

### Join the session

When you are ready to join the session:

1. Click the link <http://bit.ly/TTRWebinar>
2. You will need to enter your name and e-mail address.
3. If you have not used WebEx before on your computer, you will be prompted to download the Cisco WebEx add-on. Click **Download and Agree** and follow the steps to install the Cisco WebEx add-on.
4. If you are prompted to participate in an integrated voice conference, click **Yes**.



5. You may then see a window similar to the following appears that enables you to test your speaker and microphone settings.

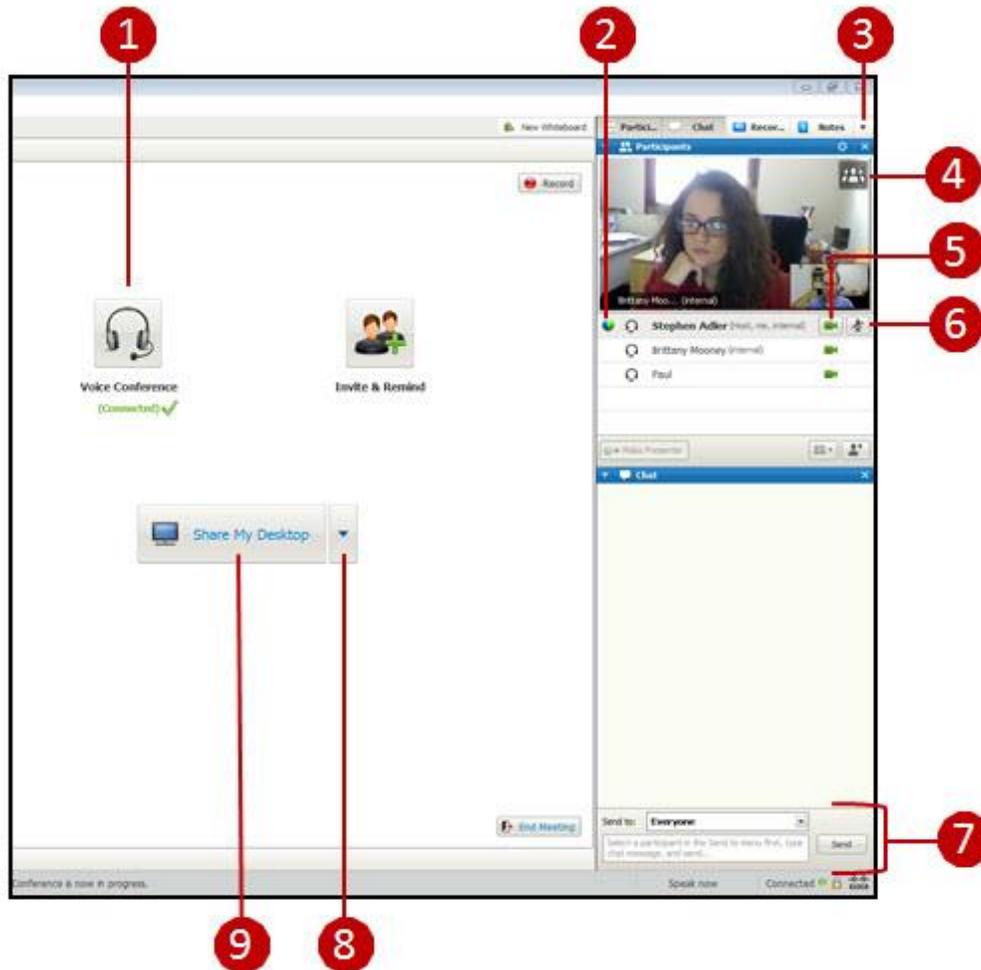


6. In the Speaker section, click the **Test** button. If you hear a sound, it means your speakers are working.

7. Next, in the Microphone section, make sure the correct microphone is selected in the list box. Then speak and adjust your volume until the green bar moves into the good range.
8. When you are finished testing, click **OK**.

## During the session

The following call-outs highlight some of the major features and capabilities during the webinar:



### Call-out Descriptions

#### 1. Start your audio

Click Voice Conference to turn on the audio and adjust your speaker and microphone settings.

#### 3. Restore the screen layout

Click the down arrow (  ) and select Restore Layout.

#### 4. Access full screen view



Click  to view all participants in full-screen view. An enlarged version web conference video will appear, with the following toolbar at the top of the screen:



After a few seconds, the toolbar will disappear and you will see only the green tab. Click this tab at any time to bring back the full toolbar.

To exit full-screen view and return to the main web conference screen, click the RETURN button on the left.

#### 5. Turn on your webcam

Click  to begin transmitting video from your webcam.

#### 6. Mute/Unmute

Click  to mute/unmute. A host can mute any participant.

#### 7. Chat with other participants

Send chat messages to everyone or to selected individuals. Use this to ask the speaker questions.

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## End the session

Click the **File** menu and select **Leave Training Session**.