and click the event link provided again. Click on "Join Now" (do not click "Join by browser").

Audio

You can select to use either your computer speaker/microphone, a headset, or your phone for audio.

To utilize your phone:
- Click on "Audio & Video" from the menu bar
- Select "Switch Audio"
- Select the "Call In" option and follow the directions
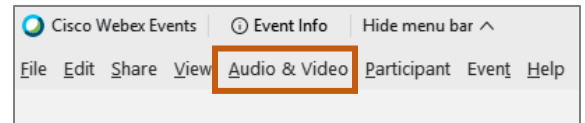
Note: If you connected your audio through your phone, your mute and unmute button should be controlled from your computer or tablet. If you are having trouble unmuting yourself, you may be muted through your phone.

Microphone Indicators

Click on the microphone icon to mute and unmute yourself. You can also mute and unmute yourself using microphone icon next to your name from the participant panel.
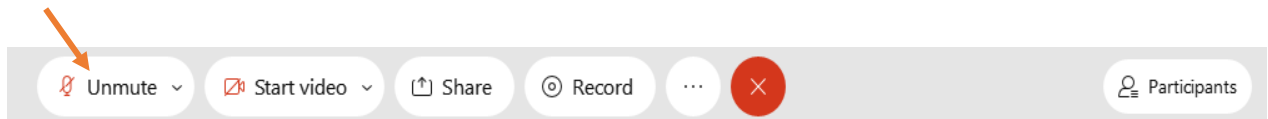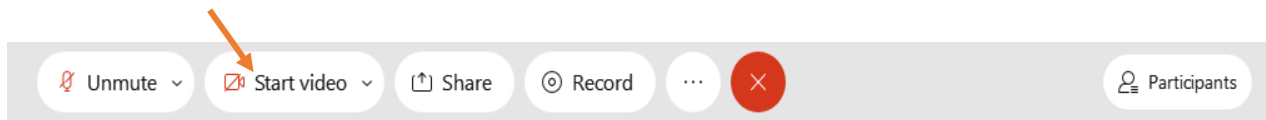

The green microphone indicates your microphone is open and meeting participants can hear you. If your microphone is red, you are muted.

Camera Indicators

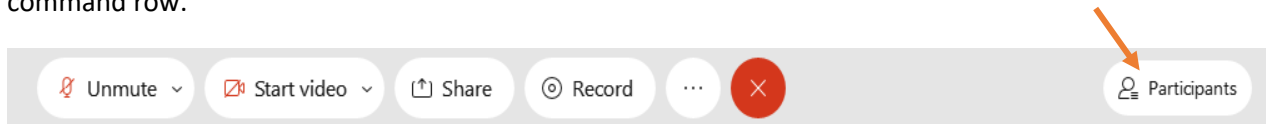Click on the video icon to turn your camera on and off.

The green camera indicates your camera is on and meeting participants can see you.   If your camera is red, your camera is off, and you cannot be seen.

Meeting Participants

To see who is in the meeting, you can access the participant list by clicking on the participant icon on the command row.


By clicking on this icon, it should display the participant list on the right side of your screen.

This is an example of a participant list that will display on the right side of your screen.

Icons will appear next to individual names to indicate if they are muted, speaking or background noise, or have their hand raised.

This is helpful to distinguish who is speaking or who is trying to contribute to the conversation. In addition, it is helpful if you state your name before speaking.
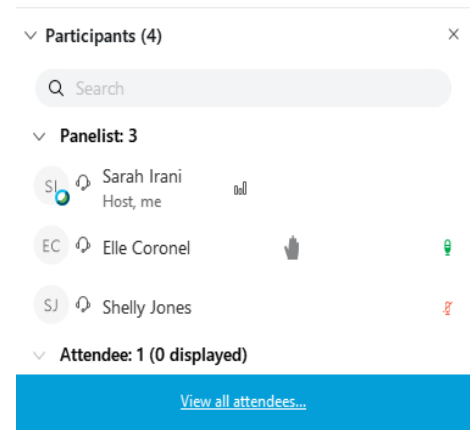

The panelist list has a "sort" feature, which can be located to the right of the search field in the participant panel. Clicking on the sort icon allows the list of panelists to be sorted by either name or raised hands. This feature can be particularly useful for programs who utilize the hand raise feature for discussion.

Hand Raise Feature

The hand raise feature is now located next to each participant's name in Webex, both for panelists and attendees. Participants can click the hand icon next to their name to raise and lower their hand.
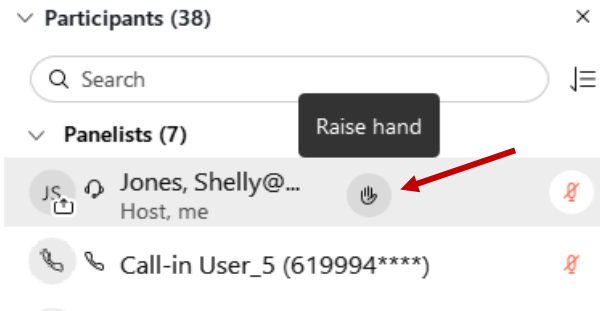

Unmuting Microphones

When the moderator unmutes a participant's microphone, Webex will prompt the participant to unmute themselves. The participant <u>must</u> click the displayed "Unmute me" button to unmute their microphone.
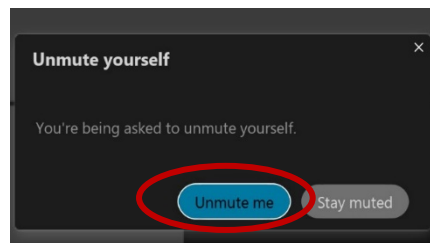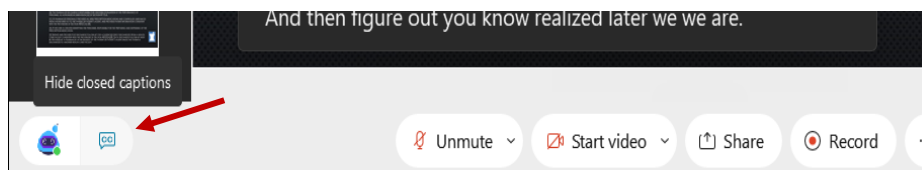

Closed Captioning

Webex provides real-time closed captioning that are displayed in a dialog box within the Webex screen. Participants can click on the dialog box and drag it to any location on the Webex screen.
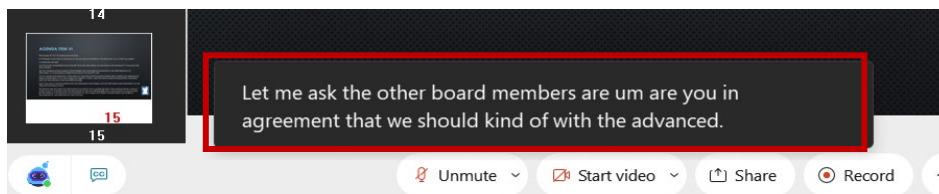

The closed captioning can be hidden from view by clicking on the closed captioning icon. You can repeat this action to unhide the dialog box.


Closed captioning can be viewed in a transcript style that displays the captions by speaker. You can enable and disable this feature through either the participant panel or the Webex Assistant.

- To access this feature via that participant panel, click on the 3 dots at the bottom of the participant panel and select Captions and Highlights

- To use the Webex Assistant, hover over the robot icon on your screen and select either View or Hide captions and highlights.
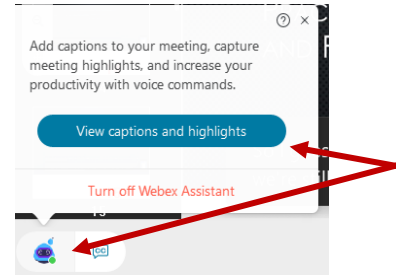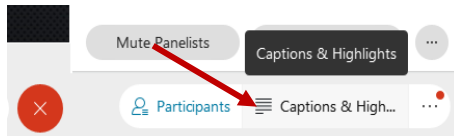
"Highlighting" is a feature of Webex closed captioning that provides a valuable tool for program staff by allowing quick and easy access to important information, such as motions, votes, action items, or any other caption that contains pertinent information that the program may need to revisit or reference.

To highlight a caption, hover over the caption and click Highlight.
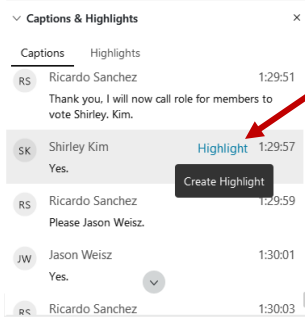
You can also undo a highlight by hovering over a previously highlighted caption and clicking Unhighlight.