

## 1 Software needed for SOS webinar using WebEx conference system

### WebEx Event Manager

To start or join an event you will need to download, install, and configure the WebEx Event Manager. The first time you join or start an event, the **Event Manager will automatically be installed**; however you can manually download it here.

### Notes:

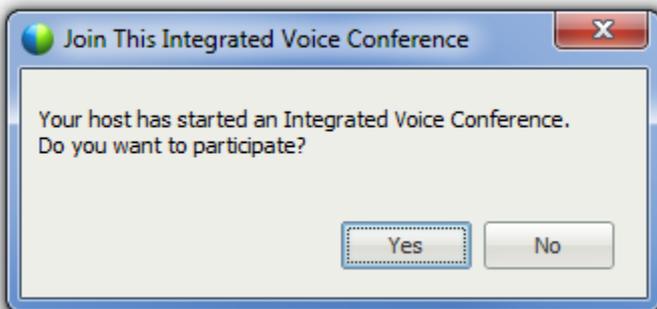
- If you are using a non-Windows or Macintosh operating system or browser other than Internet Explorer or Firefox, a Java Client will be downloaded automatically when you join an event. For more information, go to the [FAQs](#).
- You must have administrator privileges on your computer to use this installer.

**Download** the installer for your operating system:

- [Event Manager for Internet Explorer in Windows](#)
- [Event Manager for Firefox or Chrome browsers in Windows](#)
- [Event Center application for Mac OS X \(Intel\)](#)

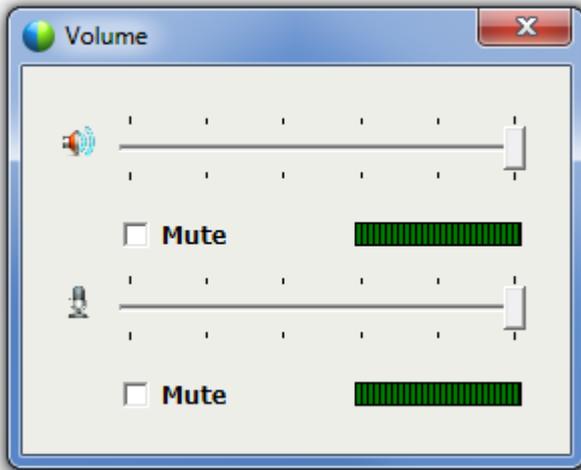
## 2 Work with WebEx Event Manager

### 2.1 After joining an event



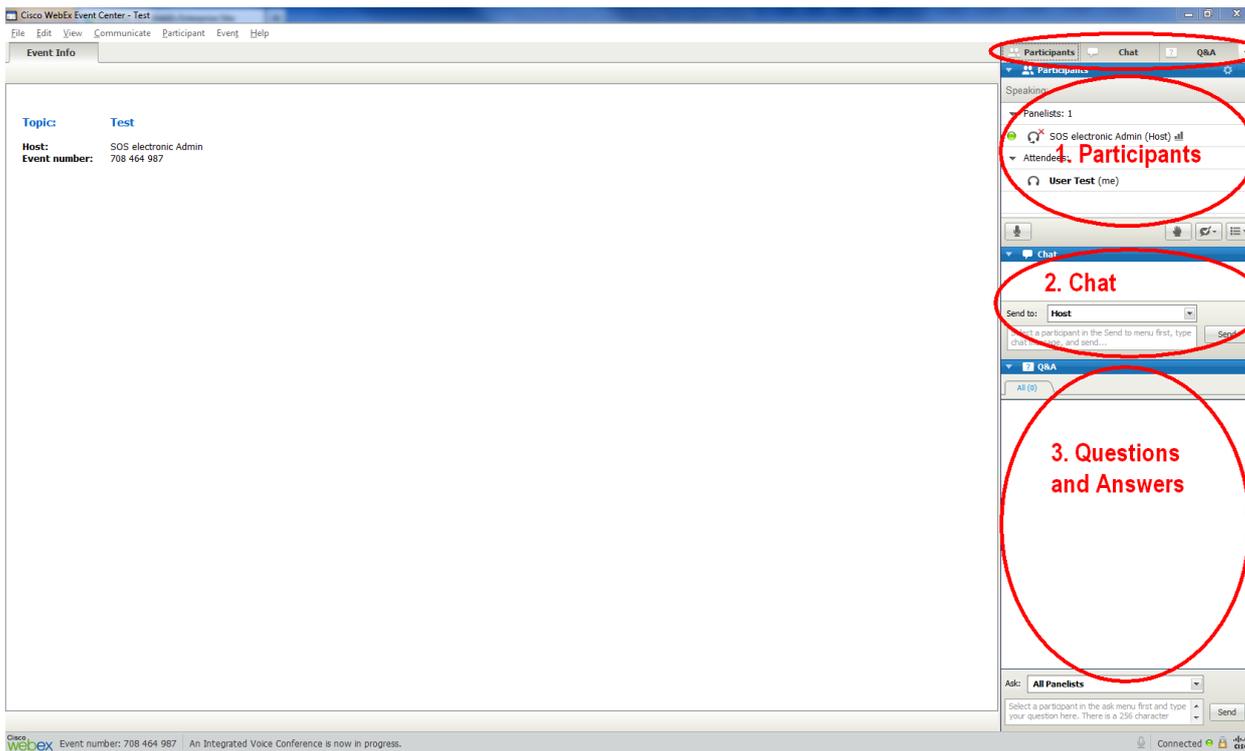
At the beginning of the event you need to confirm Access to voice conference to receive audio channel. System tries to choose input (microphone) and output (speakers, headphones) audio devices on your computer automatically. Possibly we can offer you opportunity for manual choice.

**NOTE:** Due to elimination of echo in audio conference we recommend using headphones with microphones (not only speakers).



Window with volume controller of audio device can be closed.

## 2.2 Main screen



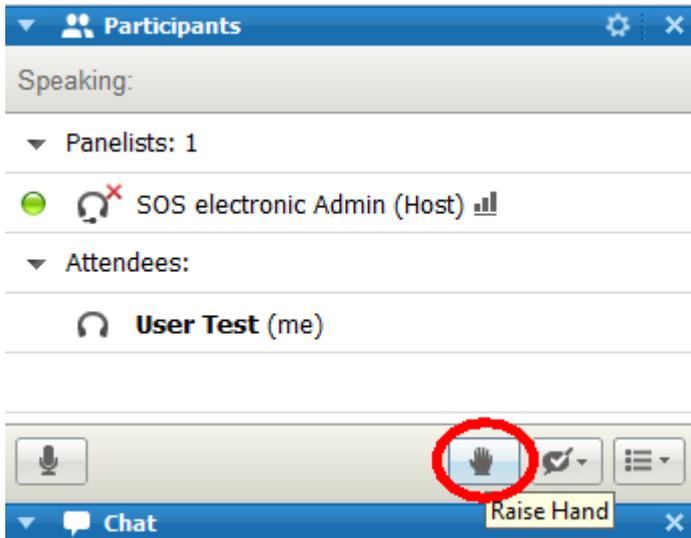
Substantial part of main screen is the content that shares the presenter.



On the right side of screen there are 3 basic panels, which you can use as participant. By clicking on folder of particular panels you can show or hide them.

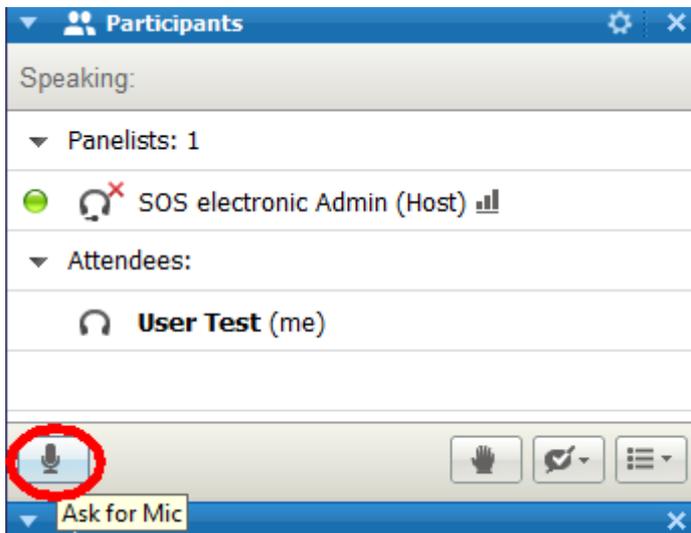
## Participants

In this part can be seen list of participants. By default you can see only list of admin and presenters. The others regular participants cannot see each other in this list.



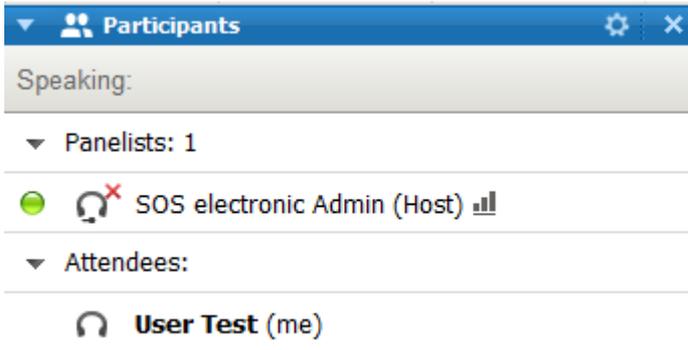
### Button "Raise Hand"

In case you would like to ask something or have a comment during the presentation, you can raise your hand "as at school" 😊.



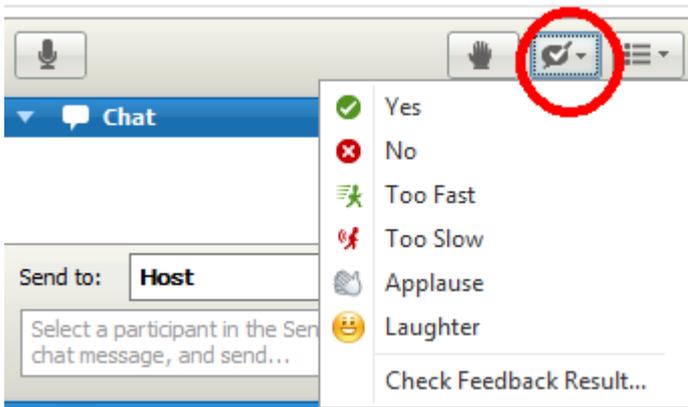
### Button "Ask for Mic"

You can also ask for microphone.

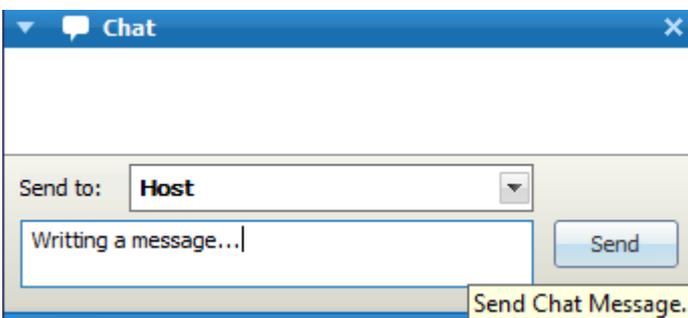


### Button "Feedback"

Anytime during the presentation you can forward your feedback by choosing from default status.

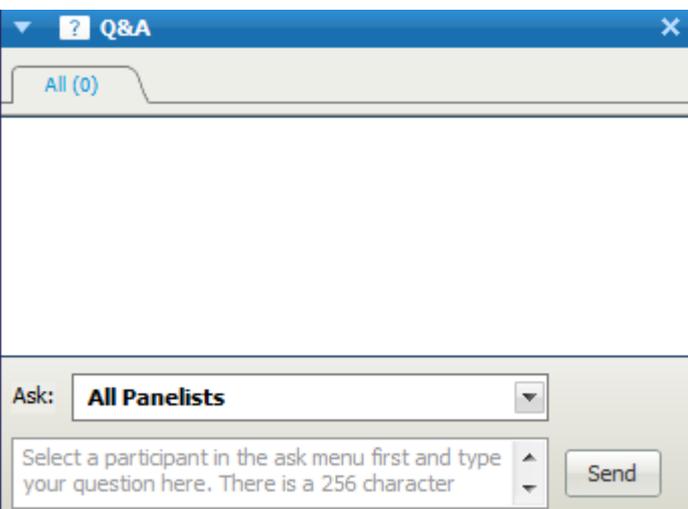


### Chat



WebEx Event Center enables also communication through chat with others participants.

### Q&A (Questions and Answers)



If you have any question during presentation you can use Q&A panel.

## 2.3 Sharing screen

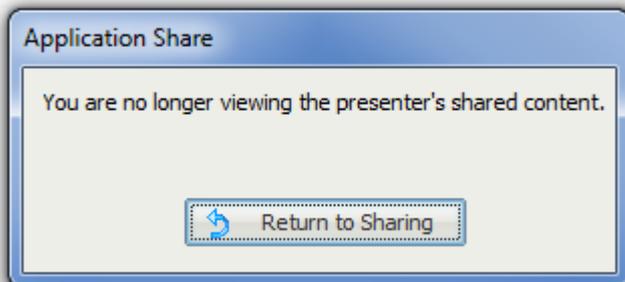
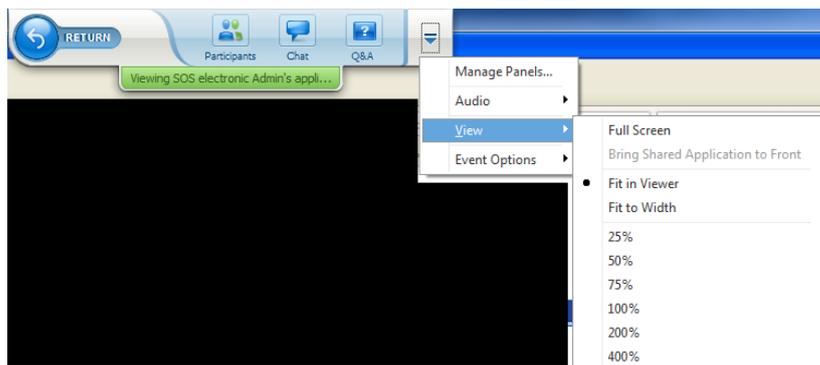
Presented content is shown on “sharing screens”. These windows are shown automatically after the presenter activates them.

Sharing screens can be controlled by “drop down” menu. It is drop down immediately after a placement of cursor to upper part of screen.



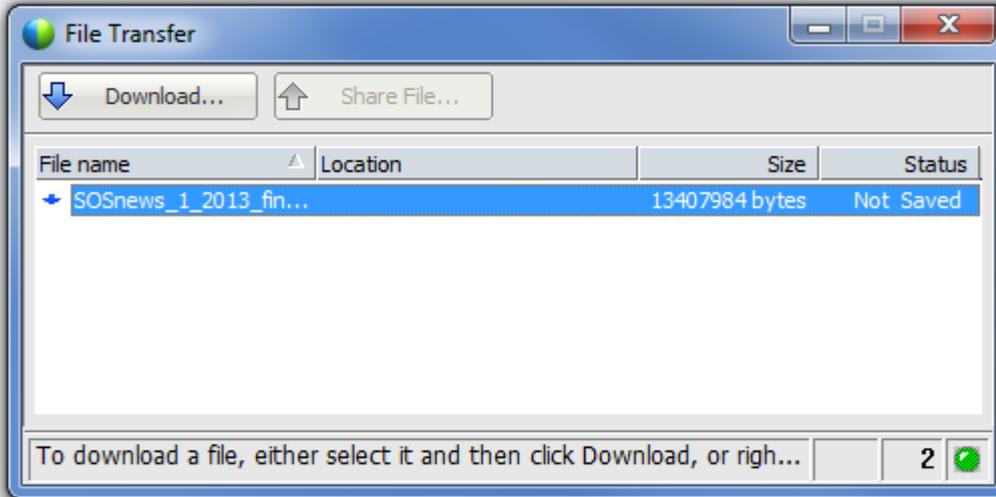
Through item of this pull-out menu can be:

- shown particular panels (Participants, Chat, Q&A)
- change screen size
- cancel sharing screen through button “RETURN”

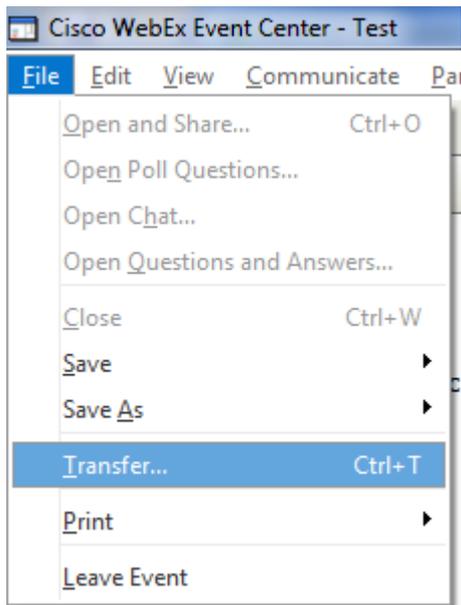


You can return to sharing screen from “Main screen” through button “Return to Sharing”.

## 2.4 File Transfer



In case that presenter published also related files to presentation, this can be downloaded through function “File transfer”. Window with this offer will pop-up automatically.



If you closed this window and would like to return to “File Transfer”, you can open it through item in menu “File / Transfer”.