Experience WebEx

Daniel Cornwall, SLAM Technology & Instructional Services
AkLA 2013, Valdez, Alaska
March 22, 2013
Learning Objectives

• Know about State Library’s webinar efforts
• Know how to tell if your computer is ready to show WebEx meetings.
• Get practice signing into a WebEx meeting.
• Get experience in sharing your desktop and passing presenter privileges aka “the ball”
What State Library Will Use WebEx for

• Webinars (Replacement for Blackboard/Elluminate)
• One on one distance consultations
  – Grant applications
  – eRate applications
  – Website navigation
  – Troubleshooting databases
Get Ready for WebEx

• Check your system BEFORE you need it.
• Bookmark
  http://lam.alaska.gov/webconference
  – Click WebEx, then “join a test meeting” , then type in your name and e-mail
  – If all is well, you ought to get ...
Congratulations!
Your system is now set up properly…

- Please note: A dialogue box that says “The host has not yet joined the meeting” will appear. You may close this box.

- This meeting will not be hosted – it is for testing only. Standard meeting functionality is not available.

To contact Technical Support, please dial 1.866.229.3239

To exit, select Leave Meeting from the File drop-down menu or click the x in the top-right corner. Thank you for joining.
If you couldn’t join and ...

• You were prevented from installing the webex client, ask your IT to install the client/add-on.
• Had some other problem: please verify you meet the minimum WebEx system requirements, then contact WebEx Support at 866.229.3239 Option 1.
Joining a Meeting

- Will normally get an e-mail:

<table>
<thead>
<tr>
<th>From:</th>
<th>Daniel Cornwall [<a href="mailto:messenger@webox.com">mailto:messenger@webox.com</a>]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sent:</td>
<td>Wednesday, March 06, 2013 2:58 PM</td>
</tr>
<tr>
<td>To:</td>
<td>Michael A Stallings</td>
</tr>
<tr>
<td>Subject:</td>
<td>Meeting invitation: JLC Technical Meeting</td>
</tr>
</tbody>
</table>

Hello,

Daniel Cornwall invites you to attend this online meeting.

Topic: JLC Technical Meeting
Date: Thursday, March 7, 2013
Time: 8:15 am, Alaska Standard Time (Anchorage, GMT-09:00)
Meeting Number: 894 665 133
Meeting Password: (This meeting does not require a password.)

To join the online meeting (Now from mobile devices!)
2. If requested, enter your name and email address.
3. If a password is required, enter the meeting password: (This meeting does not require a password.)
4. Click "Join".

To view in other time zones or languages, please click the link:

To join the audio conference only
1. Provide your number when you join the meeting to receive a call back. Alternatively, you can call one of the following numbers:
   - MeetingPlace Access 1: 1-907-2693000
   - MeetingPlace Access 2: 1-907-2697570
2. Follow the instructions that you hear on the phone.
   - Your User ID is: 894 665 133

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To join the audio conference only

1. Provide your number when you join the meeting to receive a call back. Alternatively, you can call one of the following numbers:
   MeetingPlace Access 1: 1-907-2693000
   MeetingPlace Access 2: 1-907-2697570
2. Follow the instructions that you hear on the phone.
   Your Cisco Unified MeetingPlace meeting ID: 804 865 133

For assistance

1. Go to https://stateofalaska.webex.com/stateofalaska/mc
2. On the left navigation bar, click "Support".

You can contact me at:
daniel.cornwall@alaska.gov

To add this meeting to your calendar program (for example Microsoft Outlook), click this link:
https://stateofalaska.webex.com/stateofalaska/j.php?ED=1988690828&UID=1361796228&ICS=MI&LD=1&RD=2&ST=1&SHA2=AABeAzbvRnG/p:xHoAfhGF4Fk0RT-gt7chDqtVn0ULVPNqxb&RT=MlMz

The playback of UCF (Universal Communications Format) rich media files requires appropriate players. To view this type of rich media files in the meeting, please check whether you have the players installed on your computer by going to https://stateofalaska.webex.com/stateofalaska/systemdiagnosis.php.

Sign up for a free trial of WebEx
http://www.webex.com/go/mcomfreetrial
http://www.webex.com

IMPORTANT NOTICE: This WebEx service includes a feature that allows audio and any documents and other materials exchanged or viewed during the session to be recorded. By
Audio Options Used by Library

• WebEx Calls You after you provide phone #.
• VOIP Only – Need a computer headset or speakers.
• No audio – We may have informal Q&As where both presenters and audience do chat.
• For one on one sessions, we may call you directly.
• In groups of five or more, participants will interact through chat.
Joining From The State Listing

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic</th>
<th>Host</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am</td>
<td>IRIS Financial</td>
<td>Courtney Wilkins</td>
<td>8 hours</td>
</tr>
<tr>
<td>8:00 am</td>
<td>IRIS Financial 2</td>
<td>JoAnn Pelayo</td>
<td>8 hours</td>
</tr>
<tr>
<td>8:30 am</td>
<td>AD Network meeting</td>
<td>Joe Butler</td>
<td>15 mins</td>
</tr>
<tr>
<td>8:30 am</td>
<td>EIS-R Requirements Validation</td>
<td>Amber Brubaker</td>
<td>3 hours</td>
</tr>
<tr>
<td>8:30 am</td>
<td>Priority 1 and 2 tickets</td>
<td>Valeri Collins</td>
<td>30 mins</td>
</tr>
<tr>
<td>9:00 am</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00 am</td>
<td>NR Const Winter Training</td>
<td>Andrew Plumlee</td>
<td>2 hours</td>
</tr>
<tr>
<td>10:30 am</td>
<td>PREA- Regular biweekly</td>
<td>Matt Davidson</td>
<td>1 hour 15 mins</td>
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<tr>
<td>11:00 am</td>
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<tr>
<td>12:00 pm</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1:00 pm</td>
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<tr>
<td>1:30 pm</td>
<td>TAM Confluence webcast</td>
<td>Shannon Kelly</td>
<td>1 hour</td>
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<tr>
<td>2:00 pm</td>
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<tr>
<td>3:00 pm</td>
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<td></td>
</tr>
<tr>
<td>3:30 pm</td>
<td>Experience WebEx - AkLA 2013</td>
<td>Daniel Cornwall</td>
<td>1 hour</td>
</tr>
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</table>
Let’s Go Live!

• Go to stateofalaska.webex.com
  – Click on “Join” next to Experience WebEx
Questions?

Daniel Cornwall
SLAM Head of Technology and Instructional Services
Email: daniel.cornwall@alaska.gov