



WebEx for Webinars

Instructions for the participant

Thank you for registering for a NCRLAP webinar!

Please read through this document prior to joining the webinar.

*A headset with a microphone is recommended.

Between 12:30pm and 1:00 pm, use this link to join: <https://uncg.webex.com/join/ncrlap>

If you do not have a headset, or if you have issues with your audio after joining, you can access the webinar audio via telephone by calling 1-415-655-0002. The access code is 281 621 642.

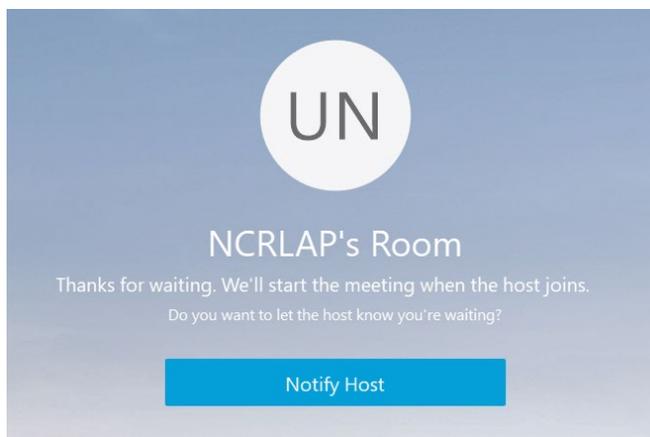


NCRLAP's Room

Join Meeting

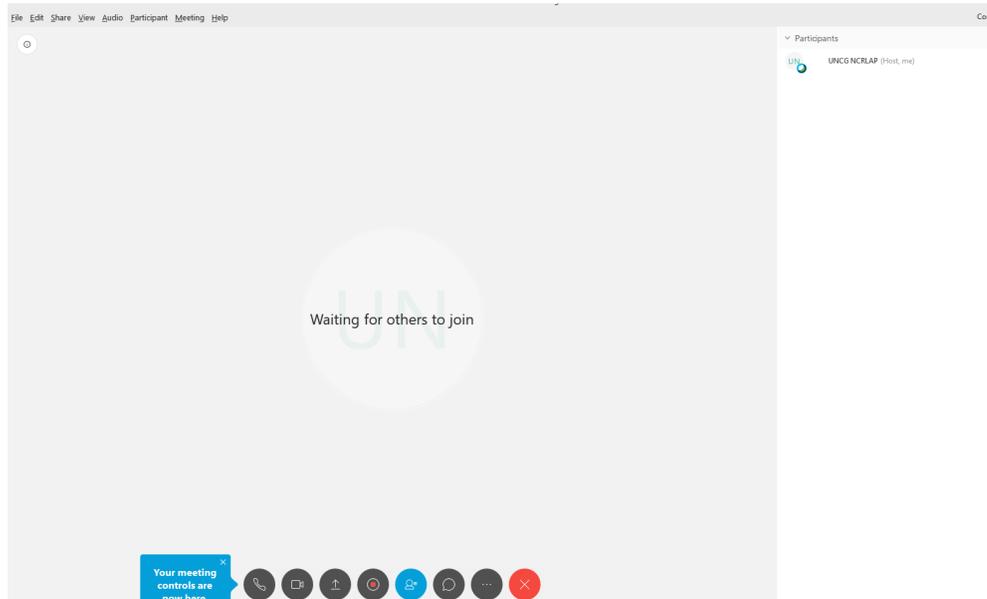
More ways to join

When you've reached this page, enter your first and last name, your email address, then click "Join Meeting." If your host has not started the webinar yet, wait at the screen shown below. Once it has begun, a new WebEx window will open and a blue and green WebEx icon will appear in your taskbar.





For audio, open the “Computer Audio Settings” from the Audio tab menu, which allows you to test the speakers and microphone you’re using. *A headset is preferred to help avoid audio interference during the webinar (Apple earbuds will work).* If you do not have a microphone (on the computer, headset, or an accessory such as a webcam), the features described below allow you to communicate with the presenter and other participants.



Click the icon that is shaped like a person in the control panel at the bottom of the screen. You will see your name on a **list of participants** on the right-hand side. To the right of your name, there is a **mute/unmute** icon. **It is important that you please keep yourself muted* unless you are speaking to the webinar presenter/audience.

There is also a “**raise hand**” icon next to your name. Use this to alert the presenter if you have a comment or question. After being acknowledged, click it again to put the hand back down.

Another way to get the presenter’s attention is the **chat** feature. There are options to choose to chat the whole group or the presenter only. Click the chat icon in the control panel at the bottom of the screen.

Cisco provides 24/7 technological support for WebEx. If you experience problems before or during the webinar, please call 866-229-3239. NCRLAP main office staff are also available for support at 866-362-7527.

Thank you for your participation!

We’d appreciate your feedback by using the link provided by your presenter.