

MITSEMINAR

EDUCATING U.S. NATIONAL SECURITY LEADERS



Webex Users Guide for the Seminar XXI Introductory Session and Alumni Reunion

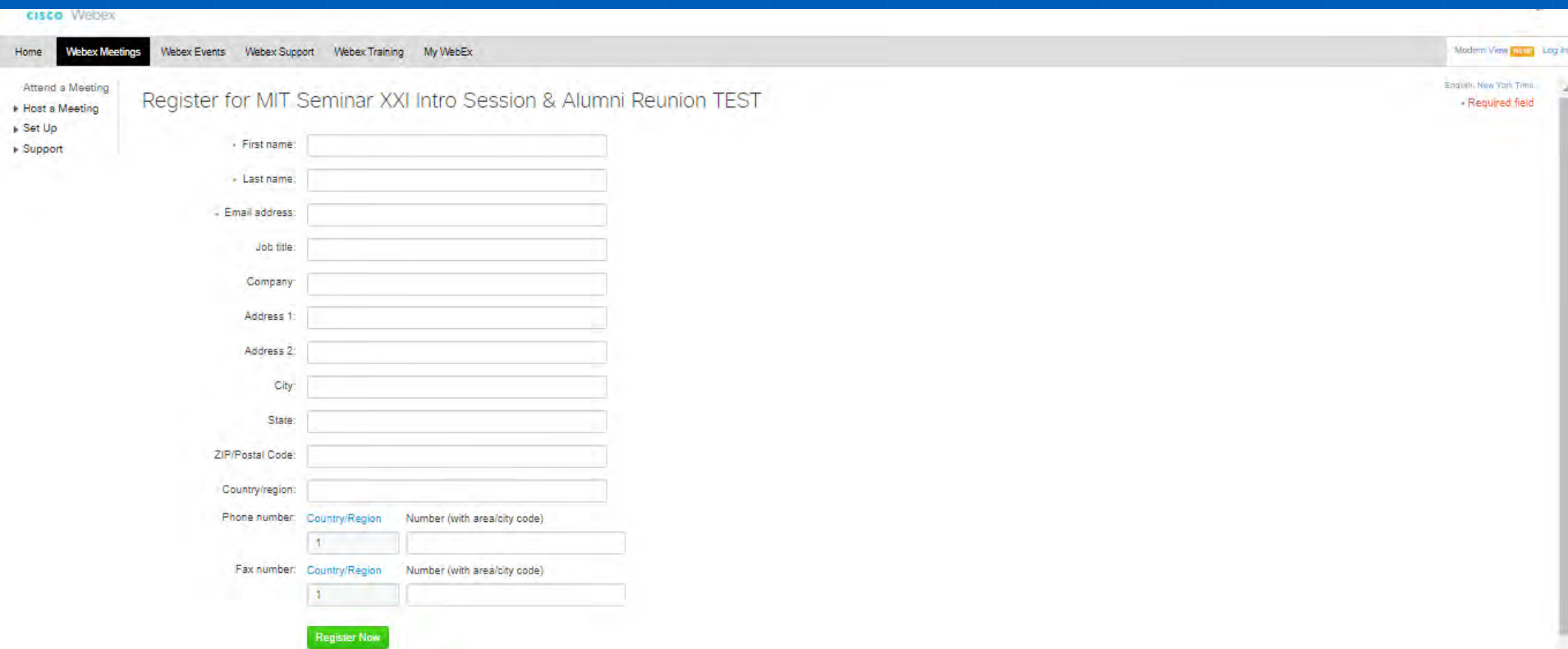
**Moderator: Ken Oye
September 8, 2020 5-9pm EDT**

Main Overview

- Please keep your microphone muted until you are called upon during the Q&A portion of the event.
Your mic icon will be red when muted.
- We suggest connecting using a computer with microphone/camera capabilities for the best experience. Headphones are recommended.
- To ask a question during the Q&A:
 - 1) Click the **"Raise Hand" icon**
 - 2) Type a brief description of your question in the **Chat**
 - 3) Once the moderator calls upon you, **unmute** your microphone and ask your question.
 - 4) Make sure to **mute your microphone once you are done.**
- You can leave and reenter the session at any time using the email invitation link.

Registration

The registration link will bring you to this webpage. You are required to enter your **name** and **email** (all other fields do not have to be completed). Then **click Register Now**.



The screenshot shows the Cisco Webex registration page. The header includes the Cisco Webex logo and navigation links: Home, Webex Meetings (selected), Webex Events, Webex Support, Webex Training, and My WebEx. On the right, there are links for Modern View, Help, and Log In. A language and time zone selector shows English, New York Time. A left sidebar contains links: Attend a Meeting, Host a Meeting (selected), Set Up, and Support. The main content area is titled 'Register for MIT Seminar XXI Intro Session & Alumni Reunion TEST'. It contains a registration form with the following fields: First name, Last name, Email address (marked as a required field), Job title, Company, Address 1, Address 2, City, State, ZIP/Postal Code, Country/region, Phone number (with Country/Region dropdown and a number field containing '1'), and Fax number (with Country/Region dropdown and a number field containing '1'). A green 'Register Now' button is at the bottom of the form.

CISCO Webex

Home Webex Meetings Webex Events Webex Support Webex Training My WebEx Modern View Help Log In

Attend a Meeting
Host a Meeting
Set Up
Support

Register for MIT Seminar XXI Intro Session & Alumni Reunion TEST

English, New York Time
Required field

First name:

Last name:

Email address:

Job title:

Company:

Address 1:

Address 2:

City:

State:

ZIP/Postal Code:

Country/region:

Phone number: Number (with area/city code)

Fax number: Number (with area/city code)

Register Now

Registration

Once you are approved you will receive a follow-up email at the address you provided during registration. When you are ready to join, click the **“Go to...” link to join the session.** (You will receive a reminder email with this same information the day of the session as well).

Hello Test Attendee,

Your registration for this online meeting is accepted.

Topic: MIT Seminar XXI Intro Session & Alumni Reunion TEST


Date: Tuesday, September 8, 2020

Time: 5:00 pm, Eastern Daylight Time (New York, GMT-04:00)

Meeting Number: 120 295 6750

Meeting Password: Seminar21

To join this online meeting (Now from mobile devices!)

- 
1. Go to <https://mit.webex.com/mit/j.php?MTID=md847716f375bd6caa40650c1114810b7>
 2. If requested, enter your name and email address.
 3. If a password is required, enter the meeting password: Seminar21
 4. Click "Join".
 5. Follow the instructions that appear on your screen.

To view in other time zones or languages, please click the link:

<https://mit.webex.com/mit/j.php?MTID=m560d71e24d724e88b0e6c21614afabf8>

*Please note the info pictured above is simply an example. This is not the link to the actual session.

Joining the Session

When you click the email link to join the session, it will bring you to the webpage below. **Enter your name** as you wish it to appear during the session and the **email address** you used during registration. Once the fields are completed, the Join Meeting Button will turn green. **Click Join Meeting.**

English Classic View Sign In

The meeting requires registration.

MIT Seminar XXI Intro Session & Alumni Reunion TEST

Hosted by Jennifer Anne Kempe

5:00 PM - 9:00 PM | Tuesday, Sep 8 2020 | (UTC-04:00) Eastern Time (US & Canada)

Your name

Your email address

Join Meeting

Meeting Information

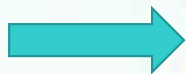
Meeting link:	https://mit.webex.com/mit/j.php?MTID=md925f760be58408fce6e3be4c655f722
Meeting number:	120 295 6750
Password:	Please obtain your meeting password from your host.
Agenda:	The MIT Seminar XXI Program will begin its 35th year of educating U.S. national security leaders with its first virtual Introductory Session & Alumni Reunion Event. Director Ken Oye will serve as host with a special guest presentation by Richard Clarke, Founder and CEO of Good Harbor Cyber Security Risk Management. The topic of the evening will be "Silenced Alarms: The Price of Ignoring Expert, Data-Driven Warnings."

Joining the Session

If you have not used Webex before, you may be prompted to download the Cisco Webex application. You are not required to download or create an account with Webex to participate. On this page click “Run a temporary application” if you wish to only use Webex for this one meeting.

Follow this one-time process to join all Webex meetings quickly.

You can download the free Webex app here



Add Cisco Webex to Chrome

You can open the temporary version here

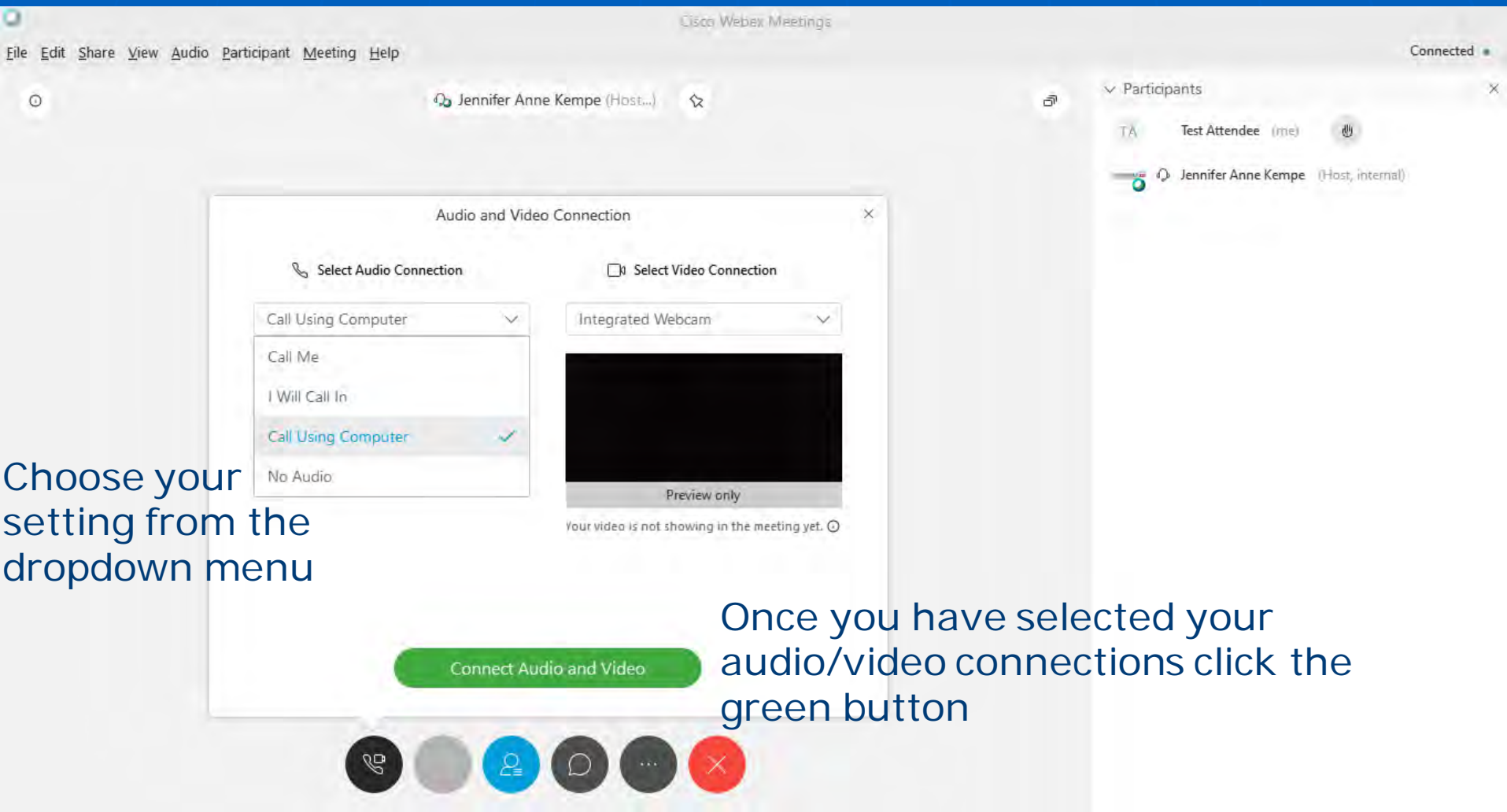


Don't want to use an extension?

[Run a temporary application](#) to join the meeting.

Connecting Audio/Video

This is the meeting page. You will be prompted to connect you audio/video before you officially join the meeting. "Call Using Computer" is the best option. You can also call by phone if you have trouble connecting. You cannot join the meeting until your audio is connected.



Choose your setting from the dropdown menu

Once you have selected your audio/video connections click the green button

Connecting Audio/Video

We ask that you keep your microphone muted unless called upon by the moderator. **When your microphone icon is red, you are muted.**

The screenshot shows the Cisco Webex Meetings interface. At the top, the menu bar includes File, Edit, Share, View, Audio, Participant, Meeting, and Help. The main area displays a meeting with Jennifer Anne Kempe (Host...) and Test Attendee (me). The bottom toolbar contains icons for microphone, video, chat, and other functions. A dropdown menu is open over the microphone icon, showing options: Notes, Webex Share Device, Copy Meeting Link, and Audio Connection. The Participants window on the right shows the list of participants with icons for audio and video next to their names.

You can also reset your Audio Connection from the dropdown menu

Click the icon to reset your Audio Connection

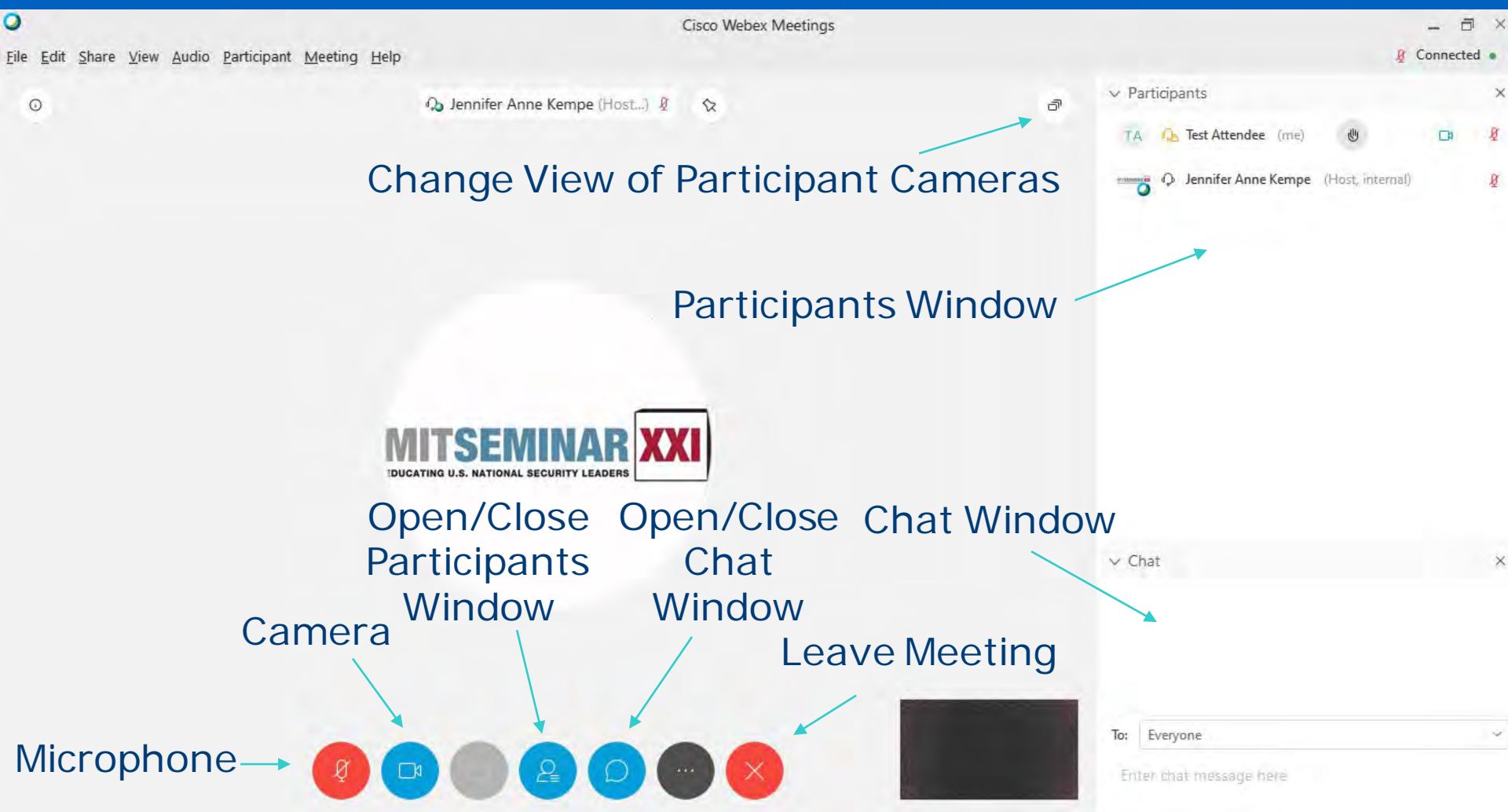
Camera icon Blue when On

Mic icon Red when Mute

Your camera feed

You can also turn your mic/cam off/on using the icons next to your name in the participants window

Main Control Layout



Q&A Procedure

- 1) **Click the Raise Hand Icon** in the Participants Window next to your name (blue=up).
- 2) Type a brief description of your question in the **Chat** Window to **Everyone**.
- 3) When called upon by the moderator **unmute your microphone** and ask your question.
- 4) Mute your microphone again (red) and click the Hand Icon again to lower your hand.

The screenshot shows the Cisco Webex Meetings interface. At the top, the title bar reads "Cisco Webex Meetings". Below it is a menu bar with "File", "Edit", "Share", "View", "Audio", "Participant", "Meeting", and "Help". The main area displays a blurred video of a person with the "MITSEMINAR XXI" logo overlaid. On the right, there are two panels: "Participants" and "Chat".

Annotation 1: A teal arrow points from the text "1) Click Hand Icon (blue when raised)" to the hand icon in the Participants panel next to "Jennifer Anne Kempe (Host, internal)".

Annotation 2: A teal arrow points from the text "2) In the Chat field select 'To: Everyone', type your question and hit enter to submit" to the "To:" dropdown menu in the Chat panel, which is currently set to "Everyone".

Annotation 3: A teal arrow points from the text "3) When called upon, click your mic icon to turn on your audio (black=sound on). Click again when you are finished to mute." to the microphone icon in the bottom toolbar, which is currently black (unmuted).

Annotation 4: A teal arrow points from the text "4) Mute your microphone again (red) and click the Hand Icon again to lower your hand." to the microphone icon in the bottom toolbar, which is currently red (muted).

Using the Chat

The default setting for the **Chat** function should be set to **Everyone**. Messages submitted here will be viewable to all participants.

Please send to **Everyone** during the **Q&A**.

The screenshot displays the Cisco Webex Meetings application. At the top, a menu bar includes File, Edit, Share, View, Audio, Participant, Meeting, and Help. Below this, a toolbar shows icons for mute, video, chat, and other functions. The main area is divided into two panes. The left pane, titled 'Participants', lists 'Test Attendee (me)' and 'Jennifer Anne Kempe (Host, internal)'. The right pane, titled 'Chat', shows a message history with two entries: 'Hello Everyone!' sent to everyone at 12:30 PM, and 'I need assistance with my audio.' sent privately to Jennifer Anne Kempe at 12:31 PM. At the bottom, a 'To:' dropdown menu is set to 'Everyone'. A red box highlights the 'To:' dropdown, and a red arrow points from the text 'Before you type your message, select a name from the dropdown menu next to "To:"' to the dropdown menu.

If you need technical assistance during the meeting, you can also contact one of the moderators (Jen Kempe, Rachel Tecott, or Tisha Gomes) directly.

Before you type your message, select a name from the dropdown menu next to "To:" (or you can hit the Chat icon next to the name listed in the Participants window). You will see all of your messages listed in the Chat window with details of who sent to whom.

Using the Chat

If you have the Chat Window closed, you will see a pop-up preview on the bottom control bar if someone sends you a new message. You will also see a red dot on the Chat icon if there are messages you have not viewed.

Click on the
Chat Icon to
open the Chat
Window
(black = closed,
blue = open)



Experiencing Issues/Questions?

- During the meeting if you are experiencing any technical issues, you can contact us for assistance by:
 - Using the Chat function to directly message:
 - Jen Kempe (Host)
 - Rachel Tecott
 - Tisha Gomes
 - Via email: semxxi@mit.edu
 - By phone: 617-571-6412 or 617-571-6413

Thank you for your cooperation!