- 1. Click invite link that is included in NCSI email.
- 2. Fill in First name, last name, and email address.
- 3. If clicked on invite link the event password will be filled in automatically....click join now.

## 5 Event Information: P3DL Test 1 English : New York Time Started Event status: Join Event Now Tuesday, July 28, 2020 10:00 am Date and time: Eastern Daylight Time (New York) To join this event, provide the following information. Change time zone Joe First name: Panelist(s) Info: 1 hour Random Duration: Last name: **Description:** P3DL Unclassified Test Email address: joe\_random@gmail.com ••••• Event password:

By joining this event, you are accepting the Cisco Webex <u>Terms of Service</u> and <u>Privacy Statement</u>.

ahaha

cisco Webex



If you are the host, start your event.

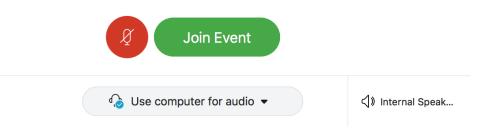
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Oisco Webex Events

P3DL Test 1 10:00 AM - 11:00 AM

4. A WebEx Events pop-up will open, proceed to click join event.

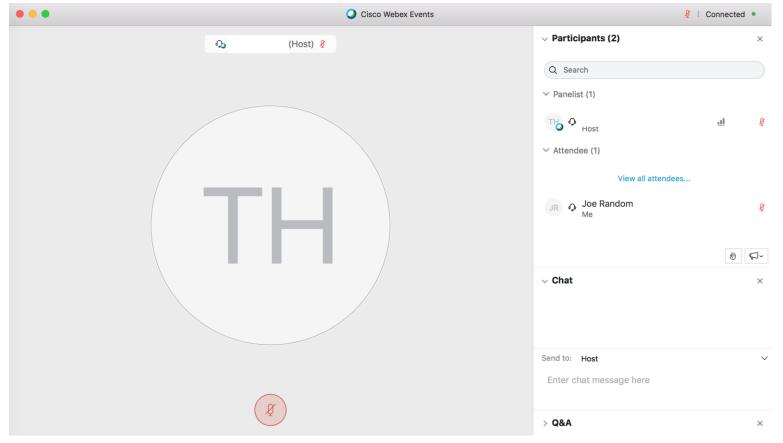




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5. After joining event you should be able to see the host, panelist, and other attendees.

Note: If you are not able to see other attendees, don't worry as the events license usually does not have the capability of seeing other attendees.



## For Briefers:

1. The host will assign you as a panelist.

2. Afterwards, the host will make you a presenter and the pop-up window that states "you are now the presenter" will pop-up and you should have screen sharing abilities.

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3. Go to the "Share" drop down menu and click on "My Screen".

4. Select screen you want to share or select window you want to share.

5. If screen sharing is working properly, then you should get a pop-up window on the top of your screen similar to the screenshot to the right.

6. You will be assigned as an attendee once your briefing slot is finished.

