Raleigh Fire Department Virtual Education Classes - How to Register for a Session

1) Click on the registration link for the session you would like to attend. This will bring you to the below screen. Once on the below screen, click on *Register*.

2) After clicking on *Register*, you will come to the below screen. Enter the requested information as shown below.

3) Once you've entered your information as shown above, click on the *Submit* button which will be on the lower right-hand side of the same screen.

Submit   Cancel
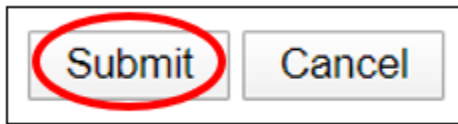
4) On the next screen you will see a registration confirmation and well as an option to invite a friend to the event. If you want to invite a friend, enter their email address and click *Send*. If you don't, simply click *Done.*

Registration Confirmed
Thank you for registering.

You are now registered for the event: **DEMO - How to Use WebEx Events**

You will receive a confirmation email message that contains detailed information about joining the event.

The event will start at 3:30 pm New York Time on May 27, 2020.
Please join the event on time.

Done

Invite a Friend

To invite a friend to this event, enter your friend's email address.

Send

5) After completing your registration, you will receive a reminder email before your event.

cisco Webex

Reminder: you're registered for a Webex event.

The seminar will start on time. Please join at least 10 minutes before the starting time so that you don't miss valuable information.

DEMO - How to Use WebEx Events

Wednesday, May 27, 2020 3:45 pm, Eastern Daylight Time (New York, GMT-04:00)

Host: **Host Name (Host.Name@hostingco.com**
Event number (access code):   **123 456 789**
Event password: **XYZ1234abc**
Registration ID: This event does not require an enrollment ID

Join event

Join Webex

1) Click on the green ***Join Event*** button from the above email. This will bring you to the below page where you will enter the same information you used to register (the event password is in the reminder email you received), and then click ***Join Now.***
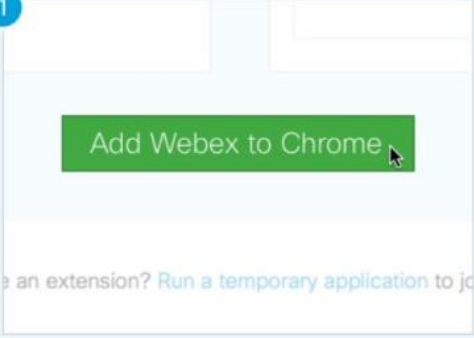

2) On the next screen you will be given the option as to whether you want to add the WebEx extension to your browser or if you'd rather just run a temporary application. If you anticipate attending future sessions, adding the extension will save you time in the future. If you expect that this to be the only session you'll attend, just run it as a temporary application.
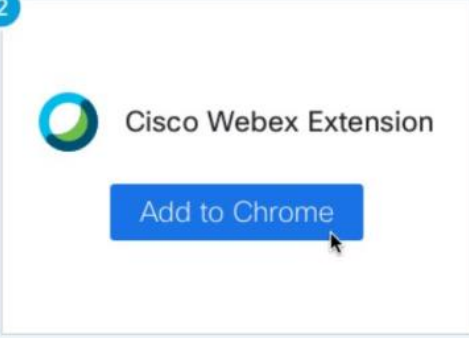
3) On the next screen you'll be asked how you'd like to connect to the event audio. If there is more than one person it's best to use the "Call Using Computer" option; using one of the first two options you will be leveraging the audio on your phone.

4) The operations bar is an important piece of the WebEx Event experience. The two icons you'll use most are the first and fourth icon.
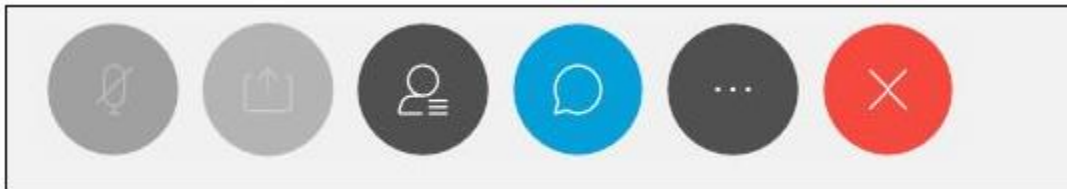
    a. The first icon is the mute/unmute button. You will likely be muted upon entering the meeting, however out of a courtesy to the presenter(s) and other guests please double-check to make sure you are muted. The microphones pick up <u>more</u> than one would think.

    b. The fourth icon is the chat icon. Clicking this icon will pop up a chat/Q&A box in the lower right hand of the screen. Just type your questions into the chat box and hit enter. Most of the questions will be answered after the presenter(s) have finished their presentation, however they will occasionally take questions in the middle of the event.

To: Host

Enter chat message here

> Q&A ✕