

Start a WebEx

These directions are given for people with WebEx accounts, if someone is setting this up for you and then making you the presenter, skip to step 4.

1. Go to doilearn.webex.com and log in with your host ID.
2. Go to the Training Center tab.

Training Center

3. Start the session by:



- Clicking the Start Session button at the bottom of the schedule training screen, or



The screenshot shows the WebEx Training Center interface. At the top, there are navigation tabs: "Training Center", "Meeting Center", "Event Center", "Support Center", and "My WebEx". Below the tabs is a section titled "Live Sessions". Under "Live Sessions", there are filters for "Today", "Upcoming", "Daily", "Weekly", and "Monthly". The current date and time are displayed as "8:49 a.m., Thursday, August 4, 2011". There are two checkboxes: "Show past sessions" and "Show only sessions that require registration". Below this is a table with columns: "Time", "Topic", "Presenter", and "Duration". The table has one row with the following data: "9:00 am", "test2", and "1 hour". At the end of the row, there is a "Start" button with a globe icon. An arrow points to the "Start" button.

- Clicking Start next to the session in the Training Center tab.
4. Ensure that whoever is presenting first has the ball (🌐) next to their name.
 5. All documents that need to be uploaded should be uploaded before the WebEx session starts.
 - If all the documents are in tabs across the top, when presenters change, or when the presenter goes to the next topic, all they have to do is click the tab - that way no one has to wait for the document to load.

- This also leaves time for troubleshooting. If something doesn't work, you'd rather it happen ahead of time so it doesn't interrupt your presentation.
- If WebEx doesn't let you upload the amount of documents you want to upload (technical difficulties), then just open the document and share it as an application. It will be full screen and you can point things out with your mouse.
- For more information, see the sharing documents and applications job aid.

6. Preparation is finished, and you're ready to start your webinar.