

1.) Click on the webinar date and the webpage below will appear. Click the 'Register' button to register for the event . To join the webinar by browser, enter your first name, last name, and email address (event password will already be completed), then click the 'Join Now' button :

The screenshot shows a Cisco Webex event registration page. At the top left is the Cisco Webex logo. The main heading is 'Event Information: CSOS Migration Webinar'. Below this, a message states 'Registration is required to join this event. If you have not registered, please do so now.' The event details are listed as follows: 'Event status: Not started (Register)', 'Date and time: Friday, December 11, 2020 1:00 pm Eastern Standard Time (New York, GMT-05:00) Change time zone', 'Duration: 2 hours', and 'Description:'. A disclaimer at the bottom of the event info states 'By joining this event, you are accepting the Cisco Webex Terms of Service and Privacy Statement.' On the right side, there is a 'Join Event Now' section. It contains a message: 'You cannot join the event now because it has not started.' Below this message are four input fields: 'First name:', 'Last name:', 'Email address:', and 'Event password:'. At the bottom of this section is a 'Join Now' button. Below the button is a link 'Join by browser NEW!' and a note 'If you are the host, start your event.' At the bottom center of the page, there is a 'Register' button. At the bottom of the page, there is a note: 'Before you join the event, please click here to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the event.'

Event Information: CSOS Migration Webinar

Registration is required to join this event. If you have not registered, please do so now.

Event status: Not started ([Register](#))

Date and time: Friday, December 11, 2020 1:00 pm
Eastern Standard Time (New York, GMT-05:00)
[Change time zone](#)

Duration: 2 hours

Description:

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

Join Event Now

You cannot join the event now because it has not started.

First name:

Last name:

Email address:

Event password:

[Join Now](#)

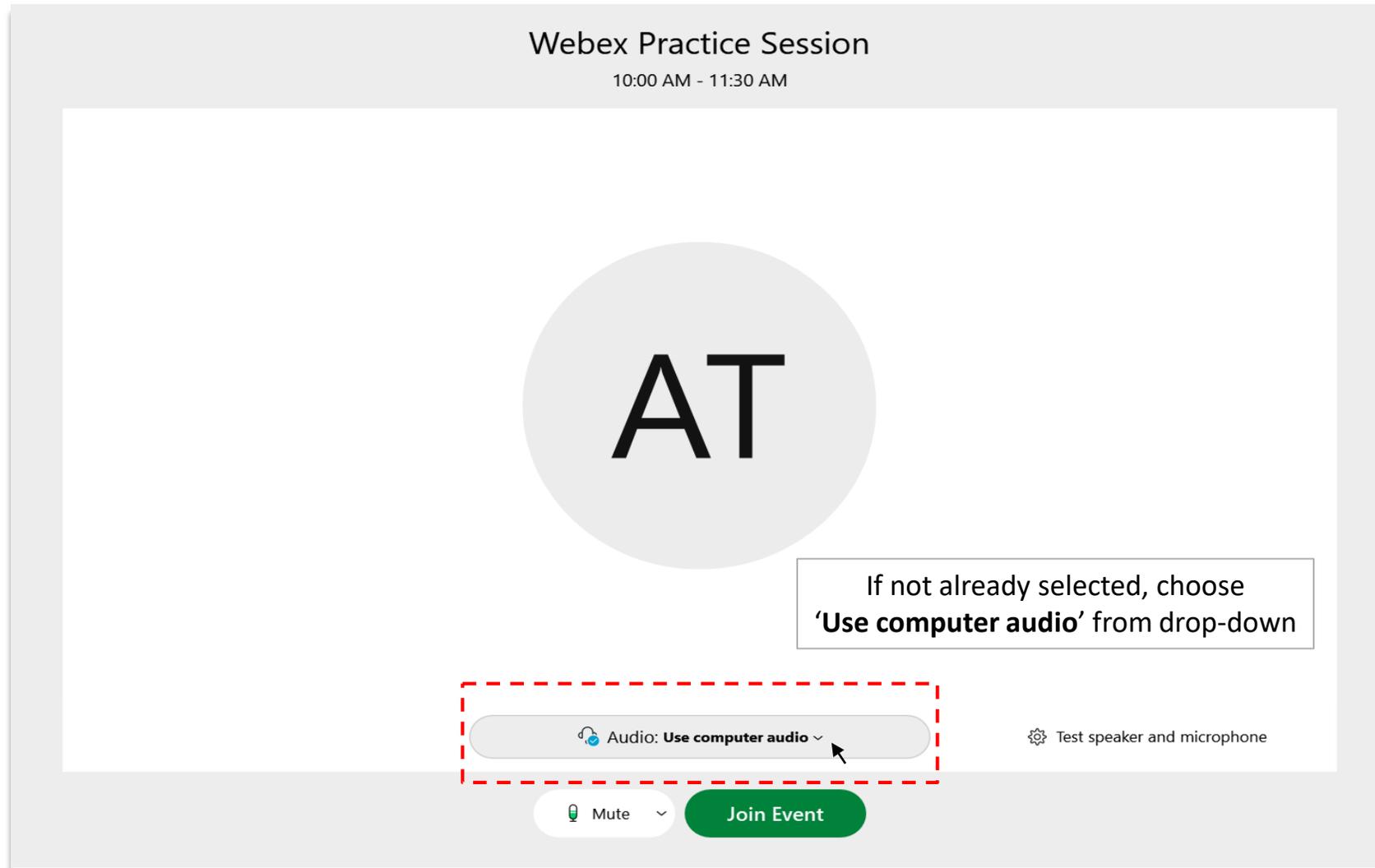
[Join by browser](#) **NEW!**

If you are the host, [start your event](#).

[Register](#)

Before you join the event, please [click here](#) to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the event.

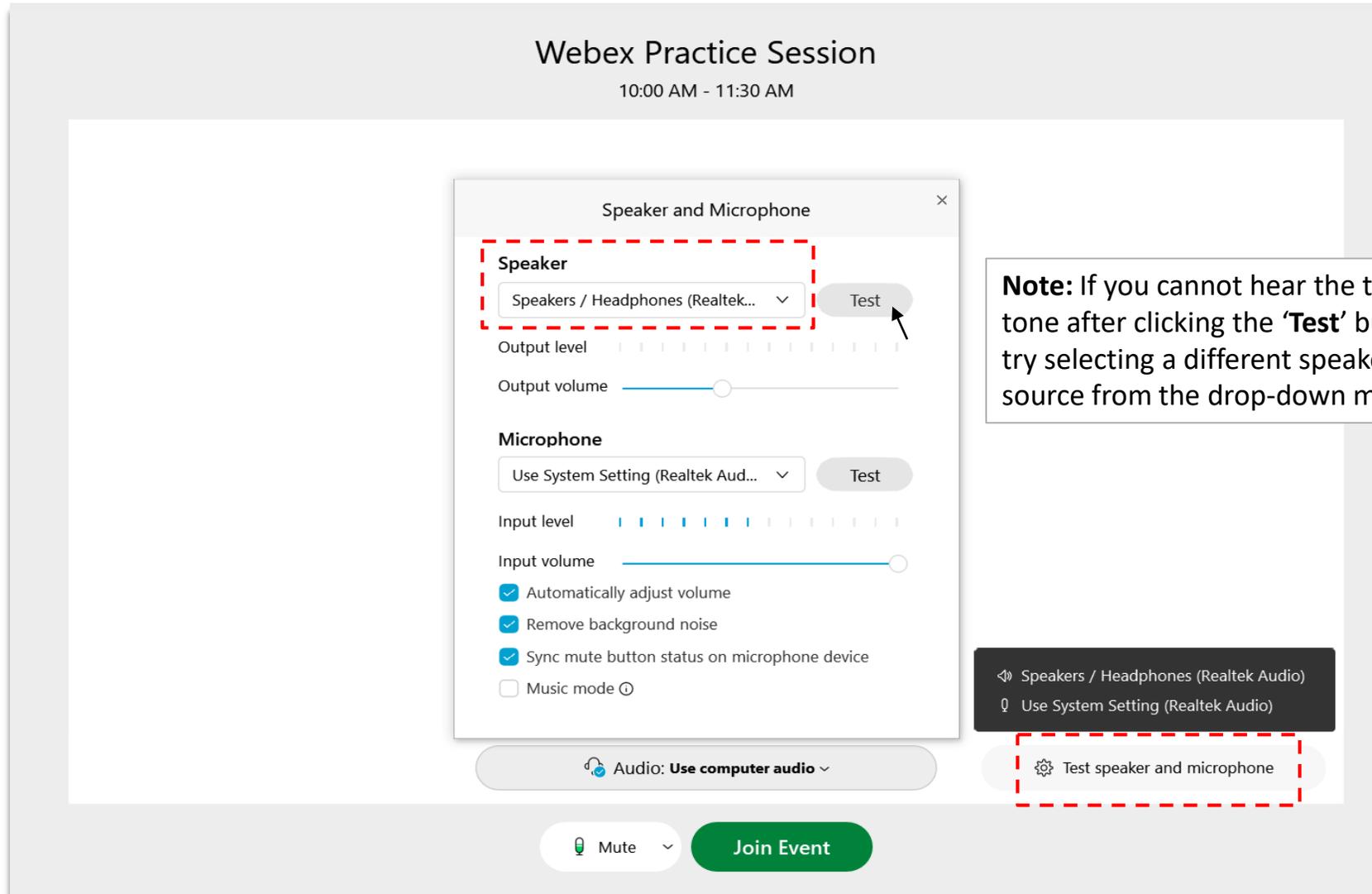
2.) A new window will open allowing you to preview and change your audio settings before entering the meeting:



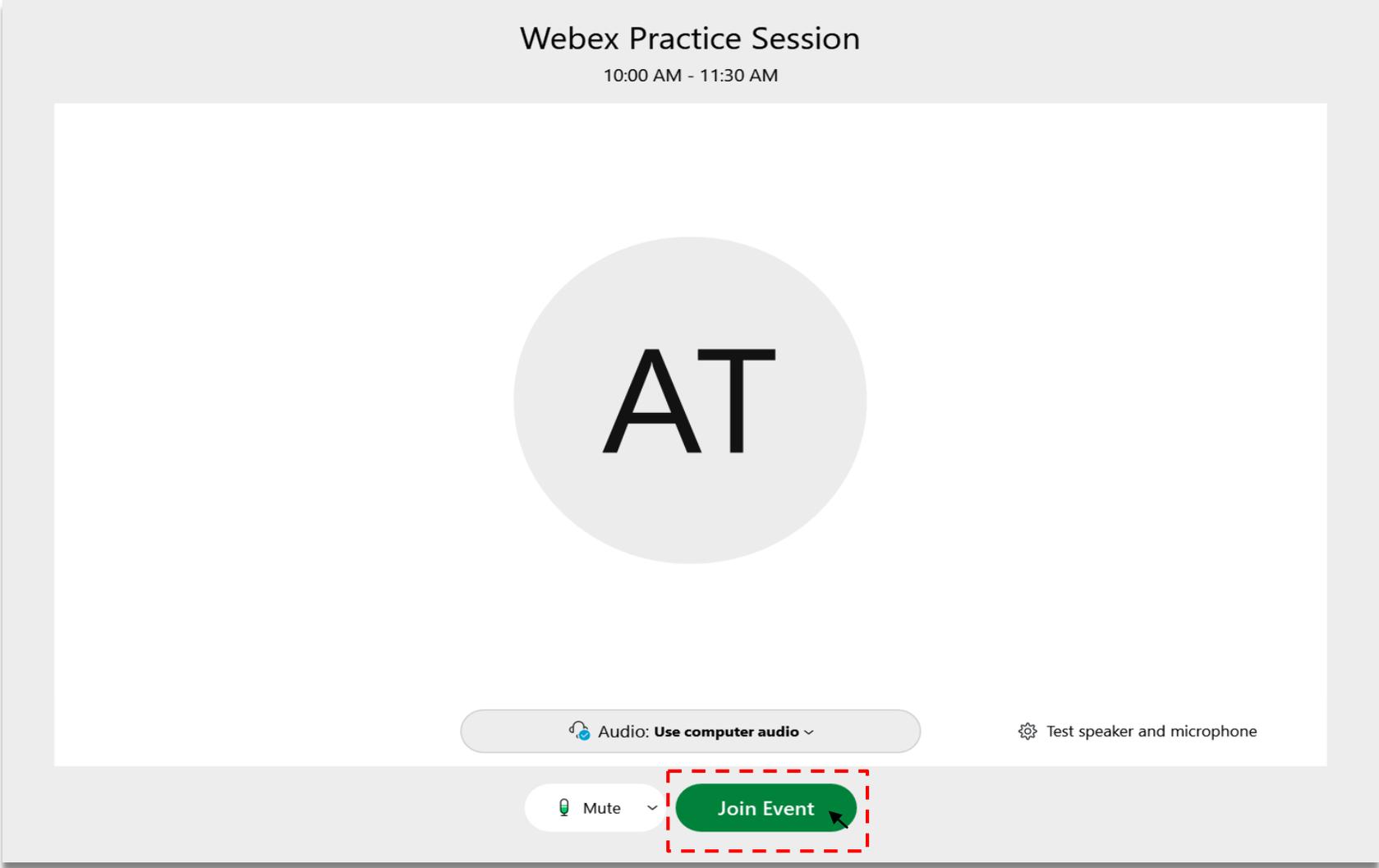
If not already selected, choose 'Use computer audio' from drop-down

You will be **muted** upon entry to the meeting

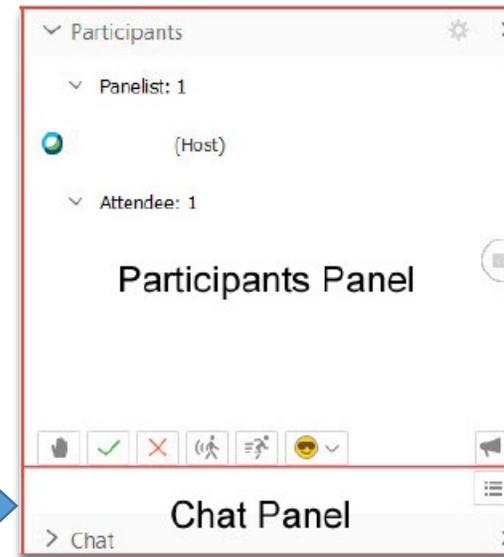
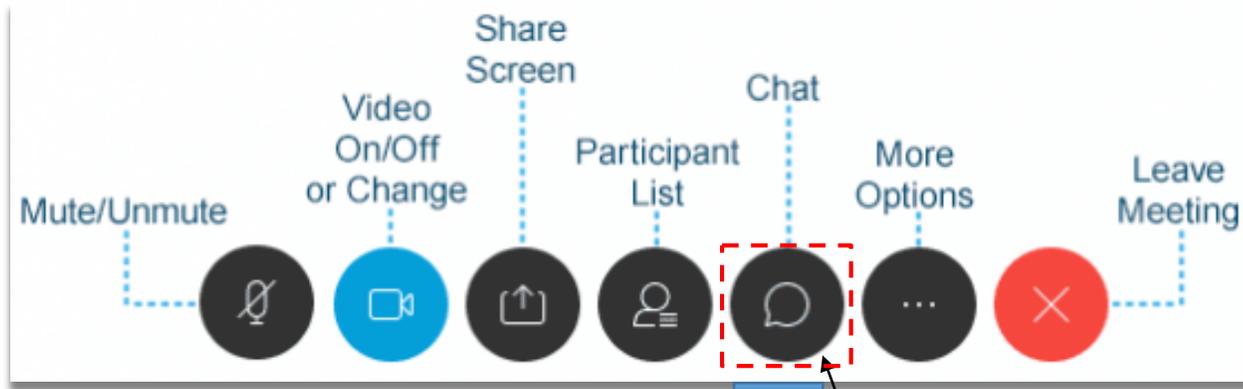
3.) Click the 'Test speaker and microphone' button on the right and select your computer's speakers from the drop down menu. Then click the 'Test' button to test your audio settings and a tone will play:



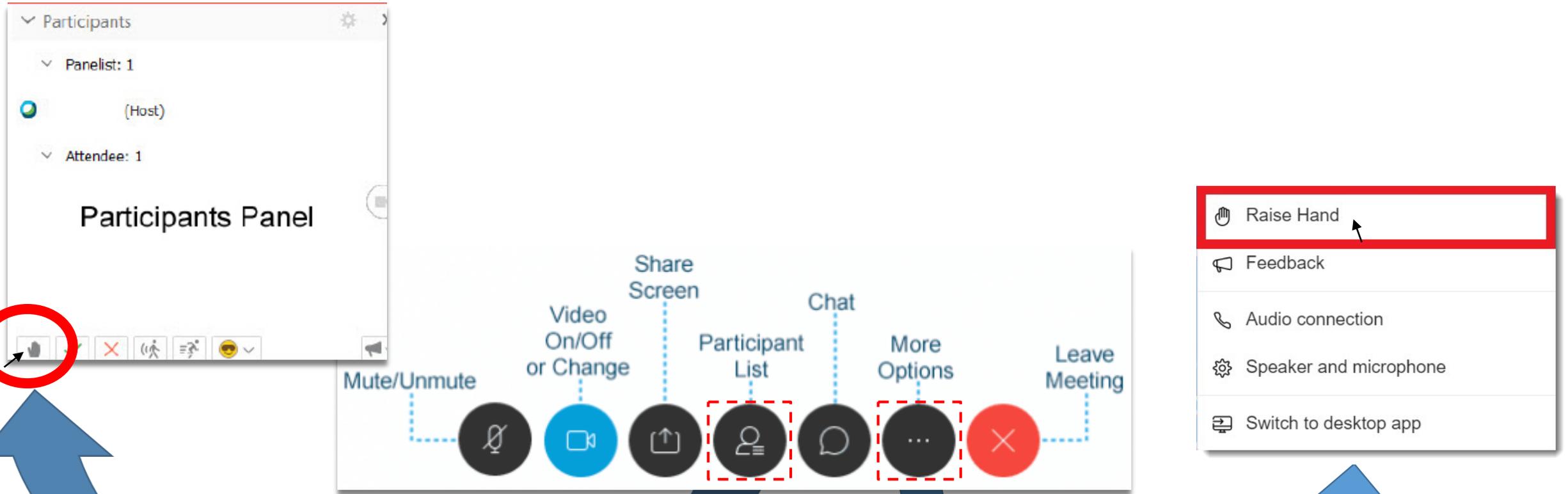
4.) When you are ready to join the webinar, click the green 'Join Event' button:



5.) Once you have joined the meeting, you will see most of the following icons along the bottom of your screen. To ask the host a question, click the 'Chat' button and enter your question in the chat panel:



6.) To verbally ask a question, use the 'Raise hand' feature. The host will let you know when it is your turn to speak and will manually unmute your microphone:



Click the 'Participant List' icon and select the **hand icon** at the bottom of the participants panel

OR

Click the 'More Options' icon and select '**Raise Hand**' located at the top of the list of options