

Learning Gateway WebEx Session Joining Instructions

You will need:

- A PC or Apple Mac
- An Internet connection – preferably fast broadband
- A telephone beside your computer which you can use at the same time

WebEx is a web conferencing system which lets you see, show and share information on your computer screen and phone into a telephone conference. This means you can hear everyone else in the conference as well as share websites, see or edit documents together and view other software on-screen.

When you access WebEx for the first time it automatically downloads the conference software required. This may take a few minutes and you just need to follow the instructions on the screen.

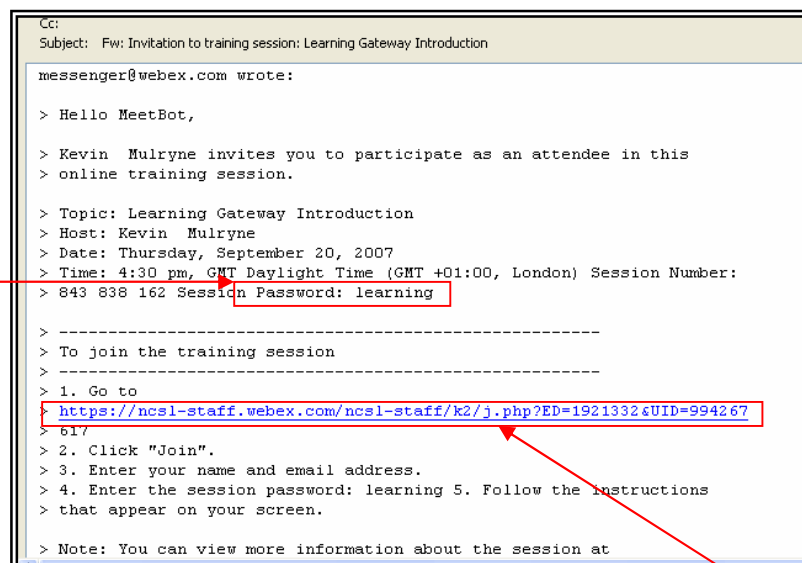
If you are accessing the WebEx session from a school or institution you might need to check with the Network Manager or Head of ICT that the computer will be able to install the WebEx software.

If you are unsure about this or need any other technical help, please contact the Helpdesk on 0845 609 0009.

If you have any general questions about the WebEx session, please contact me directly – kevin.mulryne@ncsl.org.uk

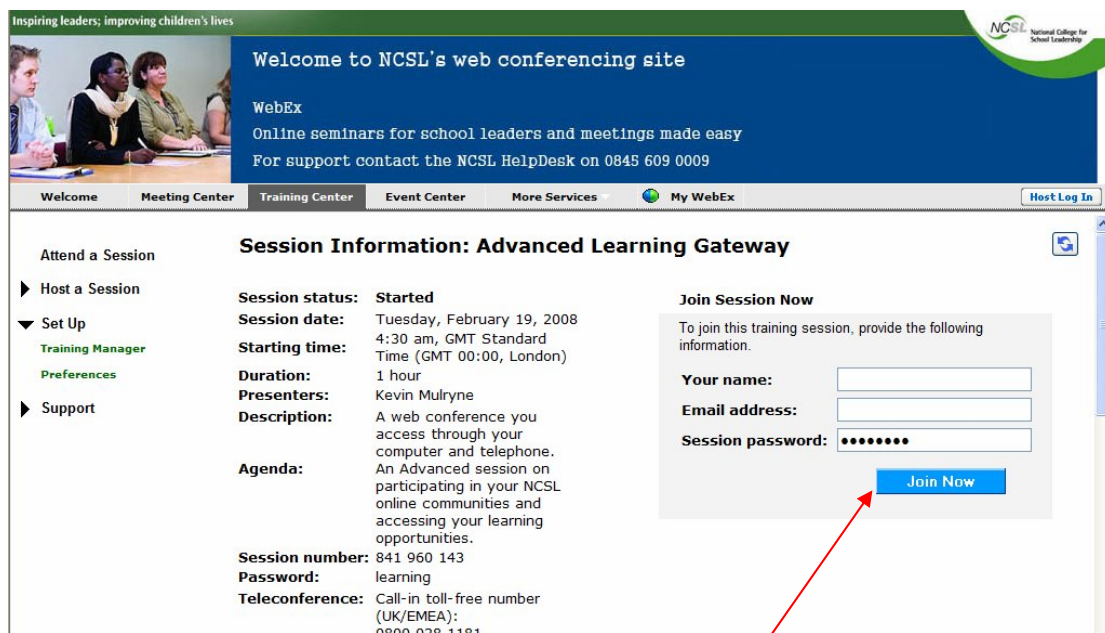
Depending on your computer's configuration, various messages will appear as you join your first WebEx session. To help you I have mapped out the process of joining below.

First you will receive an email inviting you to the session which will look something like this:



Up to 30 minutes before the session is due to begin, click on the web link.
Also, notice the password- if there is one - which you will need to type in later.

The following web page or one very similar will be displayed:



The screenshot shows the NCSL web conferencing site. The header includes the NCSL logo and the tagline "Inspiring leaders; improving children's lives". The main banner says "Welcome to NCSL's web conferencing site" and "WebEx Online seminars for school leaders and meetings made easy". Below the banner is a navigation bar with links: Welcome, Meeting Center, Training Center, Event Center, More Services, My WebEx, and Host Log In. The main content area is titled "Session Information: Advanced Learning Gateway". It lists session details: Session status: Started, Session date: Tuesday, February 19, 2008, Starting time: 4:30 am, GMT Standard Time (GMT 00:00, London), Duration: 1 hour, Presenters: Kevin Mulryne, Description: A web conference you access through your computer and telephone. An Advanced session on participating in your NCSL online communities and accessing your learning opportunities. Agenda: An Advanced session on participating in your NCSL online communities and accessing your learning opportunities. Session number: 841 960 143, Password: learning, Teleconference: Call-in toll-free number (UK/EMEA): 0800 078 1121. On the right, there is a "Join Session Now" form with fields for "Your name:", "Email address:", and "Session password:". A red arrow points from the "Join Now" button to the text below.

Attend a Session

- ▶ Host a Session
- ▼ Set Up
 - Training Manager
 - Preferences
- ▶ Support

Session Information: Advanced Learning Gateway

Session status: Started

Session date: Tuesday, February 19, 2008

Starting time: 4:30 am, GMT Standard Time (GMT 00:00, London)

Duration: 1 hour

Presenters: Kevin Mulryne

Description: A web conference you access through your computer and telephone. An Advanced session on participating in your NCSL online communities and accessing your learning opportunities.

Agenda: An Advanced session on participating in your NCSL online communities and accessing your learning opportunities.

Session number: 841 960 143

Password: learning

Teleconference: Call-in toll-free number (UK/EMEA): 0800 078 1121

Join Session Now

To join this training session, provide the following information.

Your name:

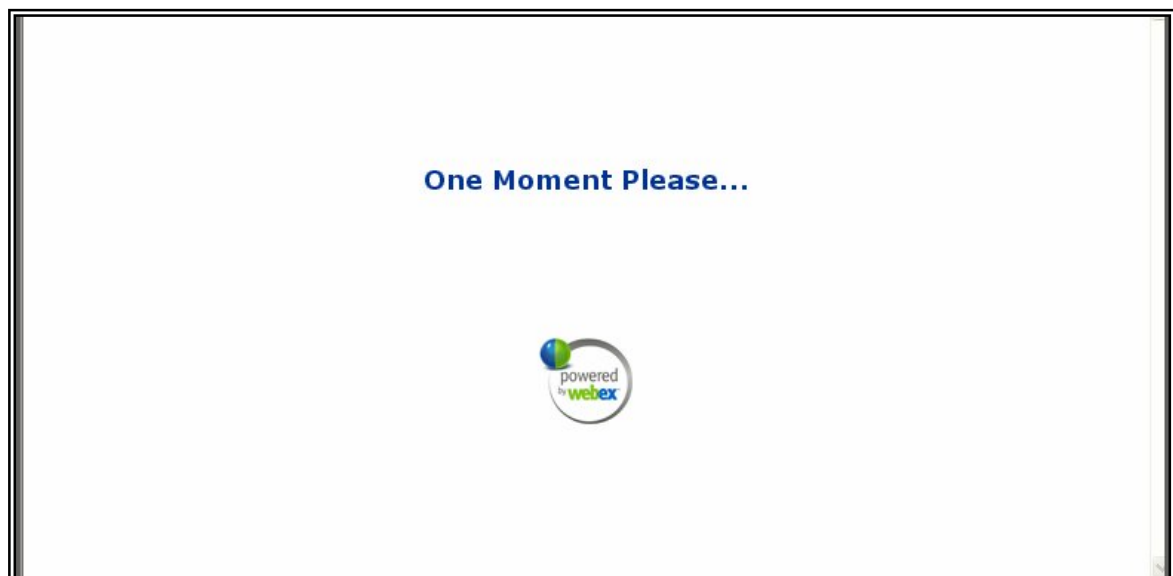
Email address:

Session password:

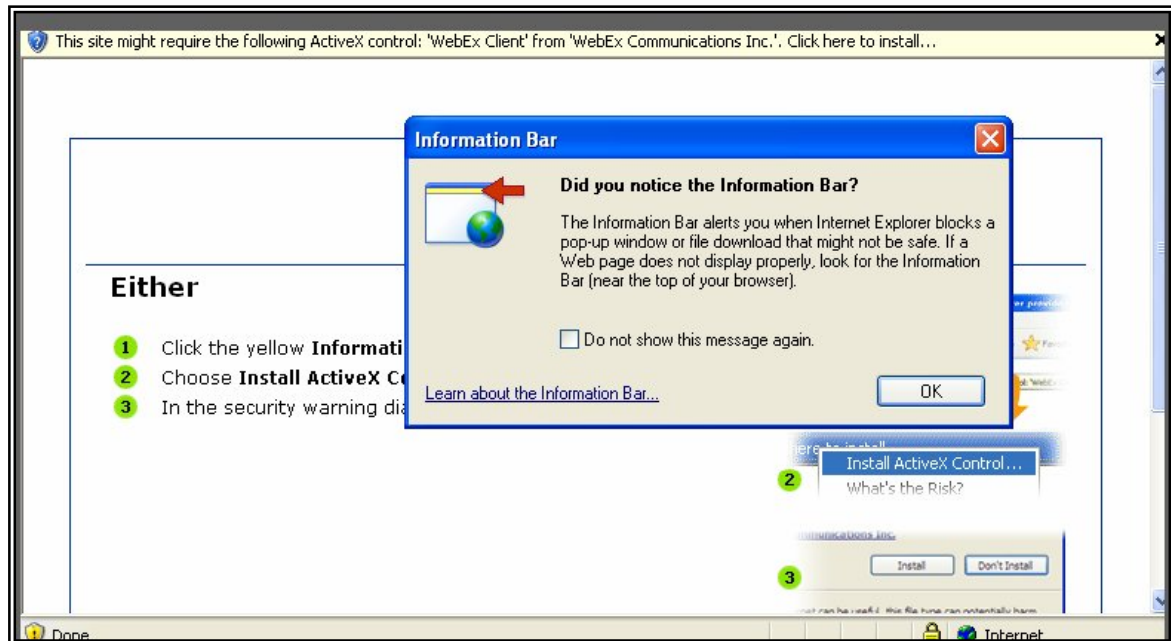
Join Now

Add your name and email address and then click on Join Now (If you are too early, there will be a different message here.)

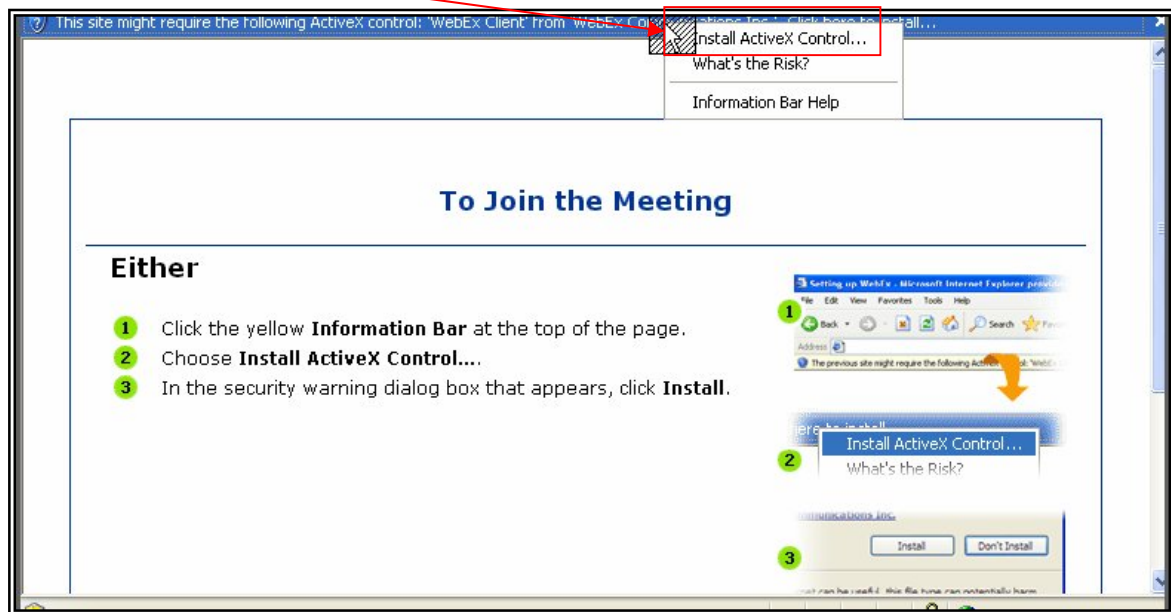
Next you will see this screen. Depending on the speed of your Internet connection and computer, it could stay on this screen for several minutes.



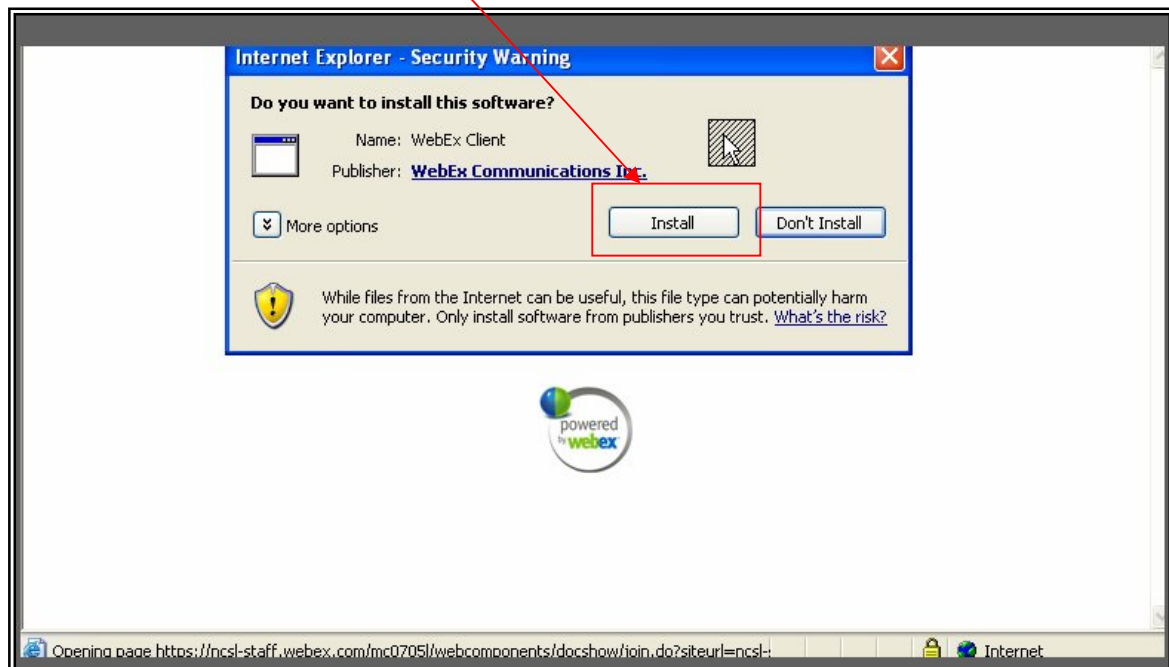
If you receive security messages about pop-up windows and/or ActiveX controls – don't worry – this is WebEx trying to install what it needs. Just do what the messages request and accept the software WebEx needs to install. You might need to allow pop-ups and the screen could look different to this example – especially if you are using a different browser **If in doubt, please call the Helpdesk on 0845 609 0009.**



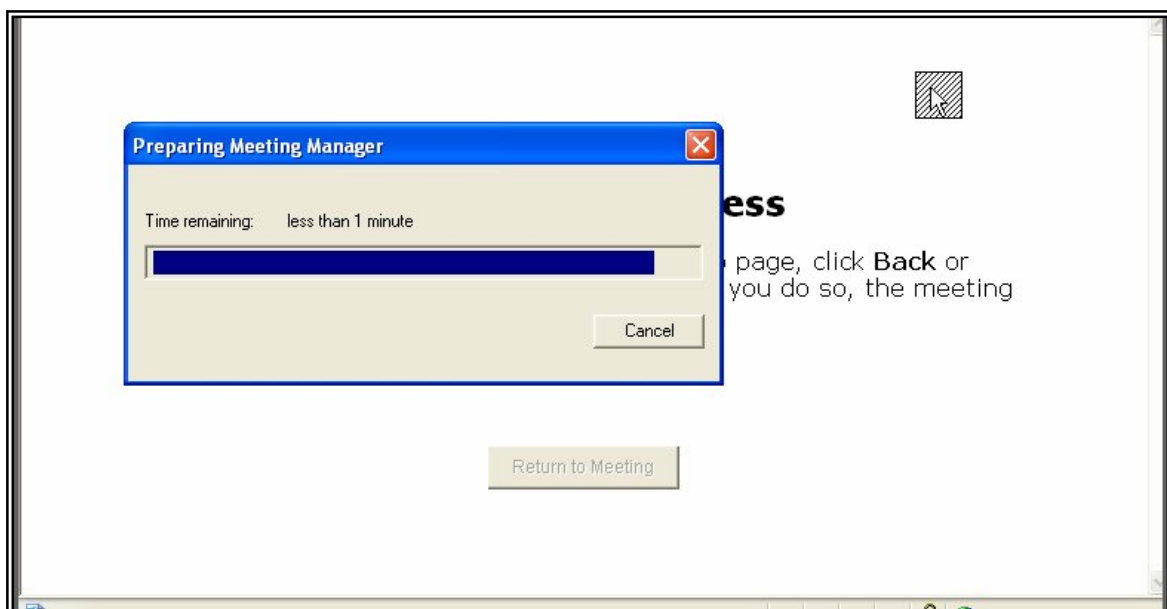
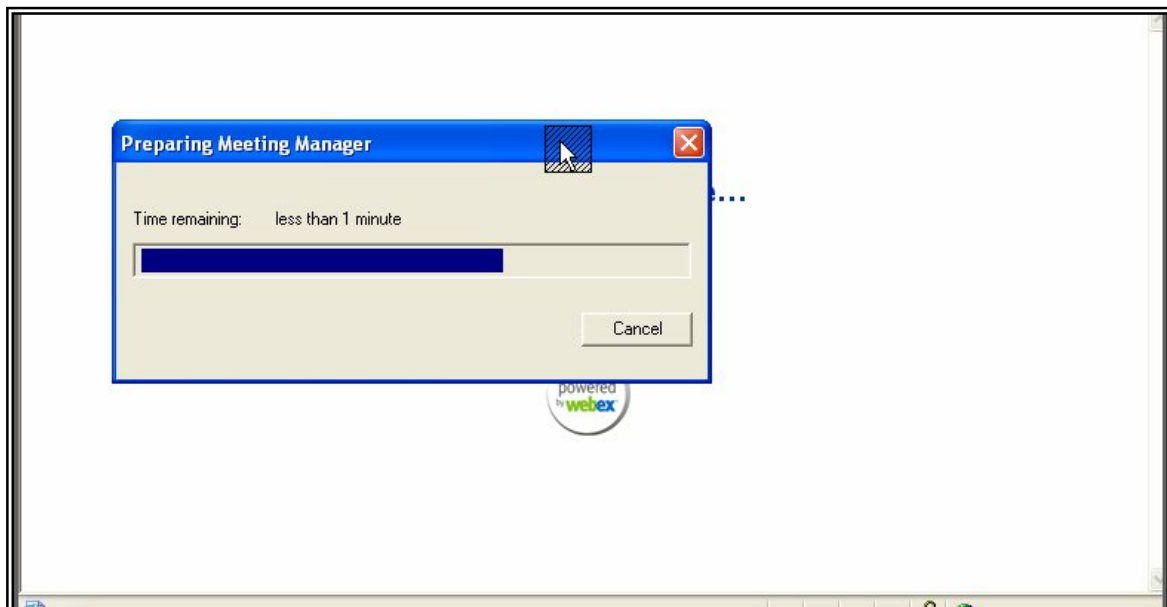
In this example, I had to click at the top of the screen and select Install ActiveX Control.



I then had to click Install.



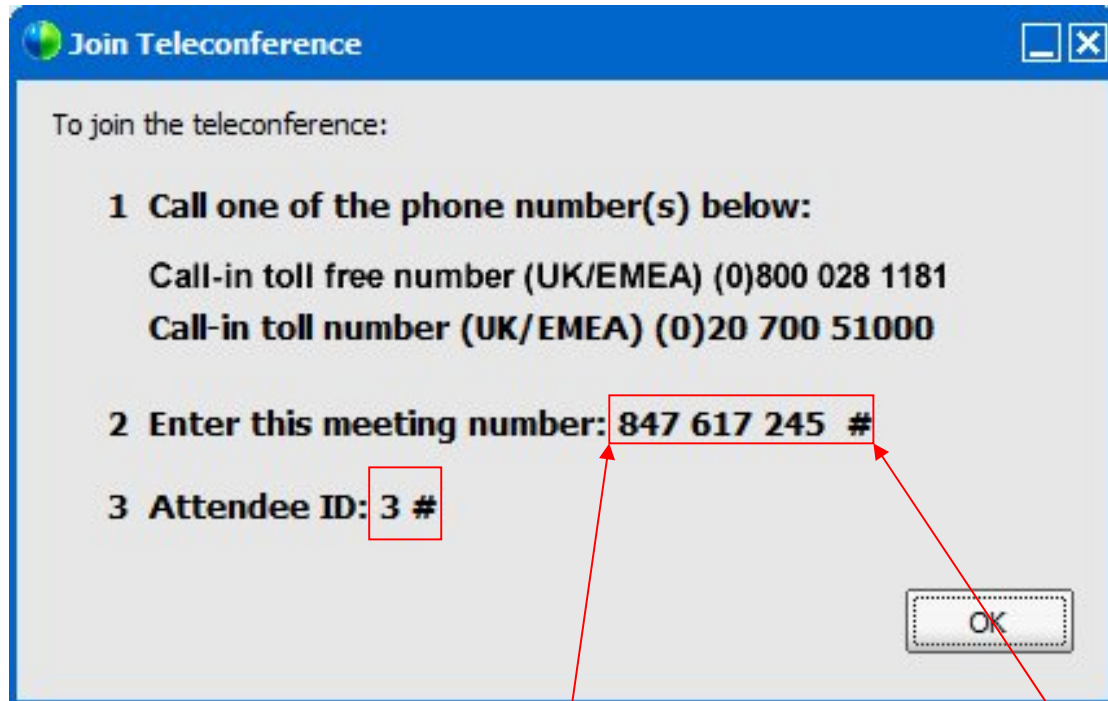
You will then see one or two messages about 'Preparing Meeting Manager'. Again, this might take a couple of minutes. This all might appear to be very long-winded but in fact it only takes a short time and you should only have to do this the first time you use WebEx.



You should then enter the WebEx session. The last thing to do is to join the telephone conference.

You will see a message with the instructions on it.

Call the top number unless your phone will not access freephone numbers: 0800 028 1181.



When the call has been connected, you will hear a voice asking you to type into the phone the meeting number – type in this number followed by the hash symbol - # Copy it from the screen as it may be different to the one printed here.

Finally, you will asked to type in your Attendee ID – it is here – again it will be different to the one printed here. You may also be asked to record your name.

You should then be able to hear the presenter and the other participants and share the activities on-screen.

To exit at the end of the conference, just close the window as you would normally. If you are using **Internet Explorer 7**, you may find when you try to close the window it will not let you. If you go back to this screen:



you will see a dialogue box asking you if you want to close the window. Select Yes and the window will close.

I look forward to 'seeing' you in WebEx!