Make sure your Operating System and browser are supported by Webex. Check at:
https://help.webex.com/docs/DOC-4748#reference_AB082D7CD4A14D7F9DF79AFCA319EF02

1. Instructions for joining your online seminar

The session will start at 3pm UK local time (either Universal Time or British Summer Time, depending on the time of year). It will last for 90 minutes.

You will need a good broadband connection, plus a headset and microphone. For best results use a high-quality computer headset that plugs into the microphone jack of your sound card. This device can provide better audio quality than a standard microphone. You will also need a webcam if you want to be visible to the others in the session.
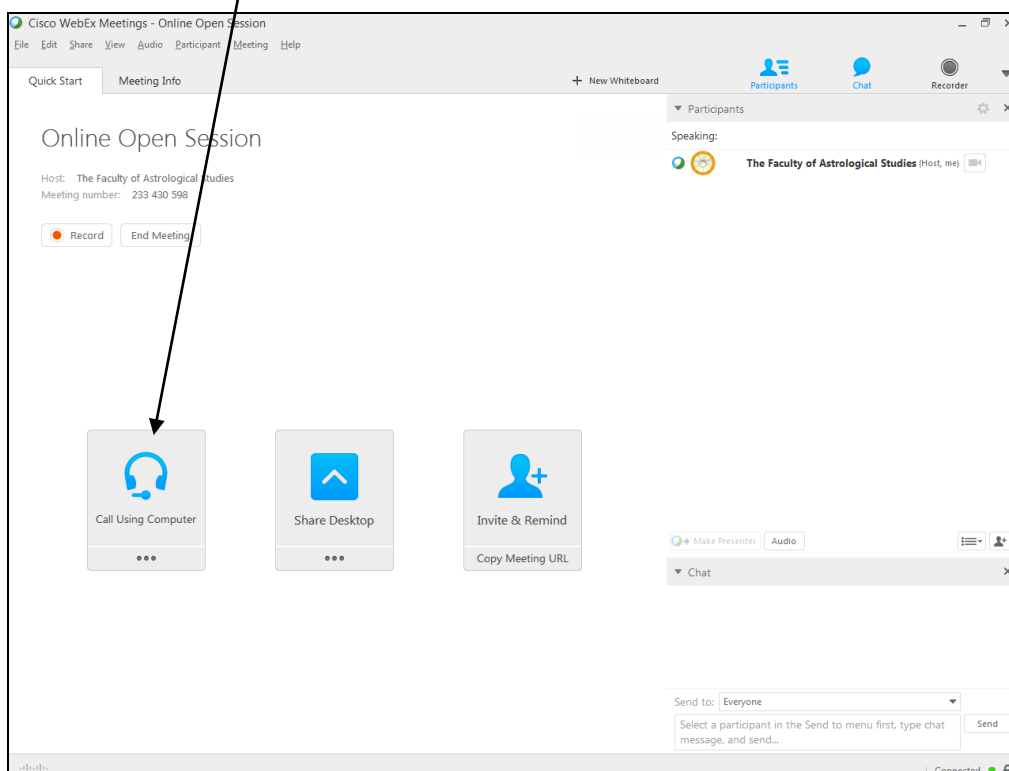
The session will be hosted using WebEx meeting software. On the day of the session, **please go into your email 15 minutes before the start time**. You should have received an email from Webex inviting you to join the session and giving you a link – when you click on the link (a Green JOIN button), you will then be asked to enter your name and email address, and this will take you through into the meeting.   Which you should Join as a Guest.

WebEx will need to search your computer for a particular Java plug-in. If you have it, you will be taken straight into the session – it you don't have it, it will ask your permission to install it. You must agree to this to use WebEx. It will automatically install the plug-in and take you into the session.

The 15-20 minute period before the session is our 'gathering' time, as participants enter the WebEx environment, ready to begin the session promptly at 3pm.
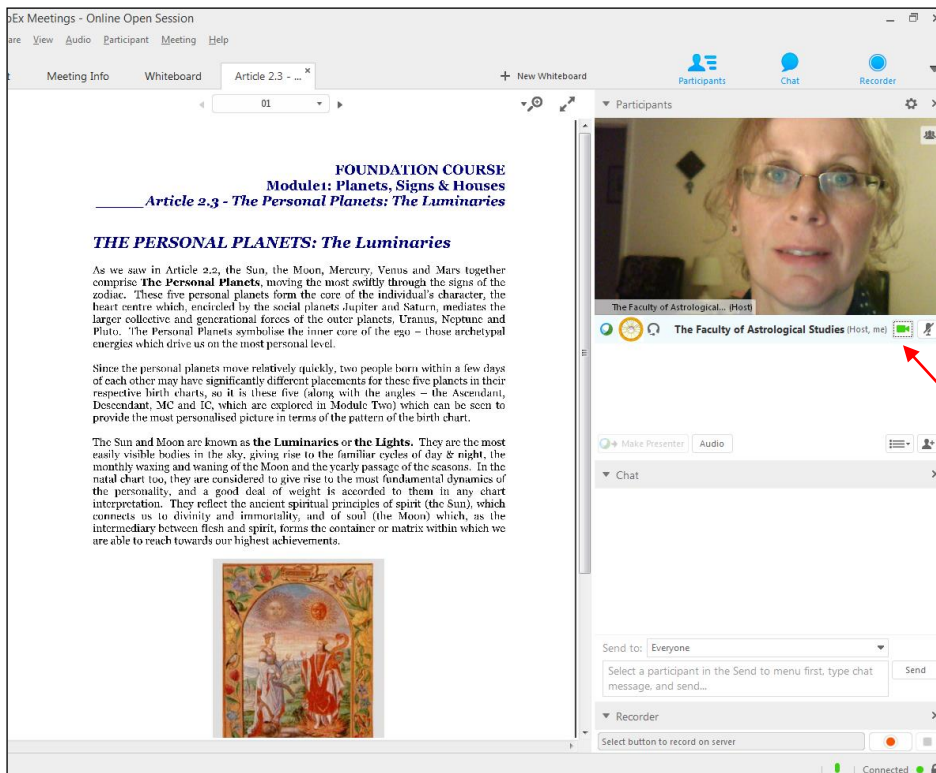
2. When you are in the session

When you first enter the session, you should see something similar to the screen below – click on 'Call Using Computer' to connect to audio and to test your speaker and microphone.
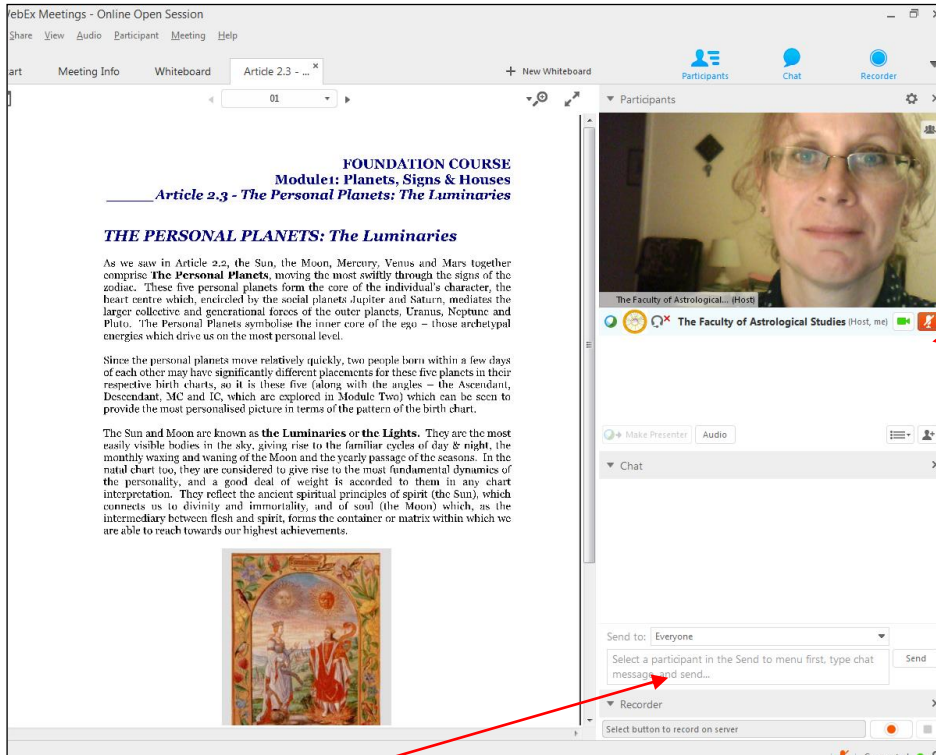

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Webcam: To switch on your webcam, click the small camera icon to the right of your name in the list of participants, so that it goes from grey to green.

The list of participants is in the right half of the screen, below the video window.

Microphone: In order to maintain sound quality, you should ***mute your microphone when you are not speaking***.

To do this, click the microphone icon to the right of your name, so that it goes from grey to red.

The Chat Box: You can use the chat box to communicate to the tutor or to the whole group. Activate it by clicking on the chat button above the video window.

Faculty of Astrological Studies, November 2016