

1 WebEx User Info

Please mind:



Quality Austria recommends using **Google Chrome** or **Firefox** as default browser when attending a virtual training. You can join the meeting either from your browser or from your desktop window via app (free one-time download).



Using **Internet Explorer** or **Safari** can lead to audio problems, since those browsers are not fully supported.



It is recommended to install the WebEx **app** for **minimizing** the risk of audio-visual problems. Please find an instruction on how to set up / install the application below.

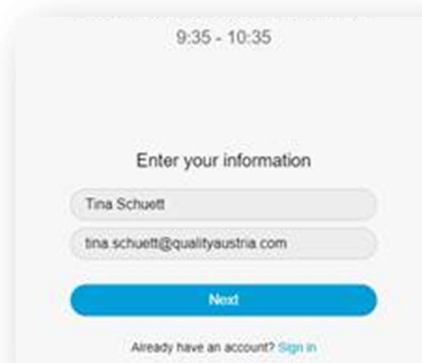
1.1 E-mail Invitation Link

A few days before the virtual training, you will receive an **e-mail** from **qualityaustria** Support with following information:

- Participation Link
- Meeting identification number
- Password

Once you click the link received from **qualityaustria** Support, a browser window opens.

You can now select how to join the meeting: 1) use the **Desktop App** (this requires a quick one-time download) or 2) use **Web App (from your browser)**. You can choose this option at the bottom of the page.



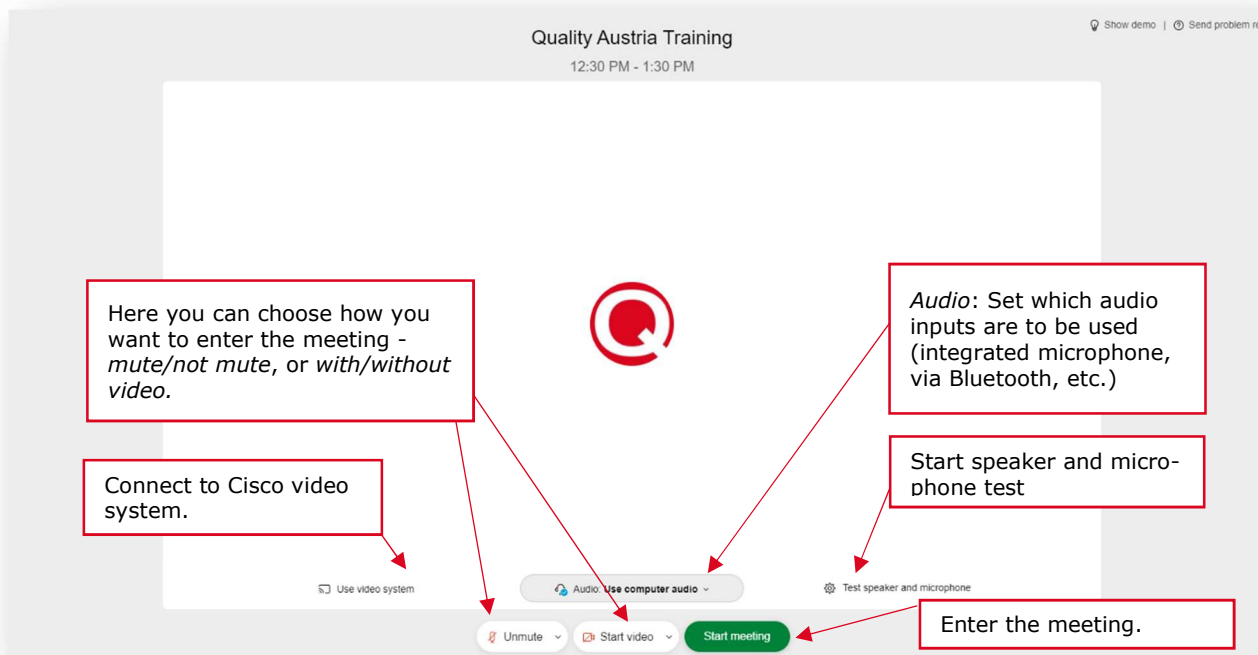
Once you have made your choice, you are asked to enter your **name and e-mail address**.

*Please enter your **first and last name**, so that the trainer can clearly identify you and confirm your participation!*

You might be asked to enter a password / identification number, it is in your e-mail invitation as well. However, usually you can join the virtual training once you have clicked the invitation link.

You may normally access the virtual meeting room **15 minutes** before your training starts. This way you can make sure that your audio and video devices work as expected.

1.2 Select Audio and Video settings before starting a call



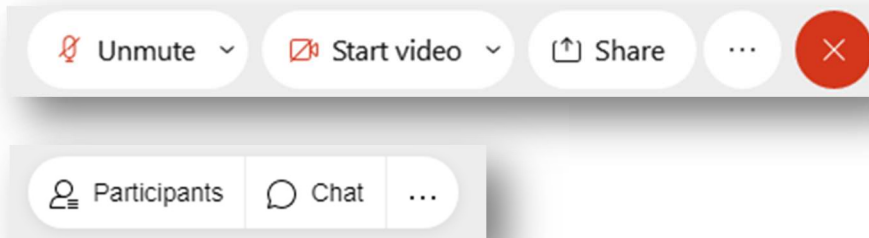
Before entering the meeting, you are asked to configure microphone and camera settings beforehand. With the "Audio: Use computer audio" function you can use the integrated microphone or the one which is plugged into the laptop, for example.

It is recommended to check the loudspeaker and microphone in this step using the "Test speaker and microphone".

Once the audio and video settings have been set as required, you can start to actively participate in the meeting by clicking "Start meeting".

2 Settings during a WebEx Training

Once you have successfully joined the WebEx Meeting, there are several helpful **features** that facilitate the web meeting. These functions are displayed at the bottom of your conference screen:



- Mute/unmute
- Start/turn off video
- Share your screen or files
- More options (three dots)
- Quit meeting
- See participants
- Chat
- Community Options

2.1 Mute / unmute

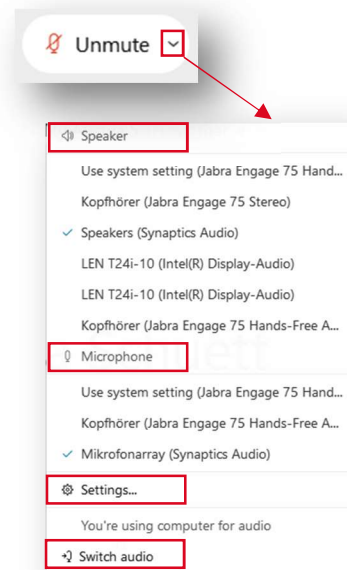
The microphone is muted or reactivated by clicking the button.

Additional microphone settings are displayed by clicking on the small **arrow** on the right of the button.

Available speakers and microphones can be selected here for use.

The volume and microphone sensitivity can be adjusted in the settings.

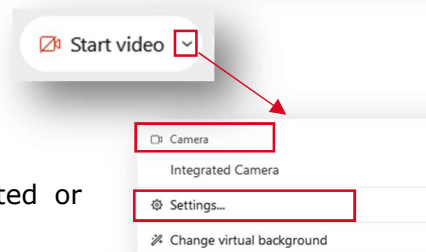
Switch audio: The audio connection can be cut or established here (e.g. if you want to dial in by phone).



2.2 Turn video on/off

Click on the button to start or stop the video camera.

The camera can be selected in the settings (integrated or external).



NEW: your virtual background can now also be changed in WebEx!

2.3 Share Screen

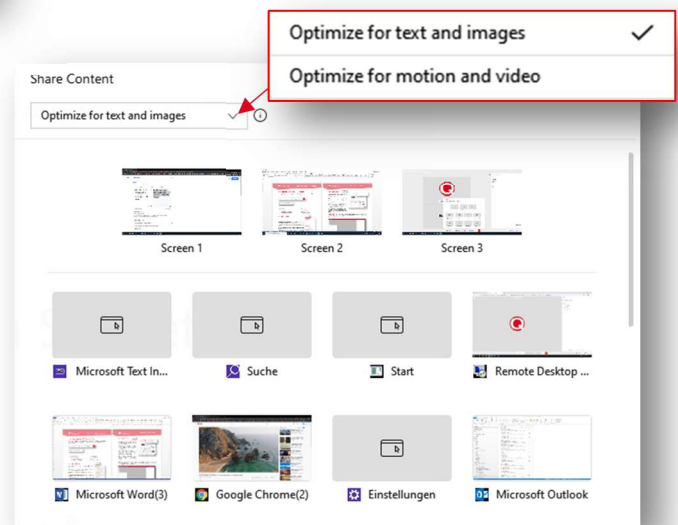
 Share

By clicking on the "Share" button, you can share programs, content or your own screen with the participants.

Either the entire screen, only special application windows or browser tabs can be shared. However, the host must first give you permission and the desired application must already be started.

It should be noted here that you should only share the application that is to be shown. Thus it is not possible for the other participants, e.g. to read incoming emails.

If a video is to be played during the sharing, instead of "Optimize for text and images", "Optimize for motion and video" must be selected.



ATTENTION: If you want **to switch to showing another application**, this application must also be selected in the sharing options. Programs that have not been selected appear as gray boxes in the shared application for other participants.

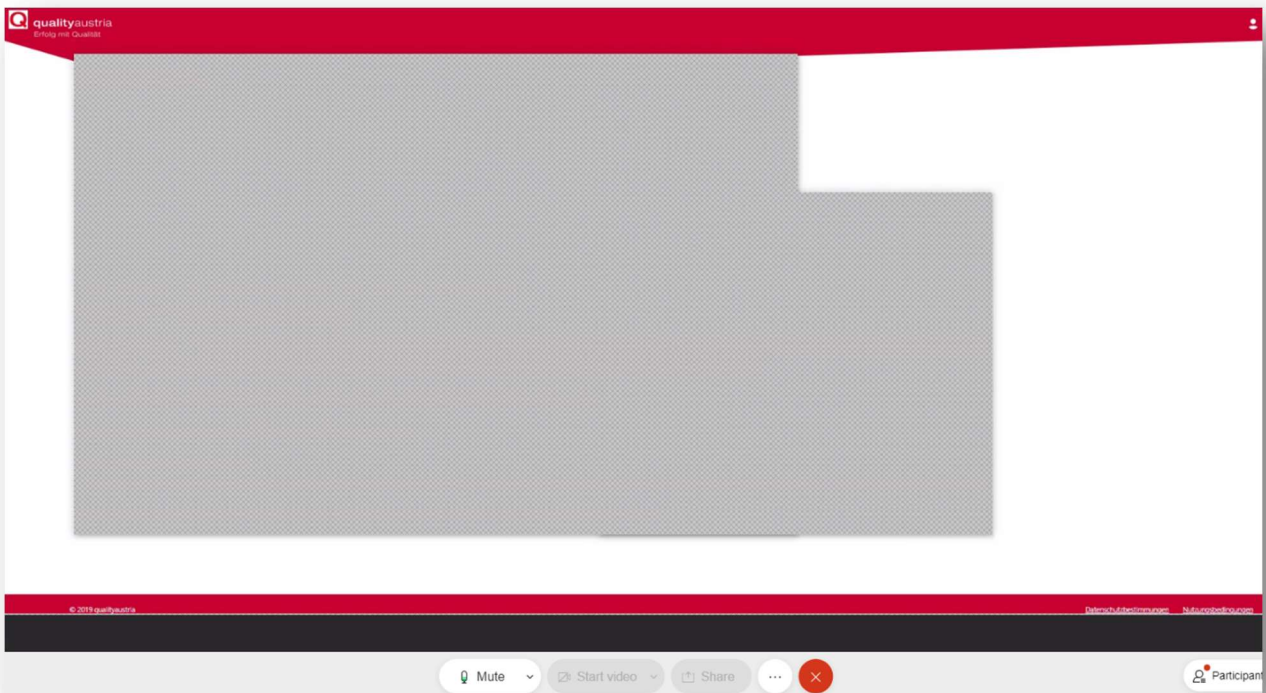


Figure: Here, a participant has shared the PowerPoint application via "Share application". You can see a slide, in front of which there are two windows of programs that are not actively being shared.

2.4 See Participants

 Participants

When clicking the "Participants" button a window is opened on the right-hand side. In this overview you can see the currently logged in participants.

2.5 Chat

 Chat

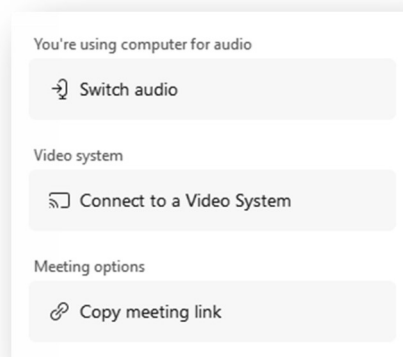
When clicking the "Chat" button, the chat in the right-hand side of the window is opened. You can either chat with all participants, selected ones, or just with the trainer.

2.6 More Options



The following elements can be selected by clicking on "More options":

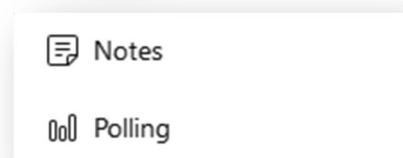
- **Switch audio:** see "3.1 Mute / unmute"
- **Connect to a Video System:** A conference multi-media device can be connected here.
- **Copy meeting link:** The meeting link is copied to the clipboard here.



2.7 Community Options (Notes/Polling)

The following elements can be selected by clicking on the three dots on the far right:

- **Notes:** A window similar to the chat opens, which enables you to take notes yourself.
- **Polling:** A survey submitted by the host can be answered here.



2.8 Quit Meeting



The meeting can be quit by clicking on this button. The "room" has then been left.

ATTENTION:

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