

How to enter WebEx rooms



The session hosts will start the session and then you will be able to enter. Usually, hosts will let you enter the room 15 minutes before the scheduled time. In the course page, look for the WebEx room link. In other cases you will receive the link by e-mail or message from your tutor.

The screenshot shows a navigation menu at the top with links: VCPH Portal, What is the Campus?, Virtual Classroom, Virtual Library, Educational Virtual Clinic, News, and PAHO/WHO. Below the menu is a breadcrumb trail: Home > Iniciados / In progress > Salud mental / Mental Health > VCmhGAP-15. On the left sidebar, there is a 'WELCOME' section with links for 'Orientation Program', 'VCPH Guide / Tutorial', 'Calendar', and 'WebEx room'. The 'WebEx room' link is highlighted with a red box and a red arrow points to it. Below this are sections for 'People' (Participants), 'Messages' (Dana Lawrence Messages), 'Activities' (Assignments, Feedback, Forums, Quizzes, Resources), and 'Online users' (None). The main content area features the course title 'Virtual Course - Integration of Mental Health into Primary Care' with dates 'August 6, 2015 to December 15, 2015' and the mhGAP logo. A row of flags from various countries is displayed below the logo. At the bottom, there is a 'Latest news' section with 'ORIENTATION PROGRAM' and links for 'General Program 2015' and 'VCPH Guide / Tutorial'. A 'Your progress' indicator is visible on the right side.

Join Now

You will need to enter your name (as it will appear in the session) and your e-mail. Then click the **“Join Now”** button. This will open the room (if the host hasn’t started the session then you will not be able to click the “Join now” button – please wait and refresh the window after a few minutes).

Only the first time that you enter a WebEx room you will need to install the application. Please use any web browser (Google Chrome, Mozilla Firefox, Safari, etc.) **except Internet Explorer**.

The screenshot shows a web browser window with the URL https://paho.webex.com/mw0401sp13/mywebex/default.do?service=7&main_url=%2Ftc0601sp13%2Ftrainingcenter%2Fdefault.do%3Fsiteurl%3Dpaho%26main_ur. The page header includes the Pan American Health Organization logo and navigation tabs: Home, Meeting Center, Event Center, Support Center, **Training Center**, and My WebEx. A 'Log In' button is in the top right.

The main content area is titled 'Session Information: FormAPS_6 Sesión Webex General'. It lists the following details:

- Session status:** Started
- Session date:** Tuesday, June 9, 2015
- Starting time:** 12:00 pm, Eastern Time (Panama, GMT-05:00)
- Duration:** 1 hour 30 minutes
- Presenters:** Campus Virtual de Salud Pública
- Description:**
- Agenda:**
- Session number:** 641 455 957
- Password:** (This session does not require a password.)
- Audio conference:** Use VoIP only
- Host's name:** Campus Virtual de Salud Pública
- Alternate Host:** Johel Diaz, Carlos Leon, Edgardo De Gracia, Gabriel Listovsky
- Host's email:** cvsp@paho.org
- Course material:** (none)

On the right side, there is a 'Join Session Now' section with the text: 'To join this training session, provide the following information.' It contains two input fields: 'Your name:' with the value 'Prueba Windows' and 'Email address:' with the value 'prueba@gmail.com'. Below these fields is a blue 'Join Now' button, which is highlighted with a red rectangular box and a red arrow pointing to it from the right.

At the bottom of the page, there is a 'Test' section with a text input field containing '(none)'. Below this, a small disclaimer reads: 'By joining this session, you are accepting the Cisco WebEx [Terms of Service](#) and [Privacy Statement](#).'

Install WebEx (steps 1-4)

1

You may install WebEx in your computer or you can use a temporary application. Both options can be used. If you will use that computer regularly, we recommend installing WebEx in your computer to quickly join sessions in the future. If your browser is Google Chrome, click on the **“Add WebEx to Chrome”** button. If it is another browser, follow the instructions on your screen.

Step 1 of 2: Add WebEx to Chrome

Follow this one-time process to join WebEx meetings quickly in the future.



Don't want to use an extension? [Run a temporary application](#) to join this meeting.

2

Wait for the option to load (a green icon will appear)



Step 1 of 2: Add webEx to Chrome

Follow this one-time process to join WebEx meetings quickly in the future.

Add WebEx to Chrome

Don't want to use an extension? [Run a temporary application](#) to join this meeting.

3

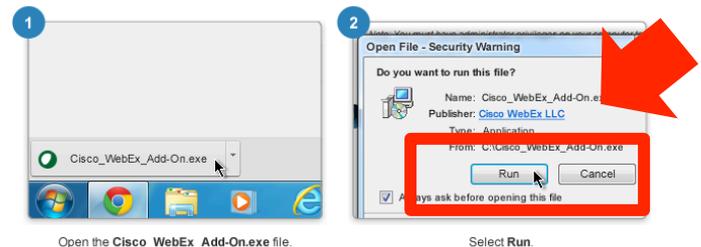
Download the application. Then select **“Add”**.

4

Download the file and select **“Run”**.

Step 2 of 2: Install WebEx

Follow these steps to install Cisco WebEx:



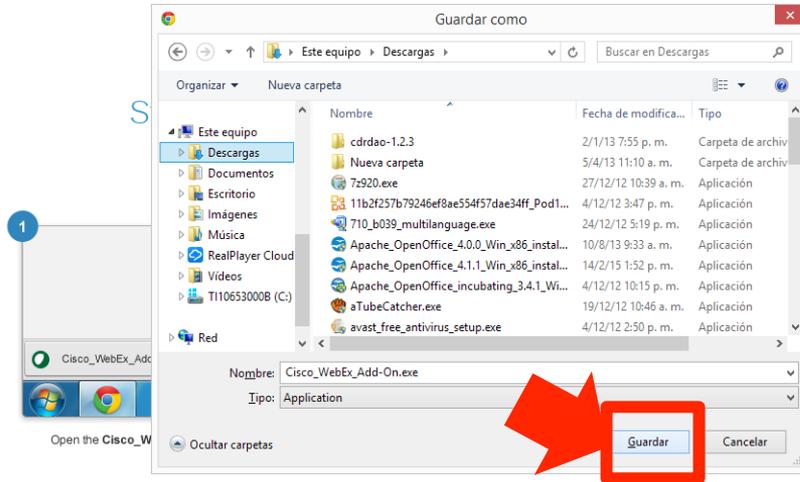
Open the `Cisco_WebEx_Add-On.exe` file.

Select `Run`.

Install WebEx (steps 5-6)

5

In some cases, your browser will ask you to save the file. In that case, select the folder where you wish to save the application installer.



Still having trouble? [Download WebEx again](#) or [run a temporary application](#) to join this meeting immediately.

Step 2 of 2: Install WebEx

Follow these steps to install Cisco WebEx:

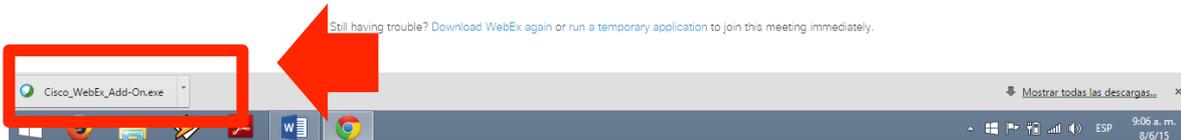


Open the Cisco_WebEx_Add-On.exe file.

Select Run.

6

After downloading the file, look for the file in a tab at the bottom. In other cases, you will need to search for the file in your **“Downloads”** folder. Click on the file to run the installer.

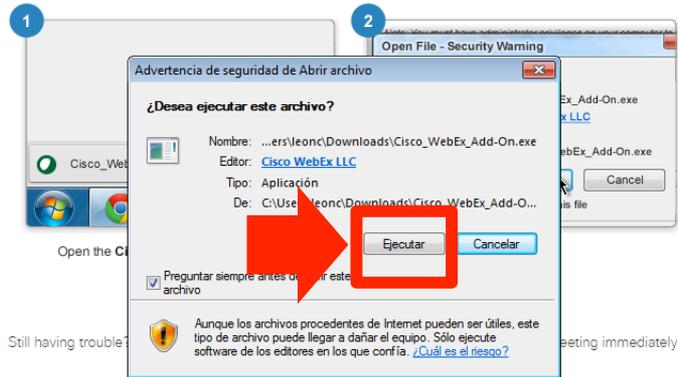


Still having trouble? [Download WebEx again](#) or [run a temporary application](#) to join this meeting immediately.

Install WebEx (steps 7-9)

Step 2 of 2: Install WebEx

Follow these steps to install Cisco WebEx:



7 If a warning message appears, select **“Run”**.

9 The process continues and it may take a few seconds to open the room.

You will see the message **“Connecting”**.

8

The session will begin loading.

Starting WebEx...



Still having trouble? [Run a temporary application](#) to join this meeting immediately.



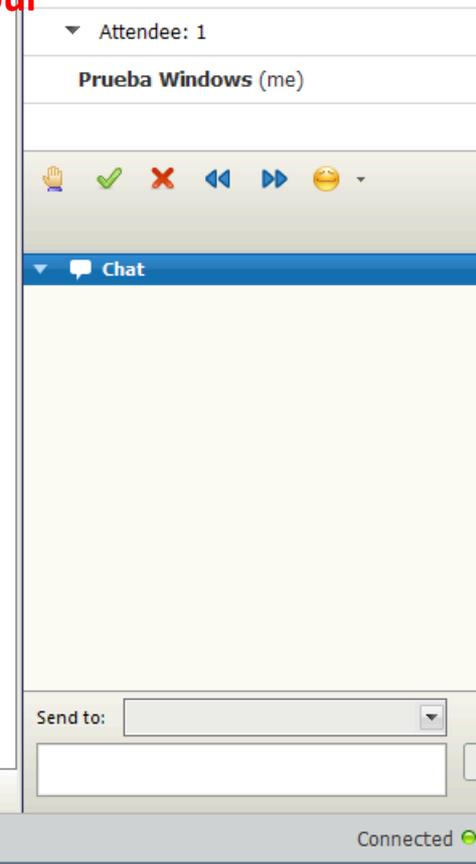
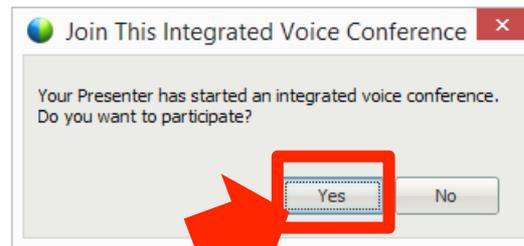
Install WebEx (step 10)

10

IMPORTANT:

The WebEx room will open, and a pop-up window will appear, with the following message: **“Join This Integrated Voice Conference: Your presenter has started an integrated voice conference. Do you want to participate?”**

Select **“Yes”** to join the meeting and automatically activate your audio.



Microphone and speakers volume

You will have the option to adjust your microphone and the volume of your speakers. We recommend using a headset with microphone.

The screenshot displays the Cisco WebEx Training Center interface. The main window shows session information for "FormAPS_6 Sesión Webex General" hosted by Carlos Leon. A red box highlights a "Volume" dialog box that is open, showing sliders for microphone and speaker volume, along with "Mute" checkboxes. A red arrow points to this dialog box. The right sidebar contains a "Participants" list with "Carlos Leon (Host)" and "Prueba Windows (me)", and a "Chat" window. The bottom status bar shows "Cisco WebEx" branding, session number "641 455 957", and system tray icons including the Windows taskbar, network, and system clock.



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the Campus Help Desk:

<https://ayuda.campusvirtualsp.org/?q=en>



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