Training Sessions in WebEx

*Training sessions are only available in the WebEx web application. Training sessions are not currently available in the WebEx Canvas add-on

Step-by-Step Guide:

1. Navigate to wakehealth.webex.com

2. Click **Sign In** to sign in using your Wake Health email address and password

3. Click on **WebEx Training**
4. Click on **Schedule Training** under the Host a Meeting section on the left side menu

*if you do not see Schedule Training, expand the Host a Meeting section by clicking the black arrow beside Host a Meeting

5. Enter the session information
6. To schedule the session for a future time/date click **Schedule** at the bottom of the page.

7. To start the session immediately click **Start Session** at the bottom of the page.

8. When the WebEx training session window opens click **Audio Conference**.

9. Click **Call Using Computer**.
10. Test your audio connection by clicking **Test** beside the audio connection section

11. Test your microphone by speaking into the selected microphone connection and noticing if the green audio bar is moving

   *A moving bar indicates that the microphone is connected and working*

12. Click **OK**

13. Share your screen by clicking **Share Application** and selecting what you want to share
14. Exit the session by clicking the X in the top right corner