

Webex Events User Guide for Attendee



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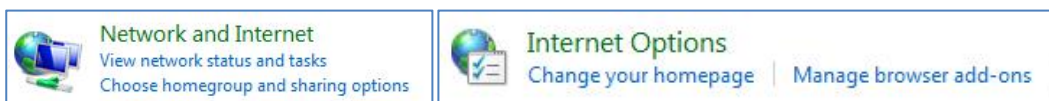
1 System & Browser Support

	Windows	Mac OS X
Operating Systems	<i>Windows 8 and higher</i>	<i>10.13 and higher</i>
IE	<i>11 (32-bit/64-bit)</i>	
Edge	<i>Windows 10</i>	
Firefox	<i>Latest</i>	<i>Latest</i>
Safari		<i>11 and higher</i>
Chrome	<i>Latest 32-bit/64-bit</i>	<i>Latest 32-bit/64-bit</i>

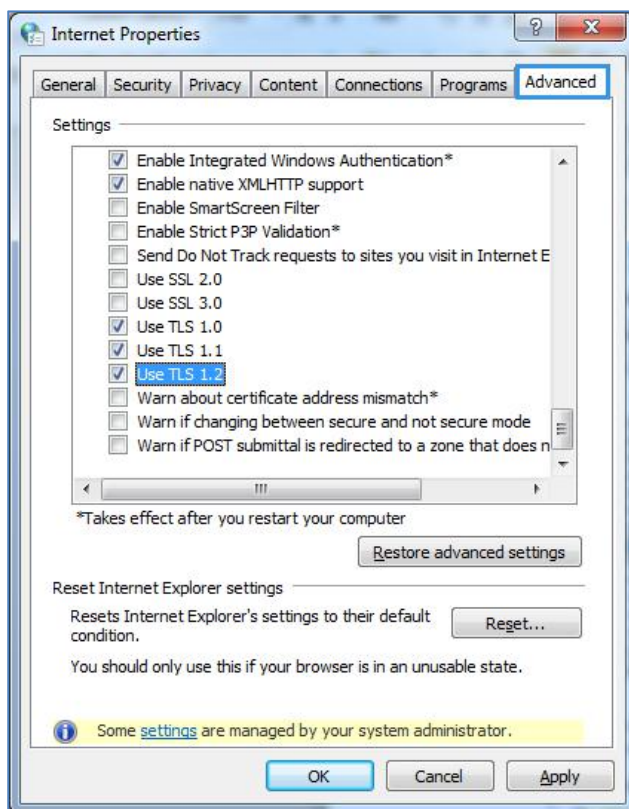
2 TLS1.2

All the Webex users must open **TLS1.2**.

Open Control Panel>Network and Internet>Internet Options, or Open Control Panel >Internet Options;



Advanced, check on “Use TLS1.2”.



3 Attendee Join an Event

3.1 Join an Event without Registration

3.1.1 Join by Email

Click "Join event" in the email. Fill in your personal information on the event information page and click "Join Now".

When it's time, join the Webex event here.

Host: Webex kty (kty@ketianyun.com)

Event number (access code): 102 801 7574

Event password: This event does not require a password.

Monday, November 30, 2020 3:45 pm, China Time (Beijing, GMT+08:00)

[Join event](#)

Join Event Now

To join this event, provide the following information.

First name:

Last name:

Email address:

Event password:

[Join Now](#)

[Join by browser NEW!](#)

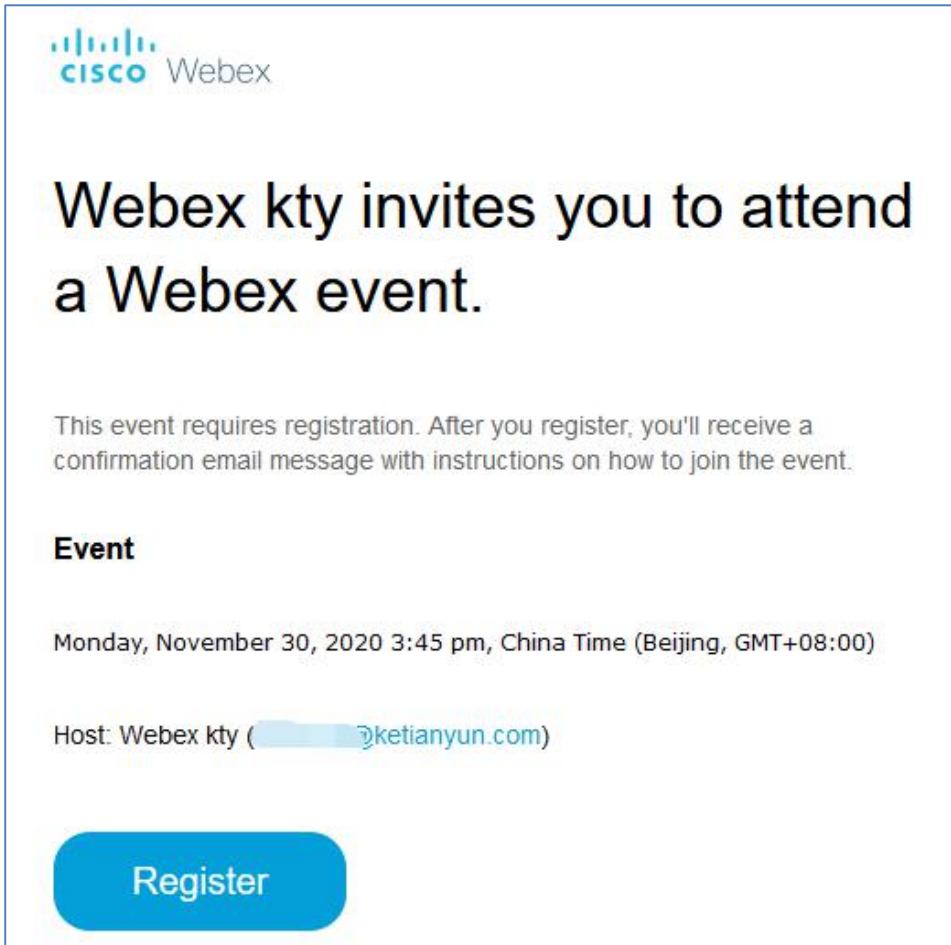
3.1.2 Join by Event Number

Visit `SITENAME.webex.com.cn` in the browser, and fill in the event number to join.

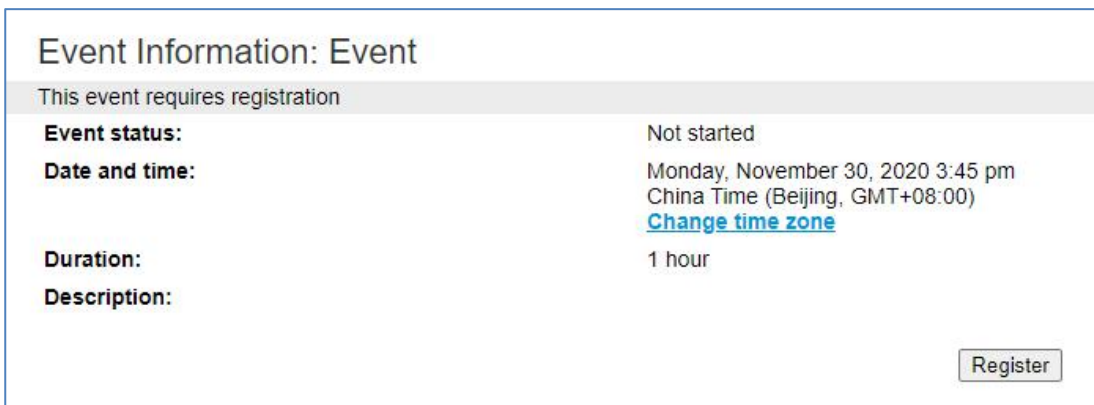
Join a Meeting ⓘ

3.2 Join an Event with Registration

At first, attendee clicks the link in the email to register.



The screenshot shows a Webex invitation email. At the top left is the Cisco Webex logo. The main heading reads "Webex kty invites you to attend a Webex event." Below this, a paragraph states: "This event requires registration. After you register, you'll receive a confirmation email message with instructions on how to join the event." Under the heading "Event", the date and time are listed as "Monday, November 30, 2020 3:45 pm, China Time (Beijing, GMT+08:00)". The host is identified as "Webex kty" with a profile picture and the email address "ketianyun.com". A large blue button labeled "Register" is positioned at the bottom of the invitation content.



The screenshot displays the "Event Information: Event" page. A grey banner at the top indicates "This event requires registration". Below this, a table provides details about the event:

Event status:	Not started
Date and time:	Monday, November 30, 2020 3:45 pm China Time (Beijing, GMT+08:00) Change time zone
Duration:	1 hour
Description:	

A "Register" button is located in the bottom right corner of the event information section.

Then, after the registration approved, attendee clicks "Join event" to join the event.

Your registration was approved for the following Webex event.

Host: Webex kty ( @ketianyun.com)

Event number (access code): 102 437 9961

Registration ID: This event does not require a registration ID

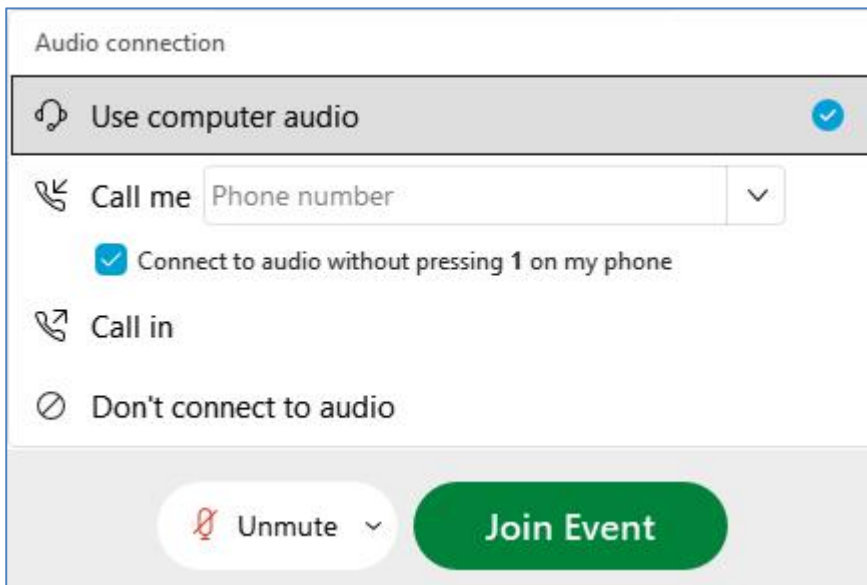
Event password: 1234

Monday, November 30, 2020 3:45 pm, China Time (Beijing, GMT+08:00)

Join event

4 Audio Connection

✧ *Note: It's the first step to connect audio when you join the event. Please choose the appropriate method according to the actual situation.*



Audio connection

Use computer audio

Call me

Connect to audio without pressing 1 on my phone

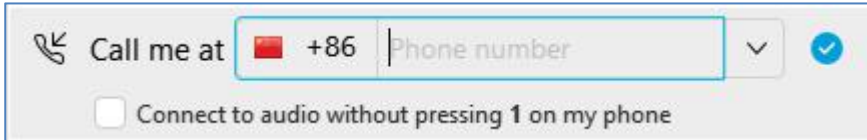
Call in

Don't connect to audio

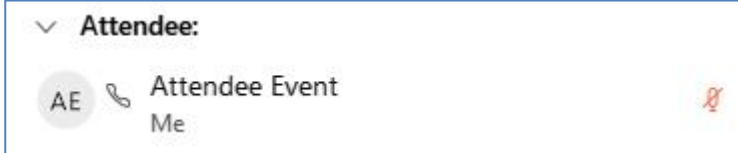
4.1 Method One: Call Me

Fill in your mobile phone number or direct phone number, and answer the call to connect.

✧ *Note: Direct phone number (China Mainland number only).*

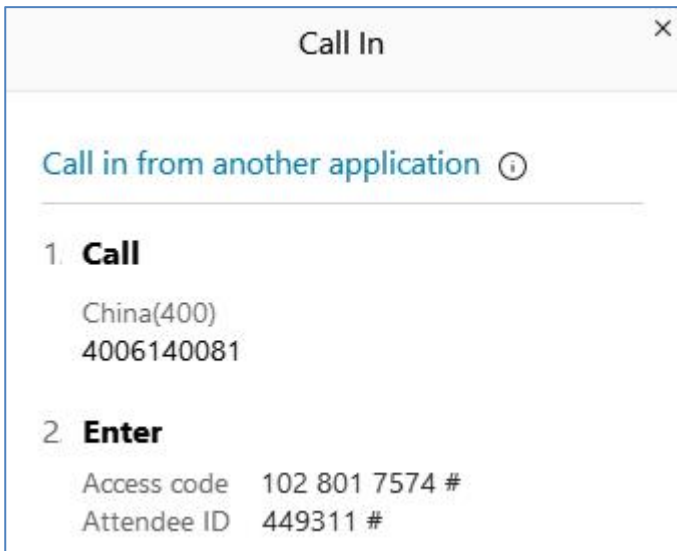


After audio connected, you can find a “Phone” icon on the left of the name.

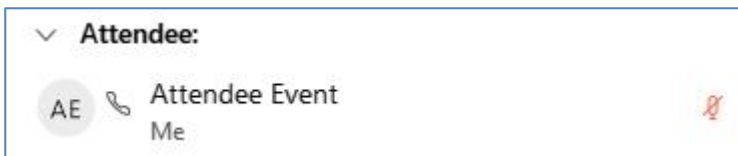


4.2 Method Two: Call In

Please use mobile phone or fixed-line phone to call the phone number in the event, follow the steps to connect the audio.



After audio connected, you can find a “Phone” icon on the left of the name.



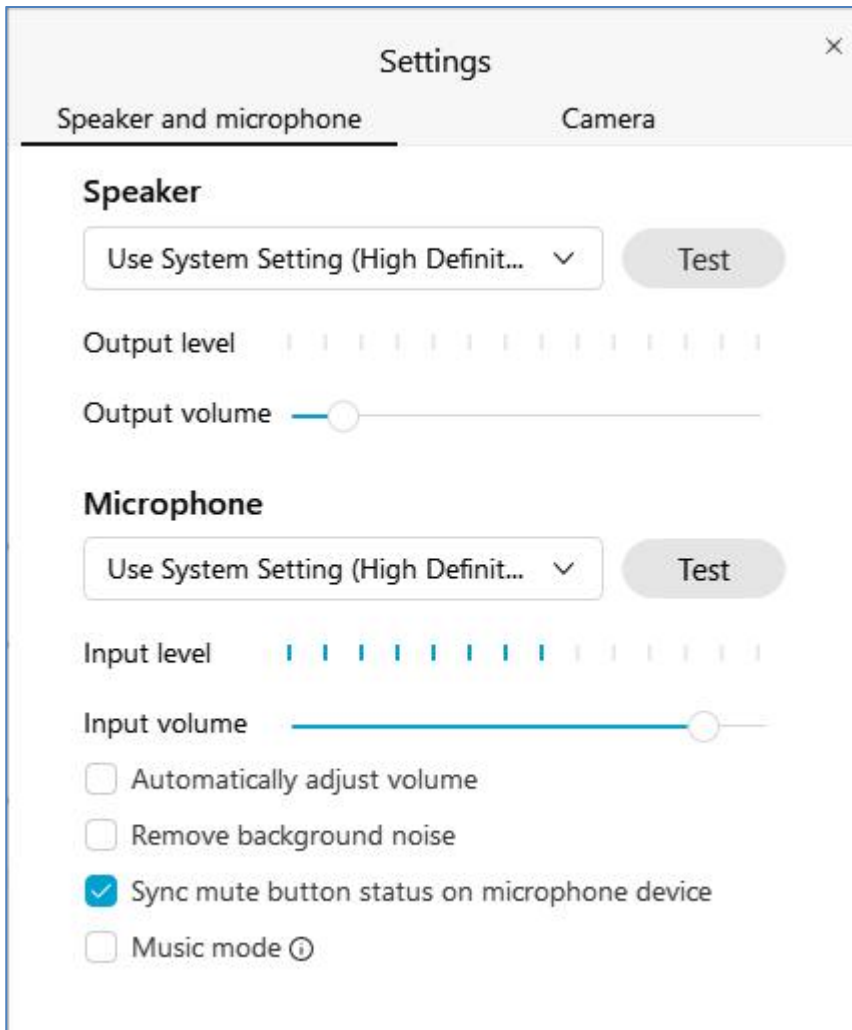
4.3 Method Three: Use Computer for Audio

Use internal microphone and speaker to provide free online audio.

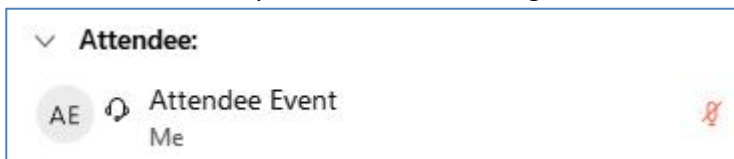
✧ Note: We recommend you to use external USB device.

At first, choose appropriate speaker and microphone:

- Click “Test speaker and microphone”;
- Speaker: Select listed speaker, please select the device with sound;
- Microphone: Select listed microphone, please select the device can record voice.

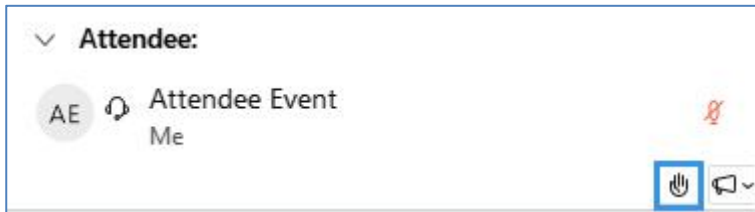


After audio connected, you can find an “Earphone” icon on the left of the name. You can click the “Microphone” icon on the right to mute or unmute yourself.



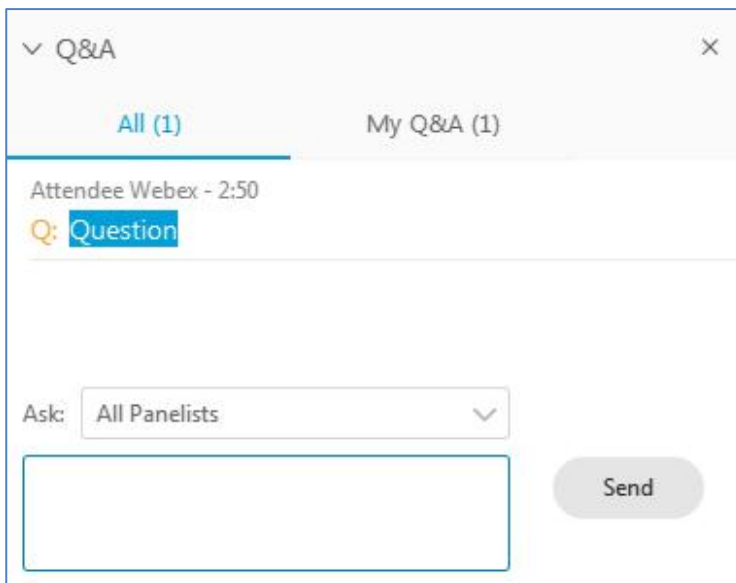
4.4 Request to Speak

In the Webex Events, attendee is muted by default and can't unmute himself. Attendee can “Raise Hand” to inform the host to unmute.



5 Q & A

Attendee can send questions to panelists.



If you have any problem, please contact us on 400 058 3528;

Please follow us on WeChat.

