

User Manual of Webinar

For Attendees



Before a meeting



Before a meeting

- You will receive the Webinar invitation letter and login information
- Log in Webex platform when the training session starts
- Be sure to use Internet Explorer browser and get your microphone and speakers connected to your computer



Invitation E-Mail

- In your mailbox:

**** You can forward this email invitation to attendees ****

Hello ,

Ace Team invites you to attend this online meeting.

Topic: WebEx platform internal training

Date: Tuesday, November 3, 2009

Time: 10:30 am, Taipei Time (Taipei, GMT+08:00)

Meeting Number: 571 734 530

Meeting Password: 1234

To join the online meeting (Now from iPhones too!)

1. Go to <https://acti.webex.com/acti/j.php?ED=133686467&UID=0&PW=NNjNjMWUwYTY3&RT=MIM00A%3D%3D>
2. Enter your name and email address.
3. Enter the meeting password: 1234
4. Click "Join Now".



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

<https://acti.webex.com/acti/j.php?ED=133686467&UID=0&PW=NNjNjMWUwYTY3&ORT=MIM00A%3D%3D>



ACTi
Corporation

Join a meeting on WebEx



Start the Webinar

- Click the link in the invitation e-mail
- Key-in 'Your name' and 'Email address'



Meeting Information: Webinar test



English: Taipei Time

Meeting status: ● Started
Starting date: Tuesday, November 17, 2009
Starting time: 9:30 am, Taipei Time (Taipei, GMT+08:00)
Duration: 1 hour
Meeting number: 578 338 421
Meeting password: 1234
Audio conference: To receive a call back, provide your phone number when you join the meeting, or call the number below and enter the access code.
Call-in toll-free number (US/Canada): 866-699-3239
Call-in toll number (US/Canada): 1-408-792-6300
[Show all global call-in numbers](#)
[Show toll-free dialing restrictions](#)
Access code: 578 338 421
Host's name: Ace Team
Host's Email: ace@acti.com

1.

Join Meeting Now

To join this meeting, provide the following information.

Your name:

Email address:

[\(Clear my information\)](#)

I would like to take a free WebEx trial (email required).

2.

Join Now



[View Agenda](#)

[Add to My Calendar](#)



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Install ActiveX

- For a first-time Webex user, please install “WebEx Client” ActiveX control

To Join the Meeting


Either

- 1 Click the yellow **Information Bar** at the top of the page.
- 2 Choose **Install ActiveX Control...**
- 3 In the security warning dialog box that appears, click **Install**.



Enable Audio

1. Click 'Use Computer Headset'
2. Click 'Call using Computer'



Audio Conference

Select an option to join this audio conference.

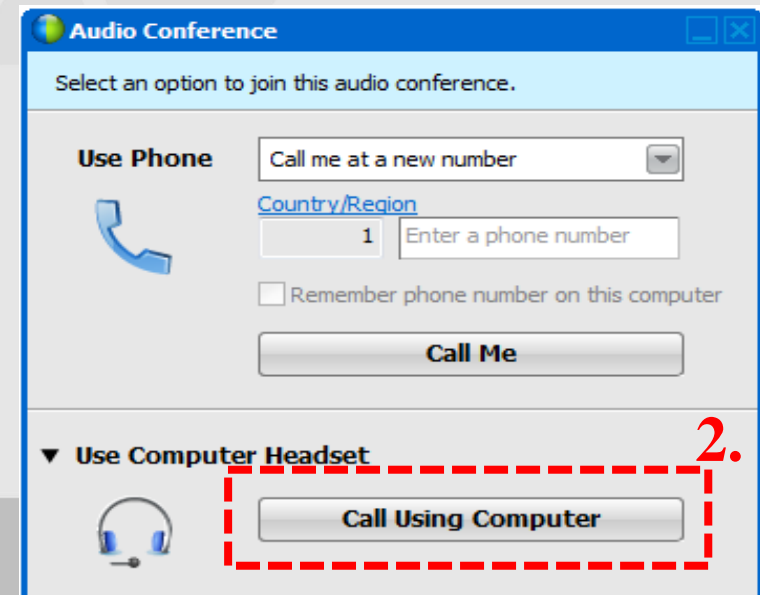
Use Phone Call me at a new number

Country/Region 1 Enter a phone number

Remember phone number on this computer

1. Call Me

► **Use Computer Headset**



Audio Conference

Select an option to join this audio conference.

Use Phone Call me at a new number

Country/Region 1 Enter a phone number

Remember phone number on this computer

Call Me

▼ **Use Computer Headset** **2.**

Call Using Computer

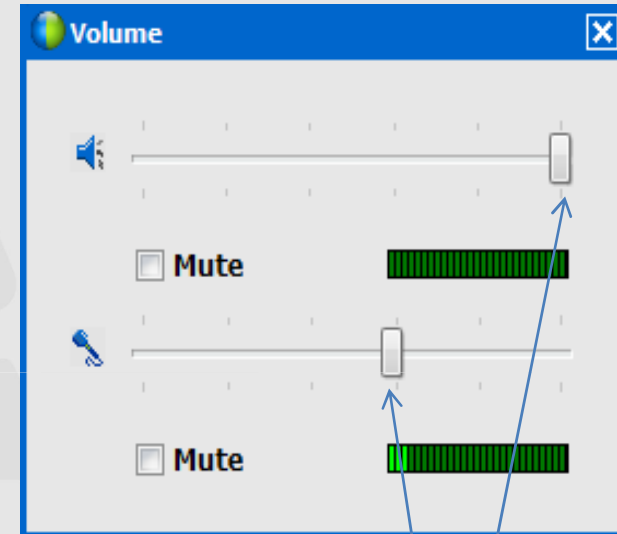
WebEx Audio Setup Wizard

- For a first-time webinar user, please follow this setup wizard to optimize audio quality



Volume Adjustment

- Move the bar to adjust the volumes of the speaker & microphone
- Once you enable audio, you'll see 'Speak now' at the bottom right corner of the webinar window



Adjust volume

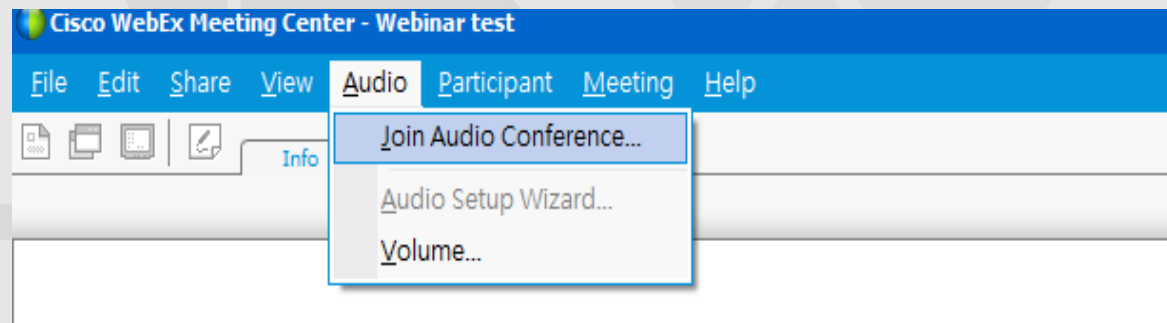


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Another way to enable Audio

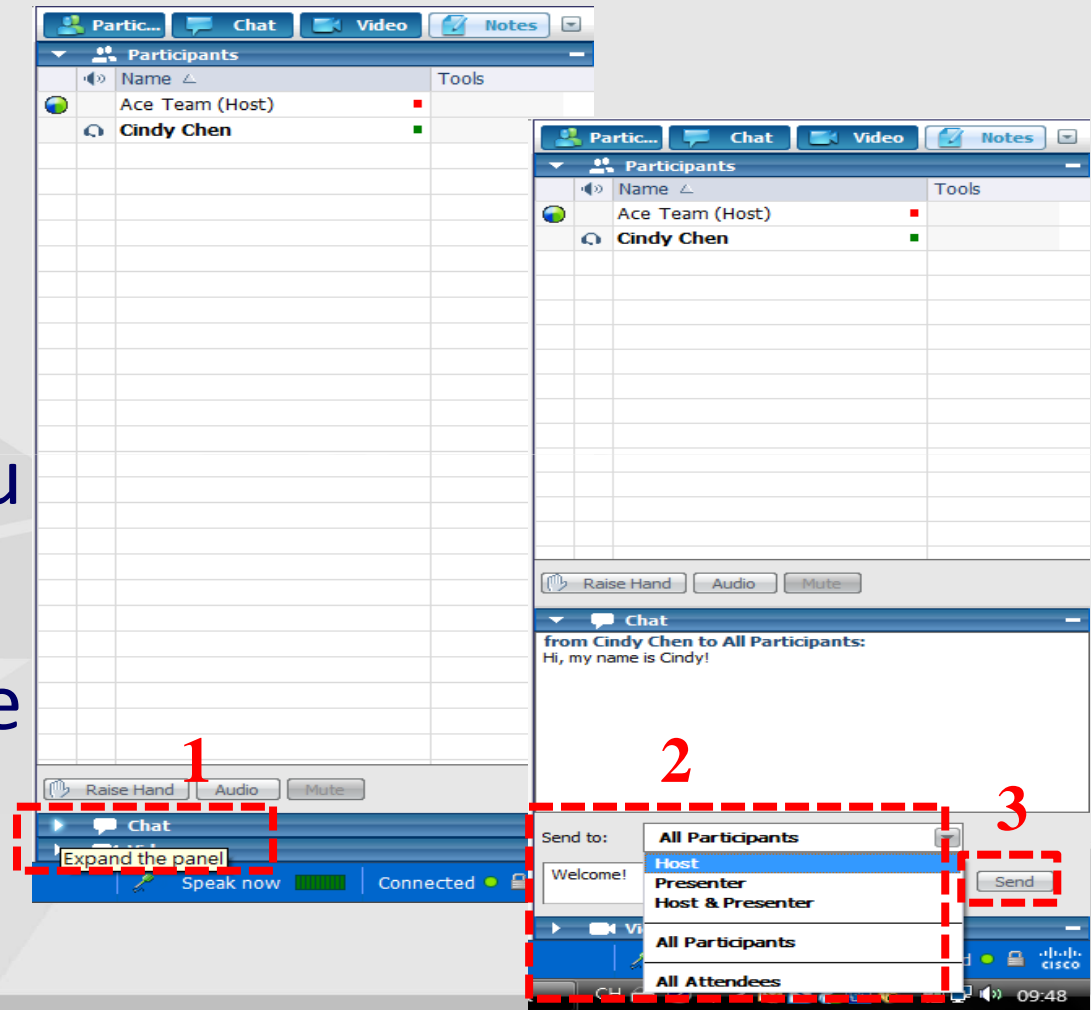
Go to 'Audio' > 'Join Audio Conference' to enable audio

Go to 'Audio' > 'Volume' to adjust volume



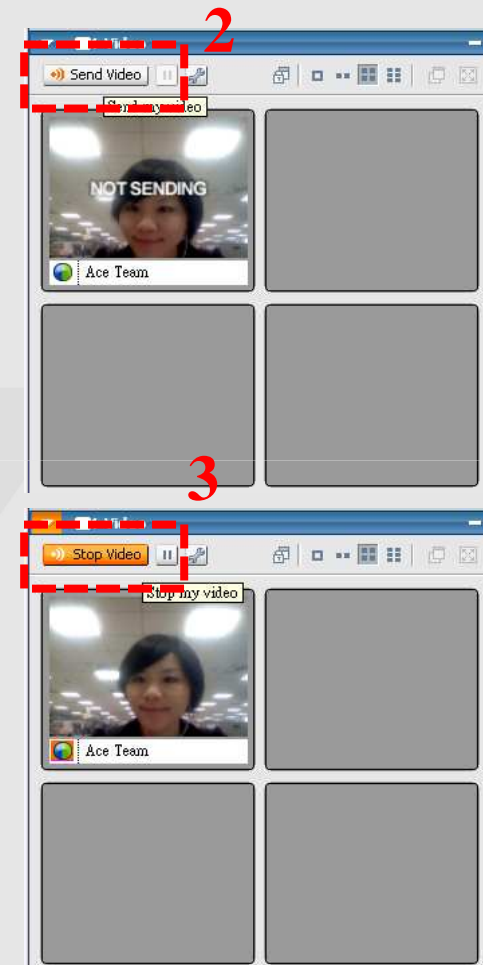
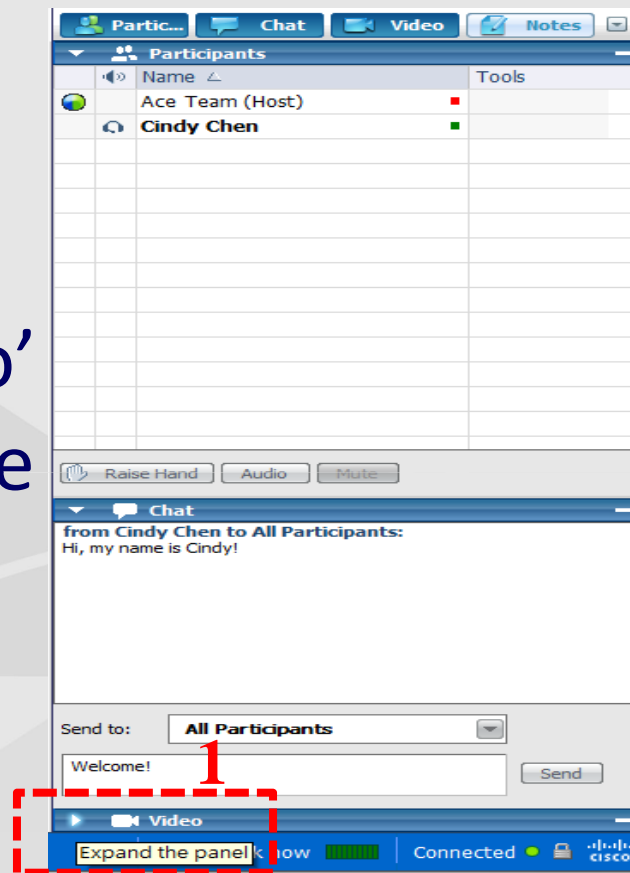
Chat with group or individual

1. Click to expand the 'Chat' panel
2. Text your message and choose whom you want to send to
3. 'Send' your message



Show your video!

1. Click to expand the 'Video' panel
2. Click 'Send Video' to show your image
3. To stop sending video, click 'Stop Video'



Let's start our Webinar!!

