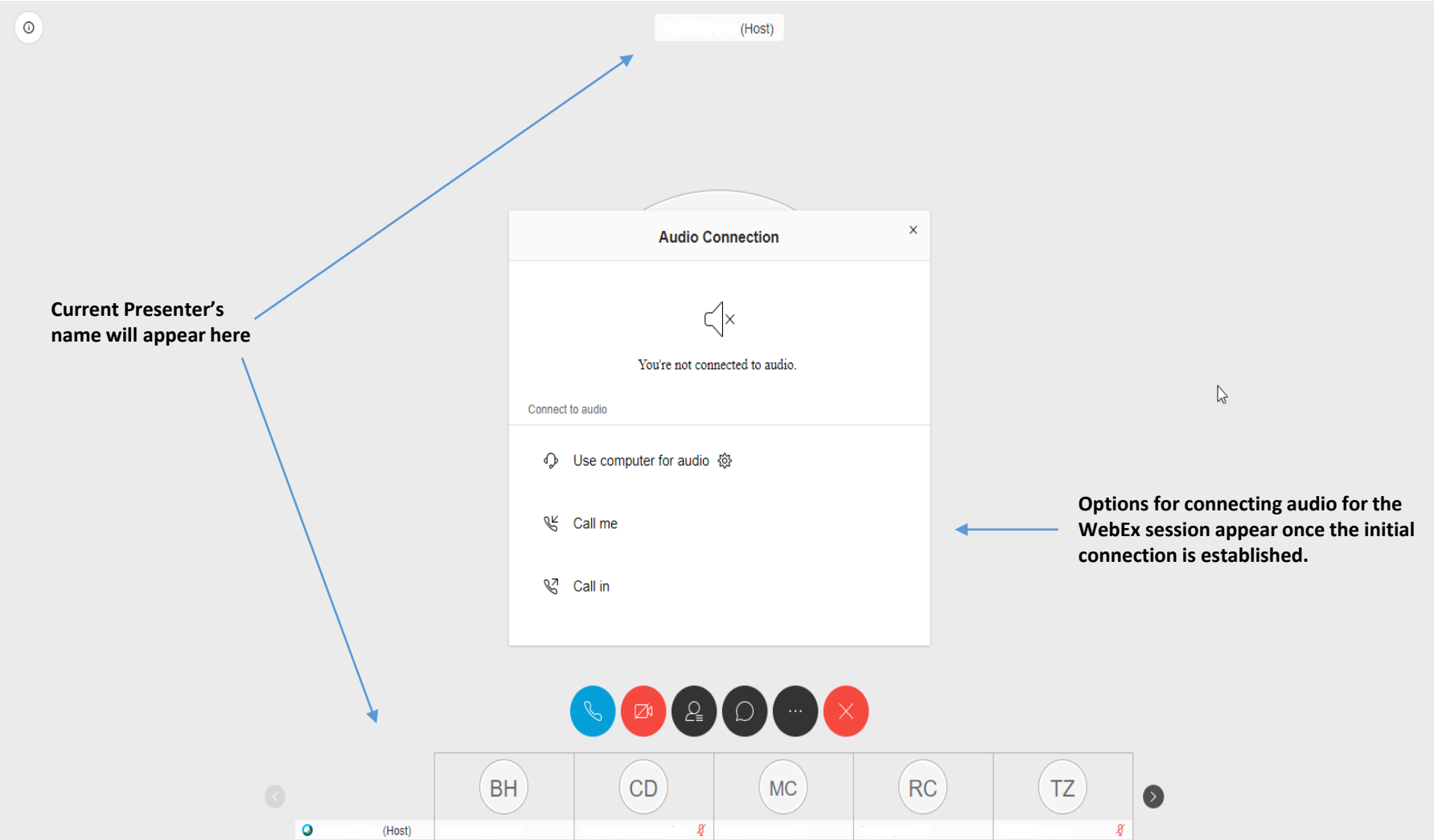


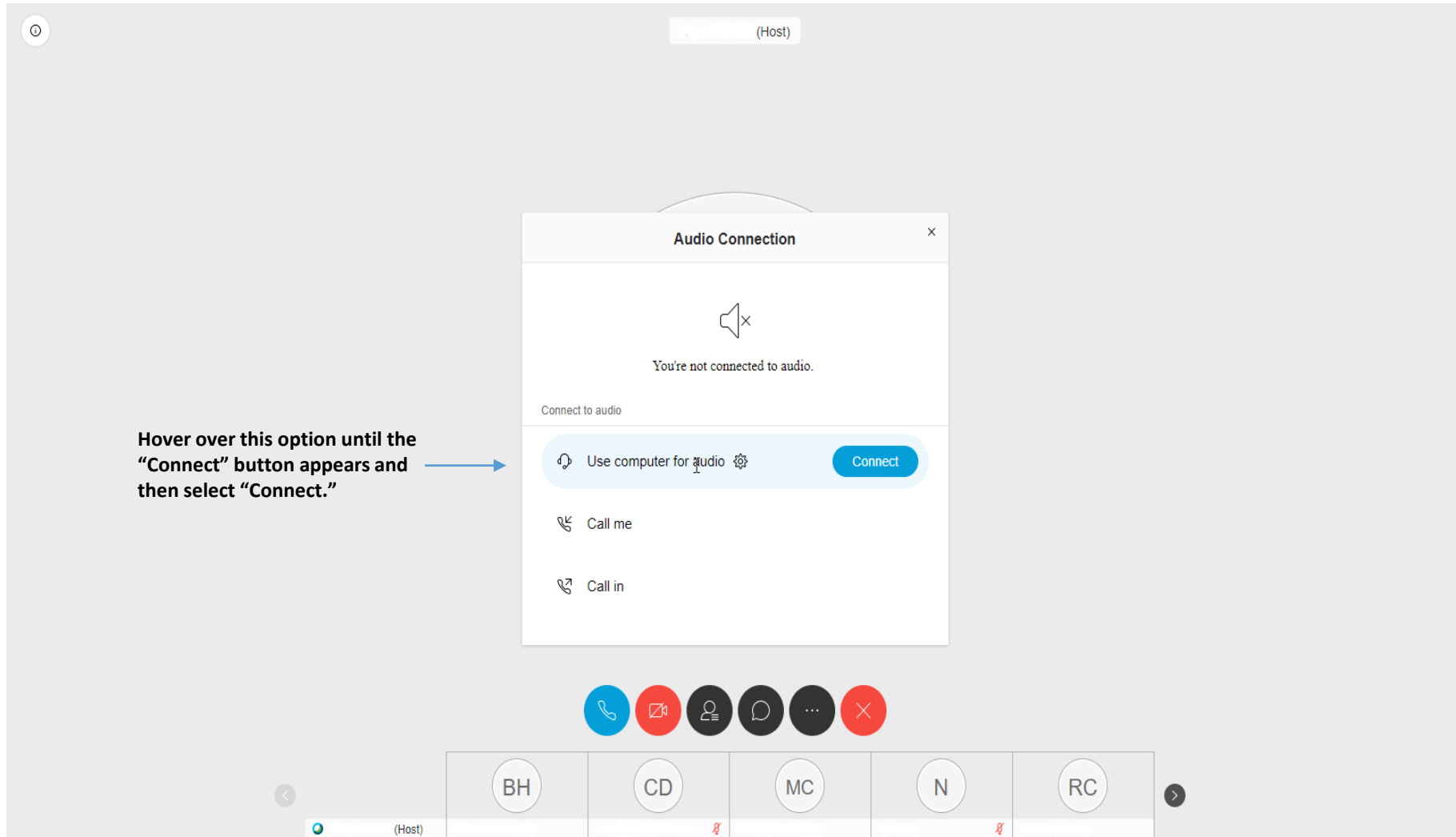
WebEx “Join by Browser” Navigational Guide

- Students who are blocked from running the WebEx temporary application may select the “**Join by browser**” option to connect to a WebEx session.
- Students using this option will be unable to share their screen during class but Instructors will know this and will place students in teams accordingly.
- Students using this option will experience a WebEx interface that is arranged differently from the interface associated with the full or temporary WebEx application.
- The following slides provide an overview of this interface and navigational guidance once the “**Join by browser**” option is selected.

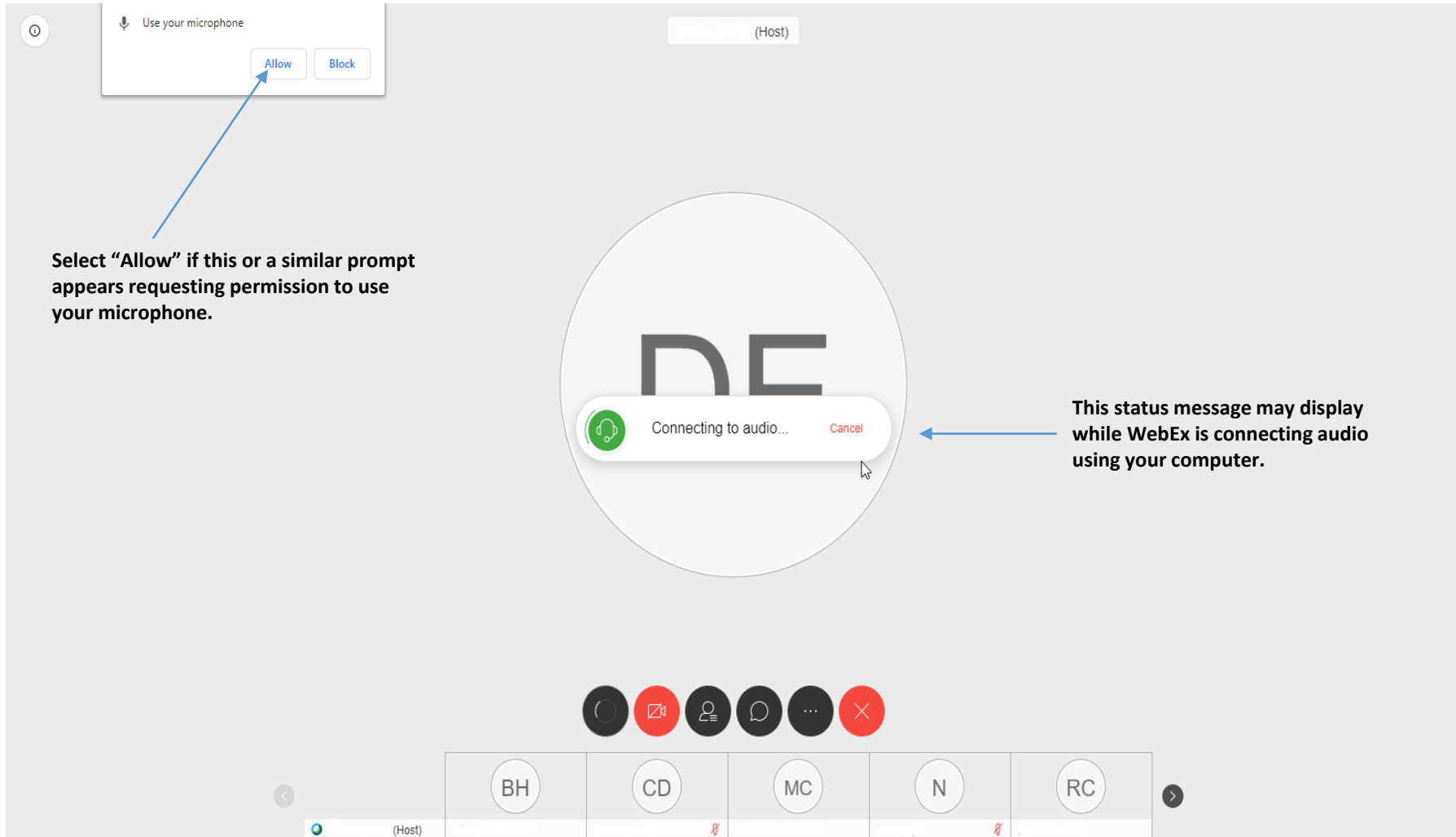
After selecting "Join by browser," the following screen will appear once the WebEx session is established. There are three options for connecting audio to the WebEx session. These are "Use computer for audio," "Call me" and "Call in."



To connect audio to WebEx using VoIP to use a computer headset or computer microphone/speakers, hover over **“Use computer for audio”** until you see **“Connect”** on the right. To adjust your speaker and microphone settings, go to **Audio>Speaker/Microphone Audio Test** in the menu bar.



When connecting audio to WebEx using VoIP for the first time, you may need to allow the use of your microphone.



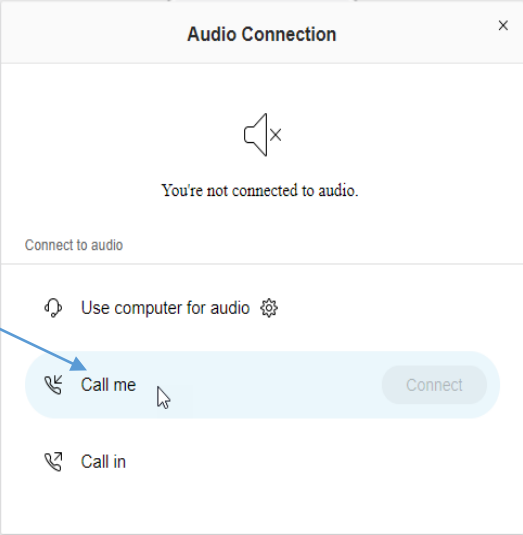
Select "Allow" if this or a similar prompt appears requesting permission to use your microphone.

This status message may display while WebEx is connecting audio using your computer.

A second audio connection option is to have WebEx call your desk or mobile phone.

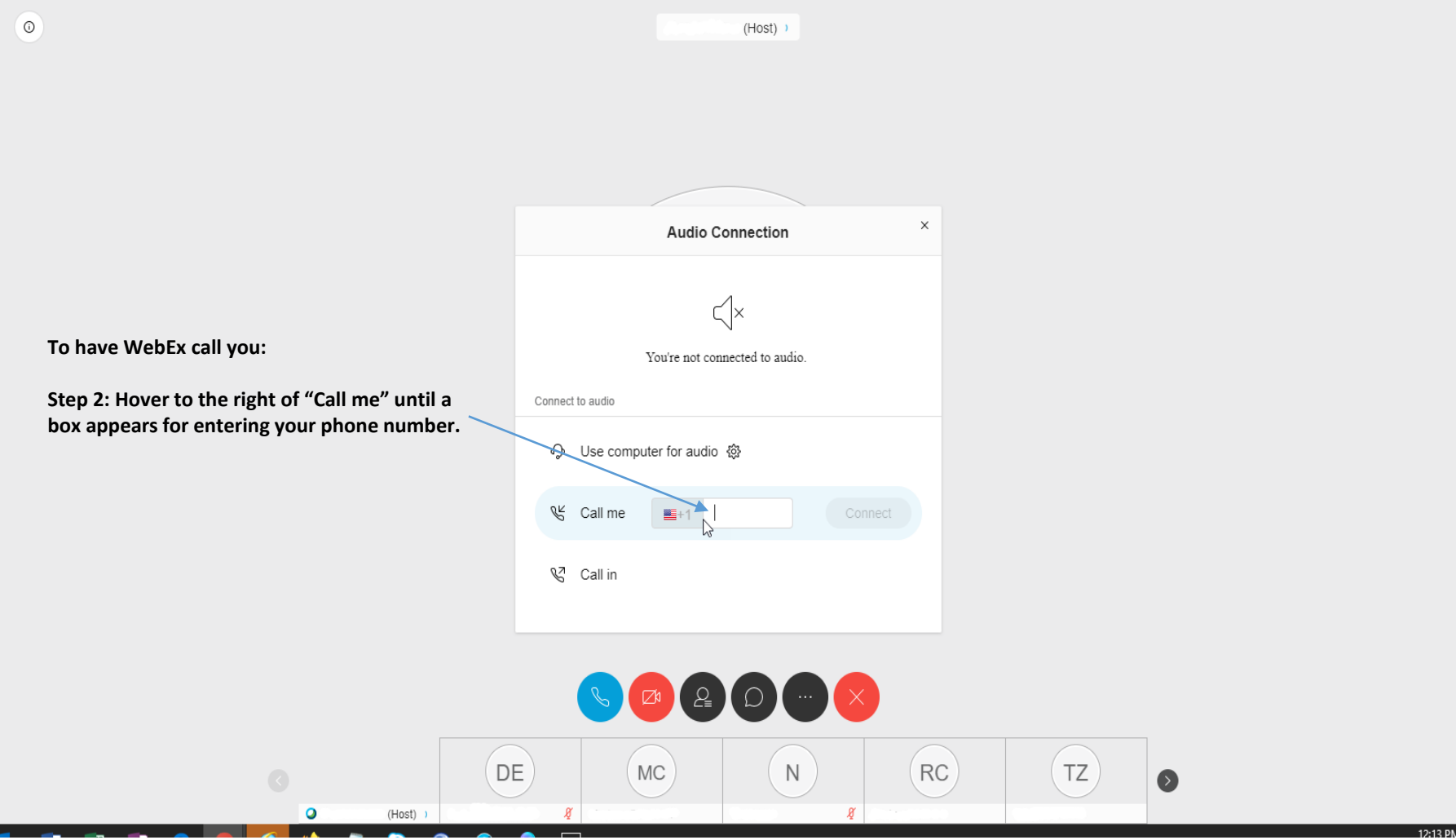
To have WebEx call you:

Step 1: Hover over this option as the first step for having WebEx call you to connect audio.

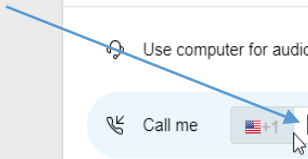


The screenshot displays the 'Audio Connection' dialog box in a WebEx meeting. The dialog has a title bar with a close button (X). Below the title bar is a speaker icon with an 'X' over it, indicating that audio is not connected. The text 'You're not connected to audio.' is centered below the icon. Underneath, there is a section titled 'Connect to audio'. The first option is 'Use computer for audio' with a speaker icon and a gear icon for settings. The second option is 'Call me', which is highlighted with a light blue background and includes a 'Connect' button to its right. The third option is 'Call in'. At the bottom of the dialog, there are icons for 'Call me' and 'Call in'. Below the dialog box, the meeting toolbar is visible, showing icons for mute, video, chat, help, and end meeting. At the bottom of the screen, a participant list shows names in circles: DE (Host), GZ, DE, MC, N, and RC. The time '12:14 PM' is visible in the bottom right corner.

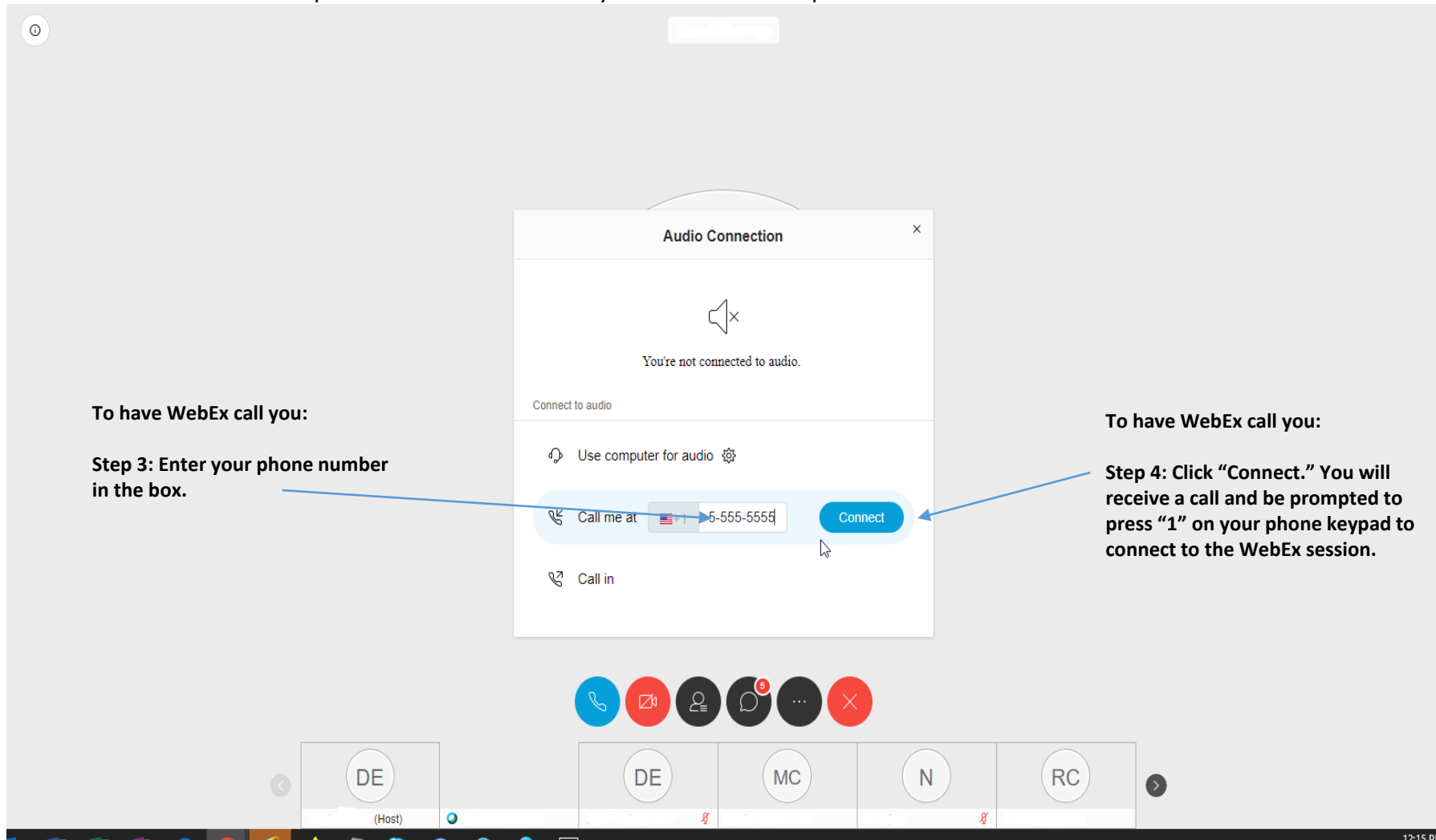
A second audio connection option is to have WebEx call your desk or mobile phone.



To have WebEx call you:
Step 2: Hover to the right of "Call me" until a box appears for entering your phone number.



A second audio connection option is to have WebEx call your desk or mobile phone.



The screenshot shows the 'Audio Connection' dialog box in a WebEx interface. The dialog box has a title bar with 'Audio Connection' and a close button. Below the title bar is a speaker icon with an 'x' over it and the text 'You're not connected to audio.' Underneath is the section 'Connect to audio' with a sub-option 'Use computer for audio' and a gear icon. The main section has two options: 'Call me at' and 'Call in'. The 'Call me at' option is selected and highlighted with a light blue background. It includes a phone icon, a country code dropdown showing '+1', a text input field containing '5-555-5555', and a blue 'Connect' button. A blue arrow points from the text 'Step 3: Enter your phone number in the box.' to the text input field. Another blue arrow points from the text 'Step 4: Click "Connect." You will receive a call and be prompted to press "1" on your phone keypad to connect to the WebEx session.' to the 'Connect' button. Below the dialog box is a toolbar with icons for phone, chat, people, messages, and a red 'X' icon. At the bottom of the screen, there are participant tiles for 'DE (Host)', 'DE', 'MC', 'N', and 'RC'. The system tray at the very bottom shows the time '12:15 PM'.

To have WebEx call you:
Step 3: Enter your phone number in the box.

To have WebEx call you:
Step 4: Click "Connect." You will receive a call and be prompted to press "1" on your phone keypad to connect to the WebEx session.

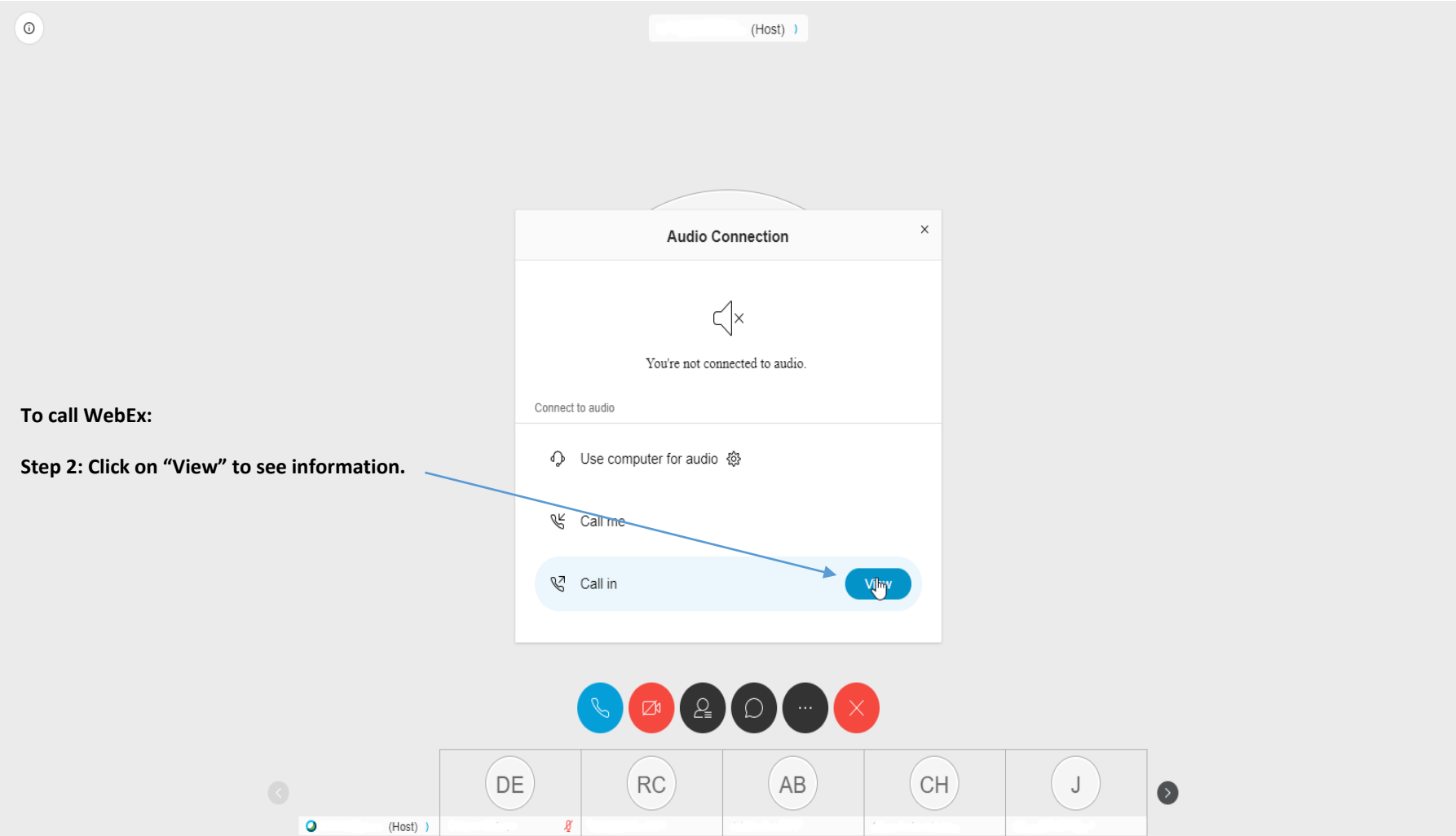
A third audio connection option is to call WebEx using your desk or mobile phone.

The screenshot shows a WebEx interface with a central 'Audio Connection' dialog box. The dialog box has a title bar with a close button (X) and a speaker icon with a slash through it. Below the icon, it says 'You're not connected to audio.' Underneath, there's a section titled 'Connect to audio' with three options: 'Use computer for audio' (with a gear icon), 'Call me' (with a phone handset icon), and 'Call in' (with a phone handset icon). The 'Call in' option is highlighted in light blue, and a blue button labeled 'View' is positioned to its right. A blue arrow points from the text 'Step 1: Hover over "Call in" until you see "View" appear on the right.' to the 'View' button. At the bottom of the dialog box, there is a row of six circular icons: a blue phone icon, a red phone icon with a slash, a black person icon, a black speech bubble icon, a black three-dot menu icon, and a red X icon. Below the dialog box, there is a row of five circular icons containing the initials 'DE', 'RC', 'AB', 'CH', and 'J'. At the bottom of the screen, there is a Windows taskbar with various application icons and a system tray showing '(Host)' and '9:03 AM'.

To call WebEx:

Step 1: Hover over "Call in" until you see "View" appear on the right.

A third audio connection option is to call WebEx using your desk or mobile phone.



To call WebEx:

Step 2: Click on "View" to see information.

A third audio connection option is to call WebEx using your desk or mobile phone.

To call WebEx:

Step 3: Dial the number on your screen. When prompted, use your phone keypad to enter the Access code and Attendee ID.

Audio Connection

Call in

1. **Call**
USA Toll
+1-510-210-8882
[Show all global call-in numbers](#)

2. **Enter**
Access code 906 946 736 #
Attendee ID 713 #

Call in **View**

DE RC AB CH CW

When accessing WebEx via browser, function control buttons are at the bottom of the screen.

The screenshot shows a WebEx meeting interface. At the top center, there is a large white circle containing the initials "KG". Below this, a row of seven circular icons is visible: a black phone icon, a red microphone icon, a blue person icon, a black speech bubble icon, a black three-dot menu icon, a black close icon, and a red close icon. Below the icons is a row of participant tiles. The first tile shows "TZ (Host)", followed by "D", "DE", "DE", and "MC".

Annotations include:

- A blue arrow pointing from the text "Select this button to display a list of all Participants in the session." to the blue person icon.
- A blue arrow pointing from the text "You can mute or unmute your WebEx audio by clicking on the microphone icon to the right of your name." to the red microphone icon.
- A blue arrow pointing from the text "You can mute or unmute your WebEx audio by clicking on the microphone icon to the right of your name." to the microphone icon next to the "DP" participant in the Participants list.

The "Participants" panel on the right is titled "Participants" and has a close button. It is divided into two sections: "Panelists: (10)" and "Attendees: (14)".

Panelists: (10)			
TZ	T	Z	(Host)
CS	C	S	
DS	D	I	
DP	D	P	
DE	D	E	
DE	D	E	
EW	E	W	
MC	M	C	
RC	R	C	
KG	k	g	

Attendees: (14)			
RC	R	C	
AA	A	A	
AR	A	R	
AP	A	P	
BD	B	D	
D	D		
HC	H	C	
JS	J	S	
JM	J	M	

When accessing WebEx via browser, function control buttons are at the bottom of the screen.

The screenshot shows a WebEx meeting interface. At the top center, there is a large circular placeholder for a video feed containing the letters "KG". Below this, a row of seven circular icons is visible: a telephone, a red square with a white envelope, a person icon, a blue speech bubble (the chat icon), a three-dot menu, and a red square with a white 'X'. Below the icons is a participant list with five entries: "TZ (Host)", "D", "DE", "DE", and "MC".

On the right side, a chat window is open, titled "Chat" with a close button. It contains three messages:

- from kenneth to All Participants: 302 Advanced Facilities Engineering: FE 302 Virtual 11:01
- from Andrea to All Participants: BCF 225 Dana S 11:03
- from Jessica to All Participants: BCF 225 Dana S 11:04

At the bottom right, the chat input area is visible, featuring a "Send to:" dropdown menu set to "Host" and a text input field labeled "Type your message here".

Annotations with blue arrows point to specific elements:

- "Select this button to open the chat function to send messages to the Instructor or other students." points to the blue chat icon.
- "Chat discussion appears here." points to the chat window.
- "Select distribution here (choose 'All Participants' to include everyone)." points to the "Send to:" dropdown menu.
- "Enter message here." points to the text input field.

When accessing WebEx via browser, function control buttons are at the bottom of the screen.

The screenshot displays the WebEx meeting interface. At the bottom, there is a row of function control buttons: a microphone icon, a video icon, a person icon, a speech bubble icon, a three-dot menu icon, and a red 'X' icon. A white menu is open over the three-dot icon, listing the following options: Q&A, Feedback, Audio connection, Camera, and Switch to desktop app. Two blue arrows point from text annotations to the 'Feedback' option and the three-dot menu icon. The background shows a large circular watermark with the letters 'KG'. On the right side, a chat window is open, showing a list of messages from participants.

Select this button to open a menu of additional features, including a "Feedback" button for responding to the Instructor.

Select this option to display response emoticons.

Chat

from kenneth to All Participants:
302 Advanced Facilities Engineering: FE 302 Virtual 11:01

from Andrea to All Participants:
BCF 225 Dana S 11:03

from Jessica to All Participants:
BCF 225 Dana S 11:04

Send to: Host

Type your message here

When accessing WebEx via browser, function control buttons are at the bottom of the screen.

The screenshot shows a WebEx meeting interface. At the top center, there is a large white circle containing the initials "KG". Below this, a row of seven circular function control buttons is visible: a black phone icon, a red envelope icon, a black person icon, a blue speech bubble icon, a black three-dot menu icon, and a red X icon. Below these buttons is a row of five participant name tiles: "TZ (Host)", "D", "DE", "DE", and "MC".

On the right side of the screen, there is a "Chat" window with a close button (X). It contains three messages from participants: "302 Advanced Facilities Engineering: FE 302 Virtual" (11:01), "BCF 225 Dana S" (11:03), and "BCF 225 Dana S" (11:04). Below the chat is a "Send to:" dropdown menu set to "Host", a text input field with the placeholder "Type your message here", and a "Feedback Control" window with a close button (X). The feedback control window displays a grid of 18 icons representing various feedback responses, including thumbs up/down, checkmarks, X marks, and various emojis. A blue button labeled "Feedback Results" is located at the bottom of the feedback control window.

Two blue arrows point from text annotations to the function control buttons. The first arrow points from the text "Clicking on this button and selecting 'Feedback' displays a list of response emoticons here." to the blue speech bubble icon. The second arrow points from the text "Select this button to end and exit the WebEx session at the end of the day." to the red X icon.