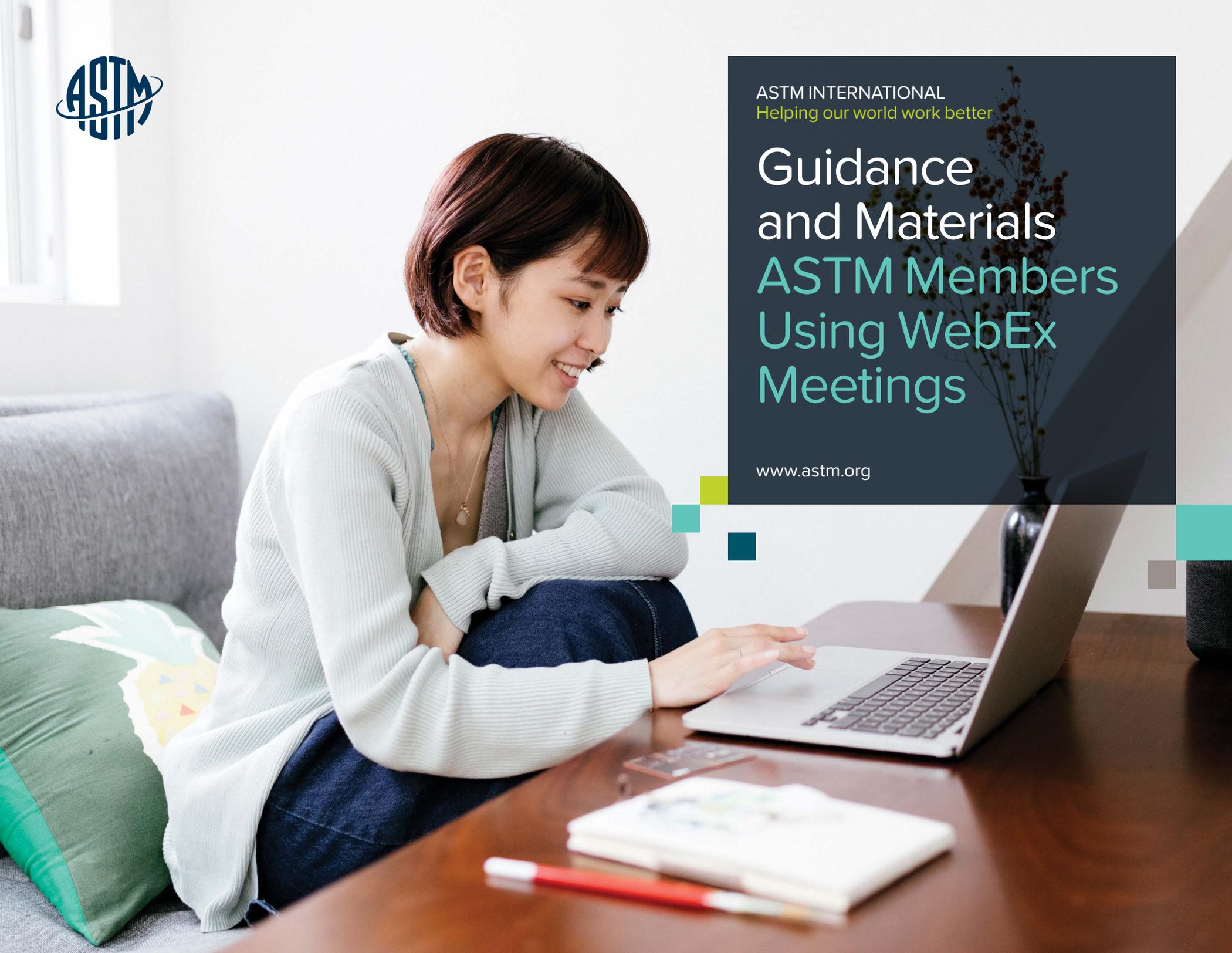




ASTM INTERNATIONAL
Helping our world work better

Guidance and Materials ASTM Members Using WebEx Meetings

www.astm.org



Contents

CHAPTER 1 GUIDANCE FOR WEBEX PARTICIPANTS

- 03** Downloading, Installing, and Updating the WebEx Meetings Desktop App
- 04** Participant Login for WebEx Meeting
- 09** Audio Connection Options
- 10** WebEx Meeting Center Controls and Audio Connection
- 11** Participant Voting Tools, Option 1
- 13** Participant Voting Tools, Option 2
- 19** Participant Note Taking
- 20** Options for Member to Start Meeting Without Host

CHAPTER 2 GUIDANCE FOR WEBEX MEETING LEAD/HOST

- 23** How to Start your WebEx Meeting in Three Steps
- 25** Accessing Controls While Hosting
- 27** Mute/Unmute Participants
- 29** Presenter Role
- 31** Voting Options: Roll Call, Raise Hand Tool, or Polling
- 37** Accounting for Proxies

Download and Install the WebEx Meetings Desktop App

The WebEx Meetings desktop app automatically downloads after starting or joining a WebEx meeting from a WebEx site or email invitation. Click the installation file to install it.

To install the app without joining a meeting first:



[Download WebEx.](#)



Under WebEx Meetings, select Download for Windows or select the app for other products as needed.



Run the .msi (Windows) or .dmg (Mac) installation file and follow the instructions. The WebEx Meetings desktop app opens when the installation is complete.

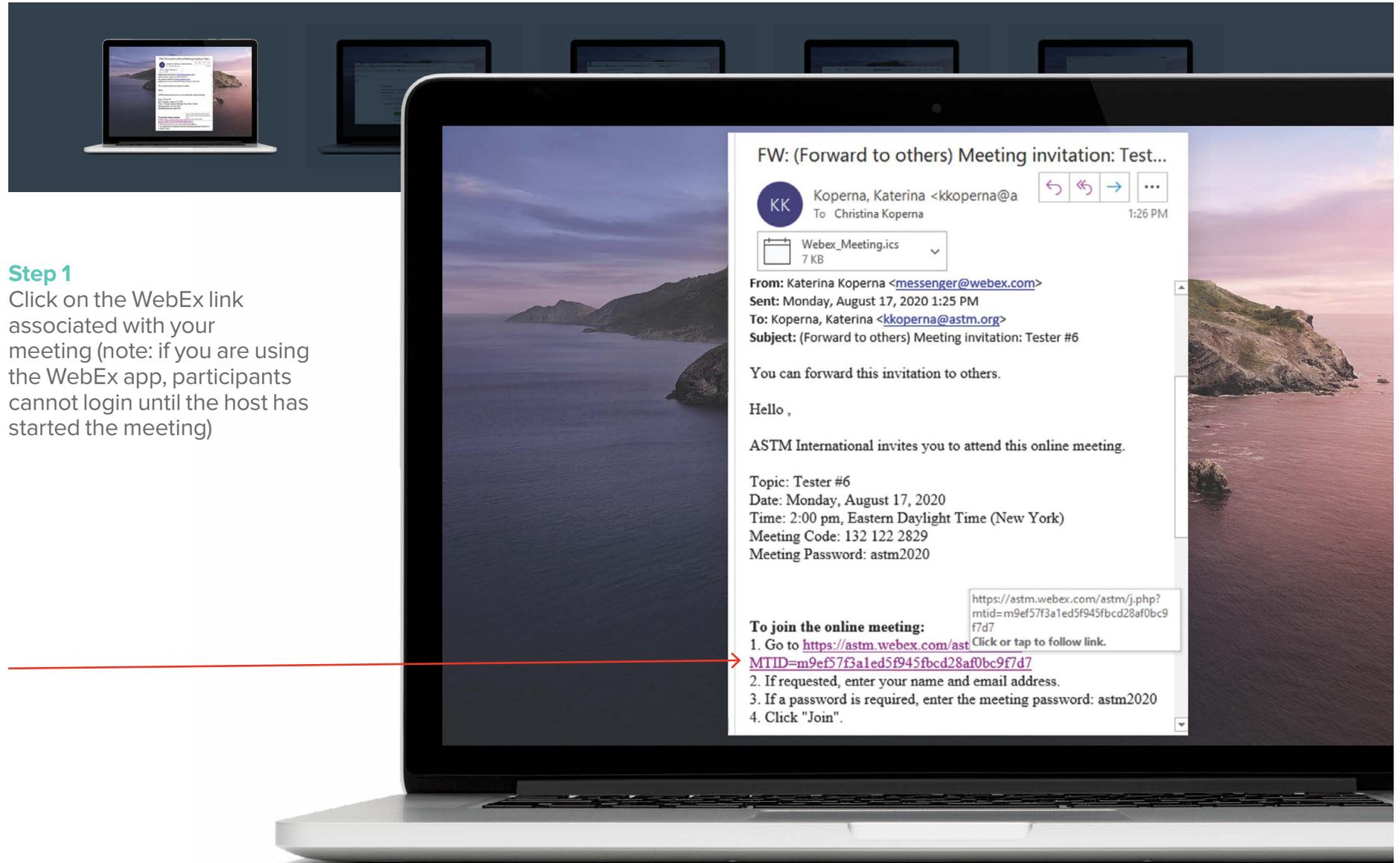


Once your download is complete you're ready for meeting day. This should make the meeting startup process more proficient. Simply click on your meeting link when its time.

Participant Login for WebEx Meeting

Step 1

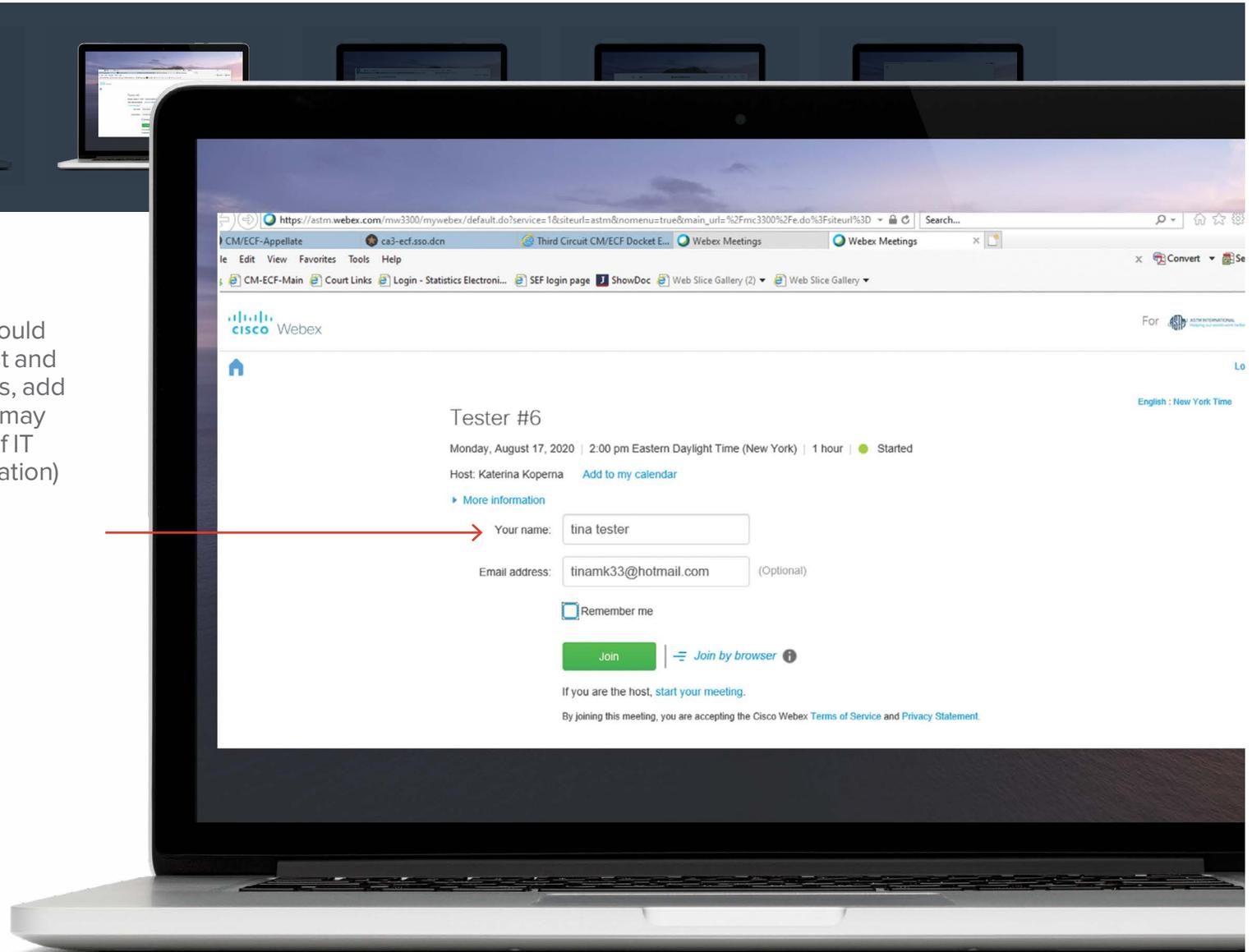
Click on the WebEx link associated with your meeting (note: if you are using the WebEx app, participants cannot login until the host has started the meeting)



Participant Login for WebEx Meeting

Step 2

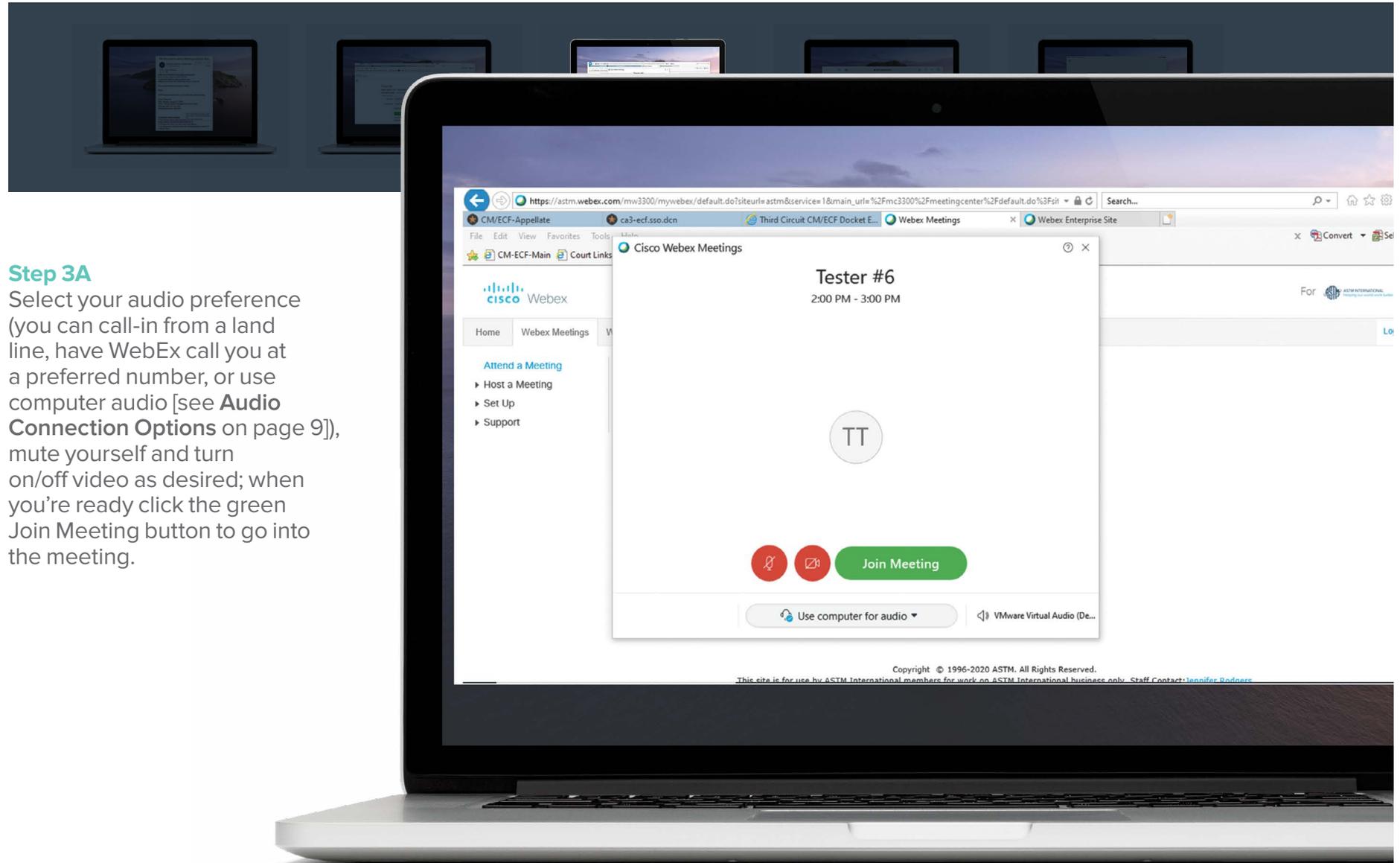
Type your name as you would like it to appear to the host and other meeting participants, add your preferred email (this may need to be used in case of IT issues during the presentation) and click join.



Participant Login for WebEx Meeting

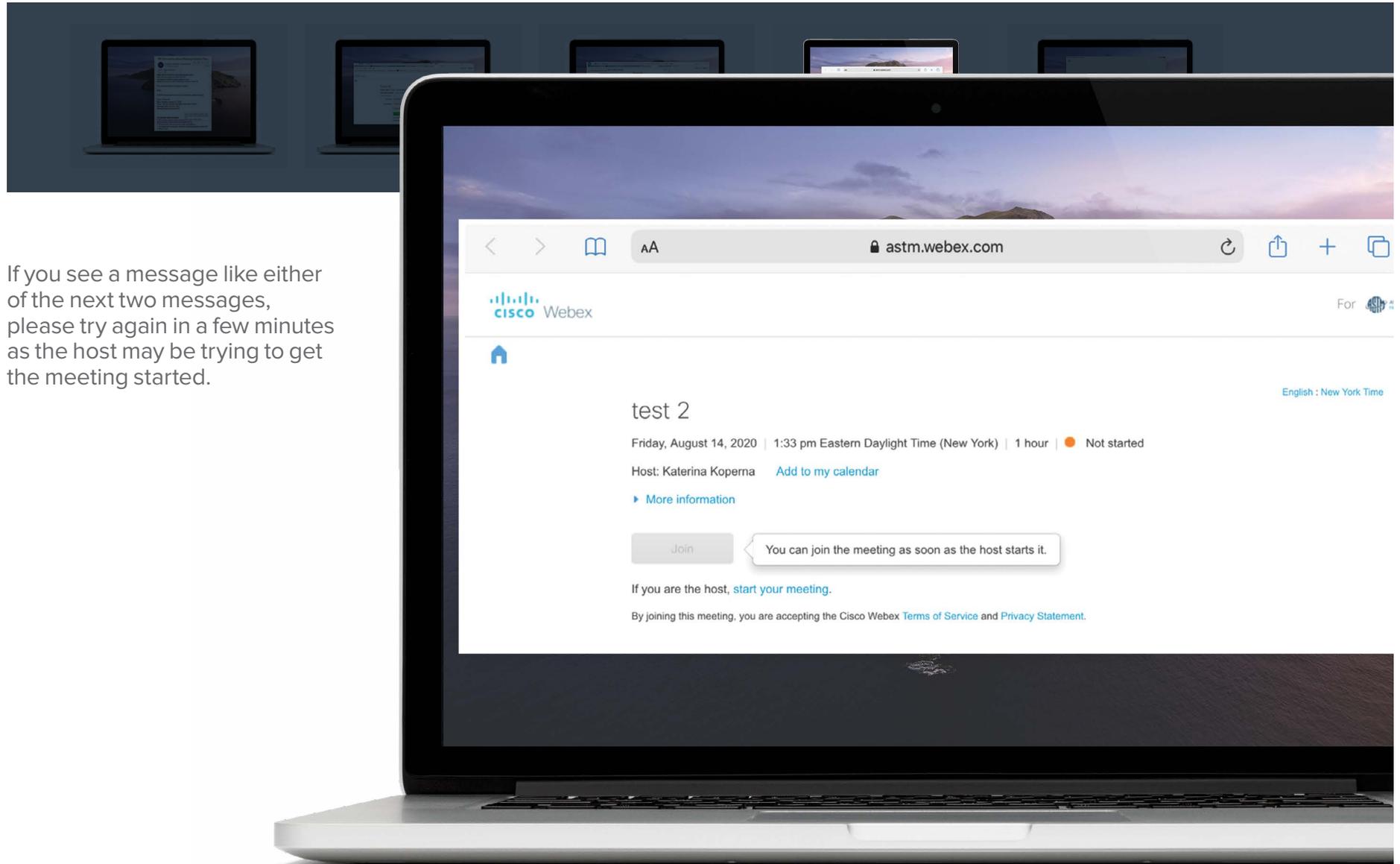
Step 3A

Select your audio preference (you can call-in from a land line, have WebEx call you at a preferred number, or use computer audio [see **Audio Connection Options** on page 9]), mute yourself and turn on/off video as desired; when you're ready click the green Join Meeting button to go into the meeting.

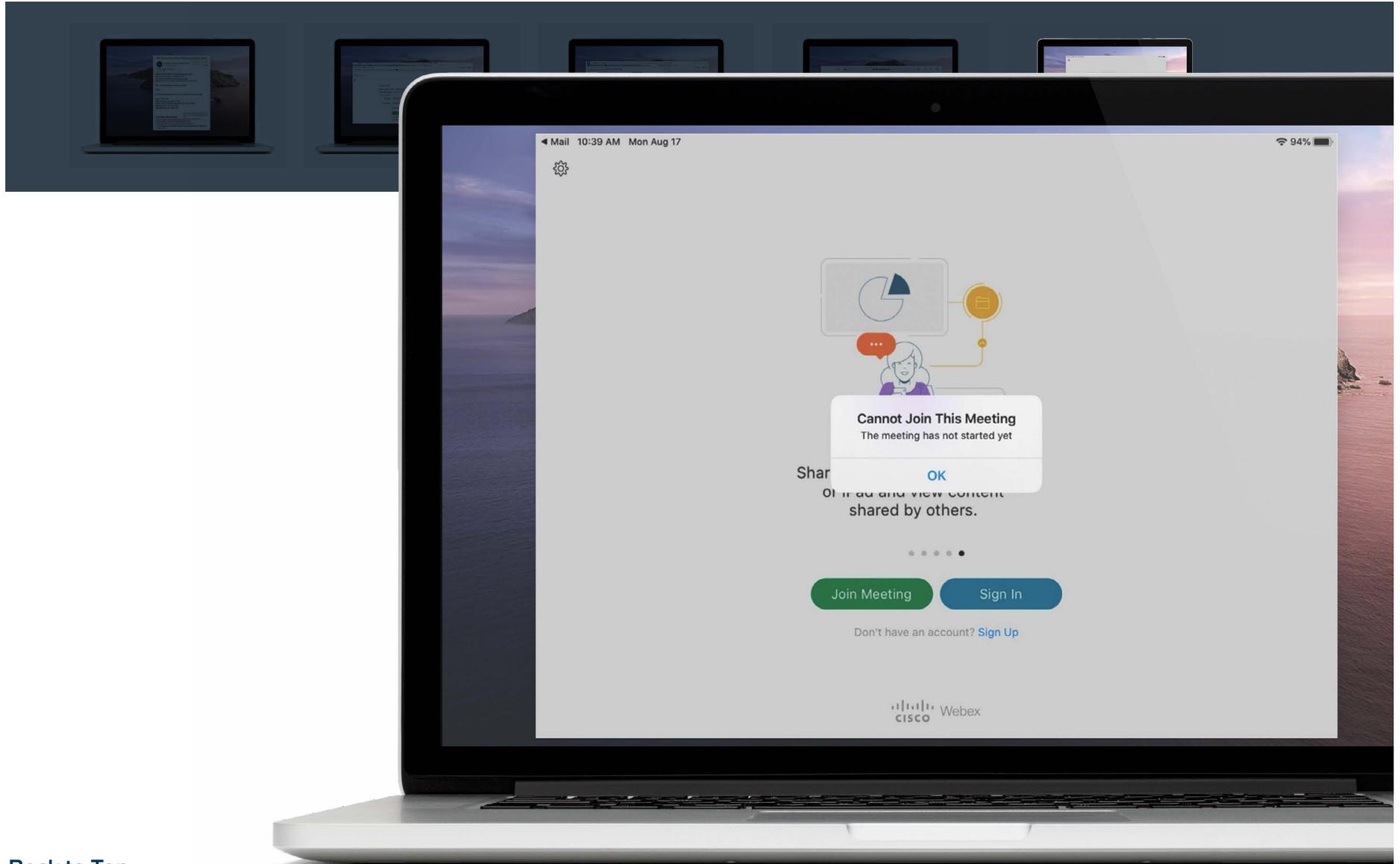


Participant Login for WebEx Meeting

If you see a message like either of the next two messages, please try again in a few minutes as the host may be trying to get the meeting started.



Participant Login for WebEx Meeting



[Back to Top](#)

Audio Connection Options

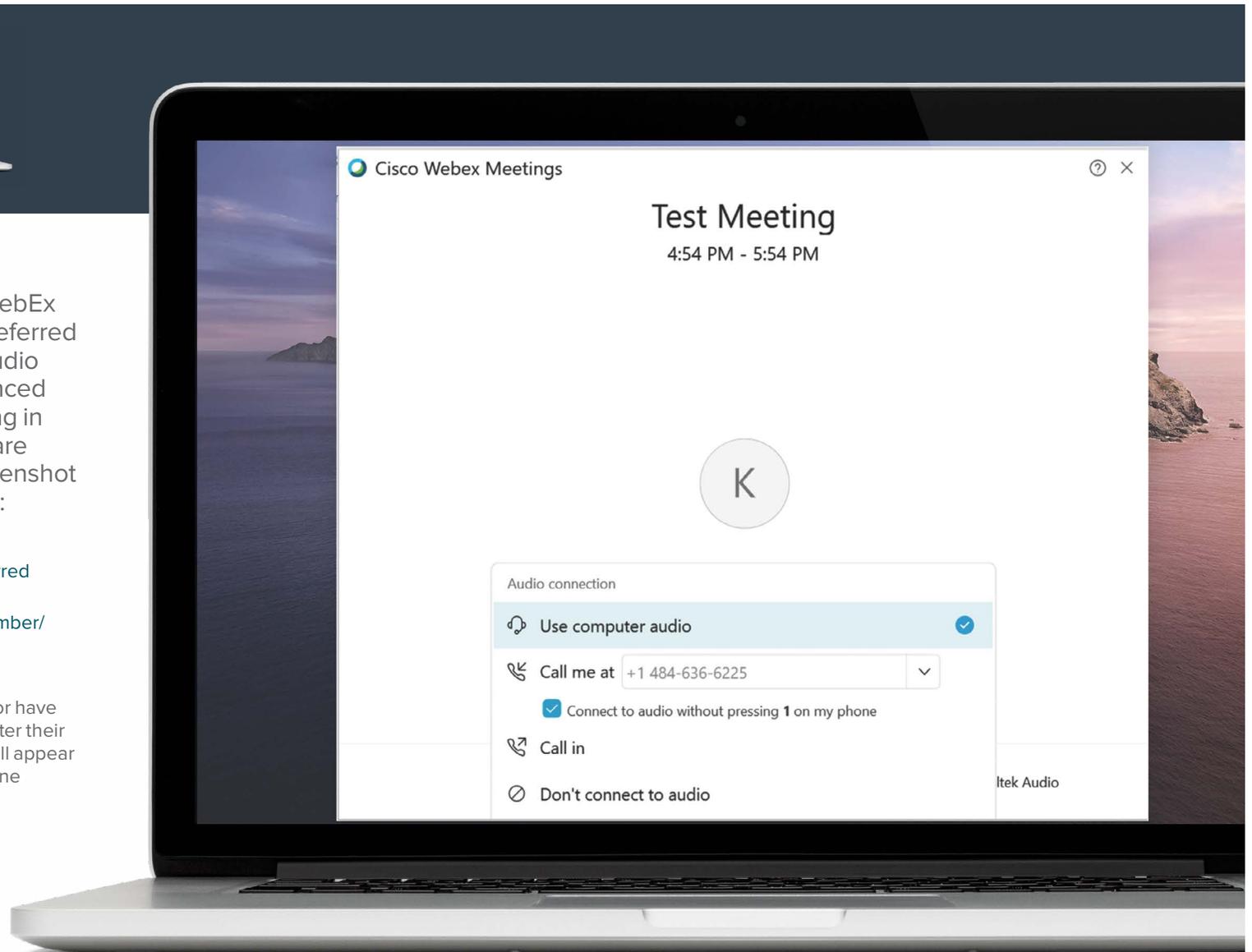


You can connect to the WebEx meeting audio on your preferred device. Most feedback/audio interruptions are experienced when multiple users calling in through computer audio are unmuted. See below screenshot for three different options:

1. use computer audio
2. have WebEx call you at a preferred number or
3. you call-in using a provided number/ participant code.

Pro Tip

If a participant chooses to call-in or have WebEx call them and does not enter their participant number, their name will appear in the participant box with no phone connection next to it. They will also appear in the participant box as a call-in user.

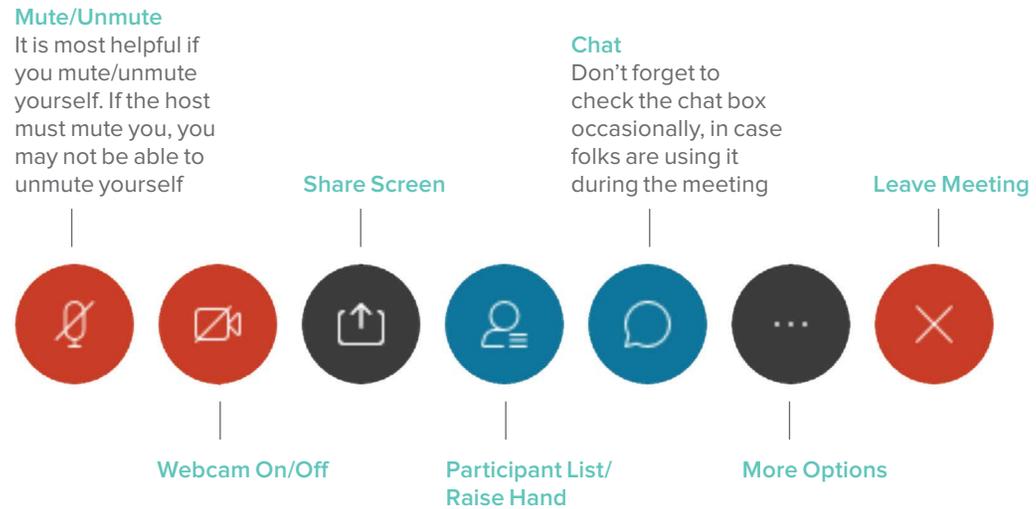


Back to Top

CHAPTER 1 GUIDANCE FOR WEBEX PARTICIPANTS

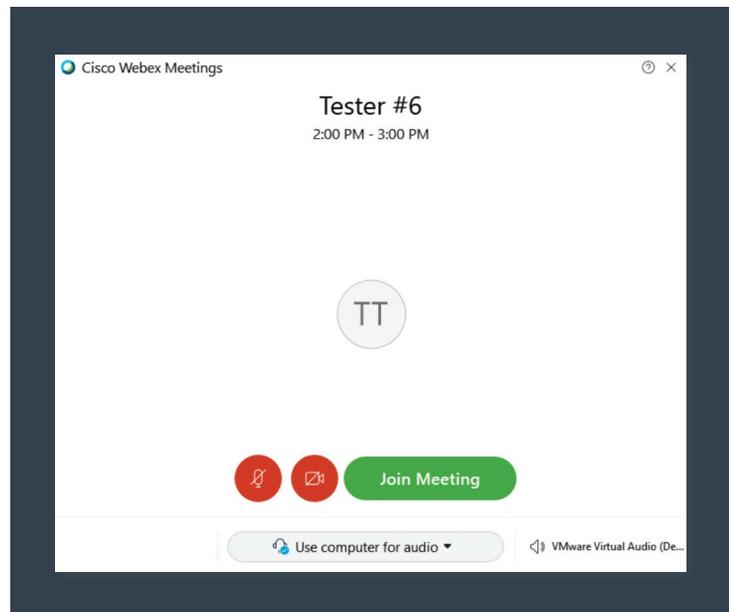
WebEx Meeting Center Controls

If you join and the host is not yet sharing their screen, the controls will appear in the bottom middle of your screen. Once the host starts sharing, the controls can be accessed from the same location, but you will need to hover your mouse over the shared content for the controls dialogue box to appear.



Audio Connection

The most feedback is experienced when participants use their computer for audio. If possible, have WebEx call you back on your preferred device. You will still have all the same viewing and control capabilities as if you had called in from computer.

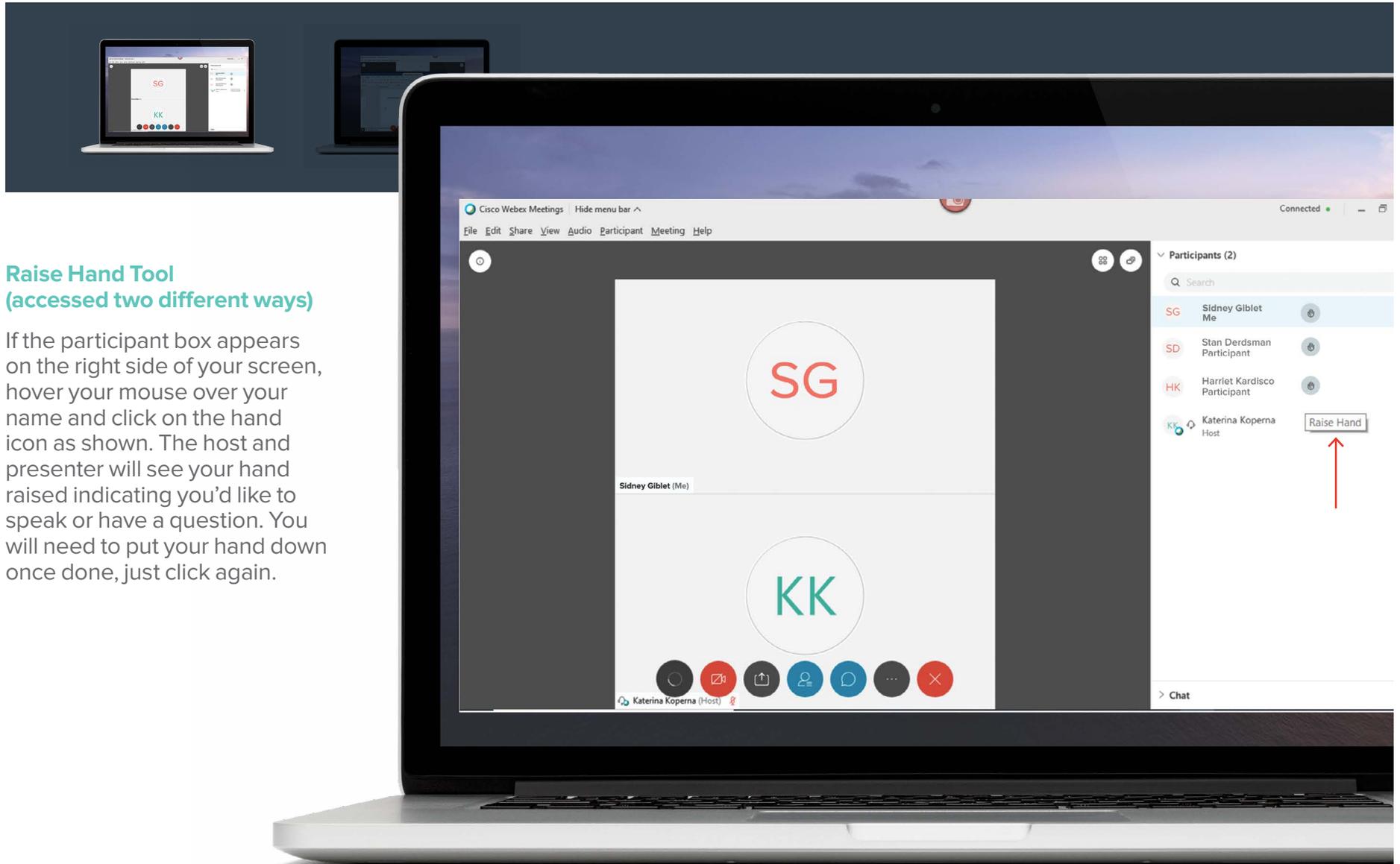


Back to Top

Participant Voting Tools, Option 1

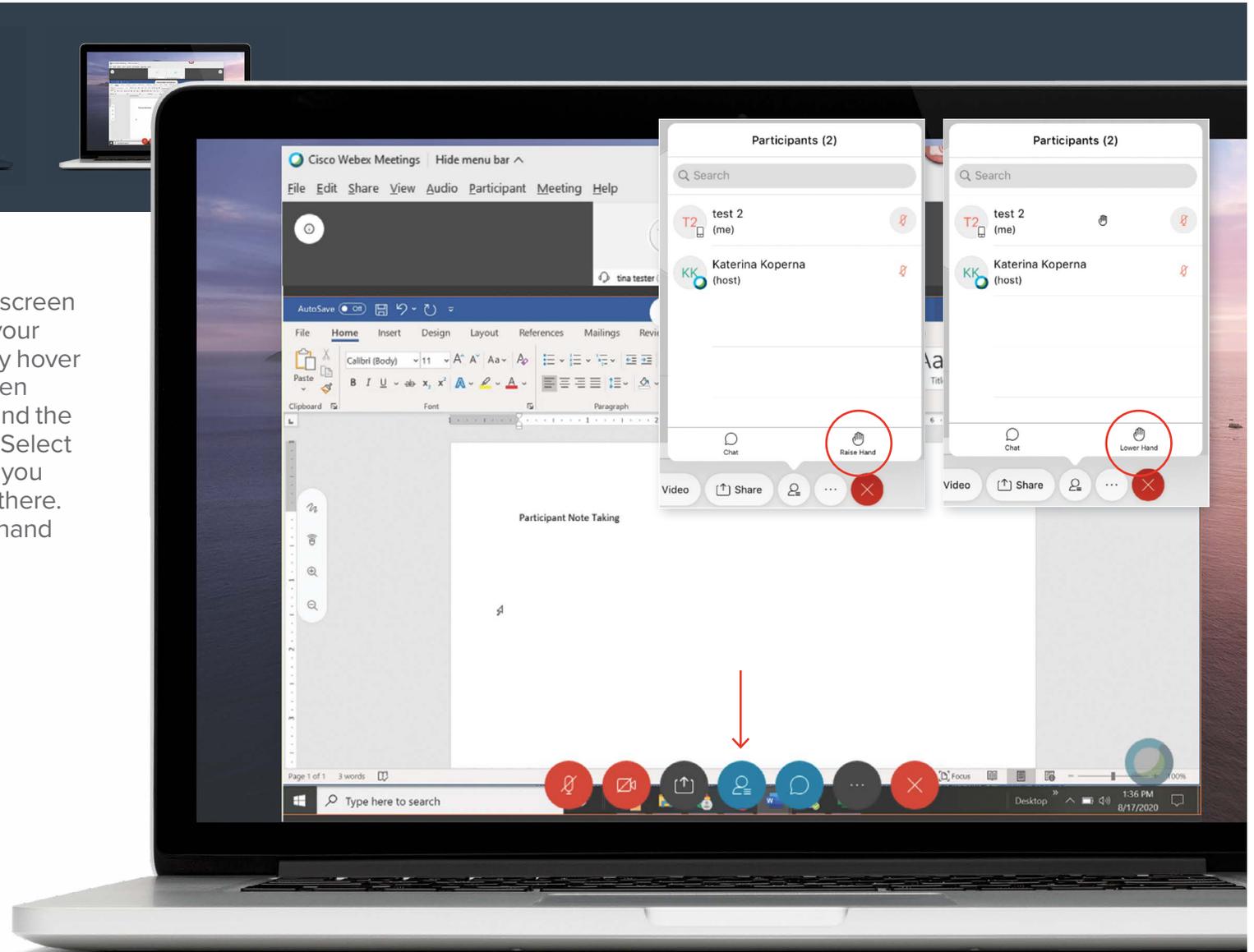
Raise Hand Tool (accessed two different ways)

If the participant box appears on the right side of your screen, hover your mouse over your name and click on the hand icon as shown. The host and presenter will see your hand raised indicating you'd like to speak or have a question. You will need to put your hand down once done, just click again.



Participant Voting Tools, Option 1

If the host is sharing their screen you may need to access your controls differently. Simply hover your mouse over the screen where it is being shared and the control panel will appear. Select the participant menu and you can raise your hand from there. You will need to put your hand down once you're done.



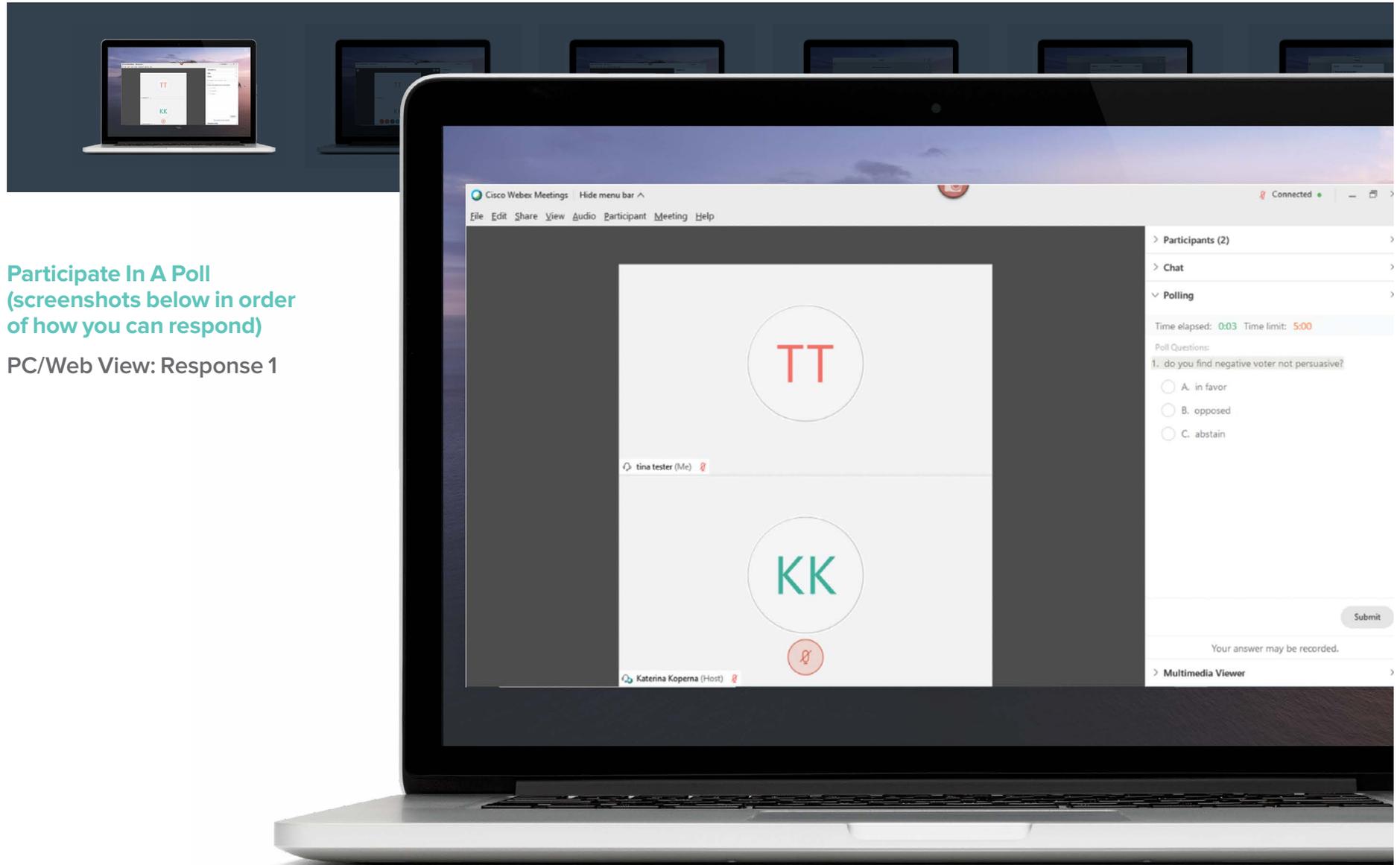
[Back to Top](#)

CHAPTER 1 GUIDANCE FOR WEBEX PARTICIPANTS

Participant Voting Tools, Option 2

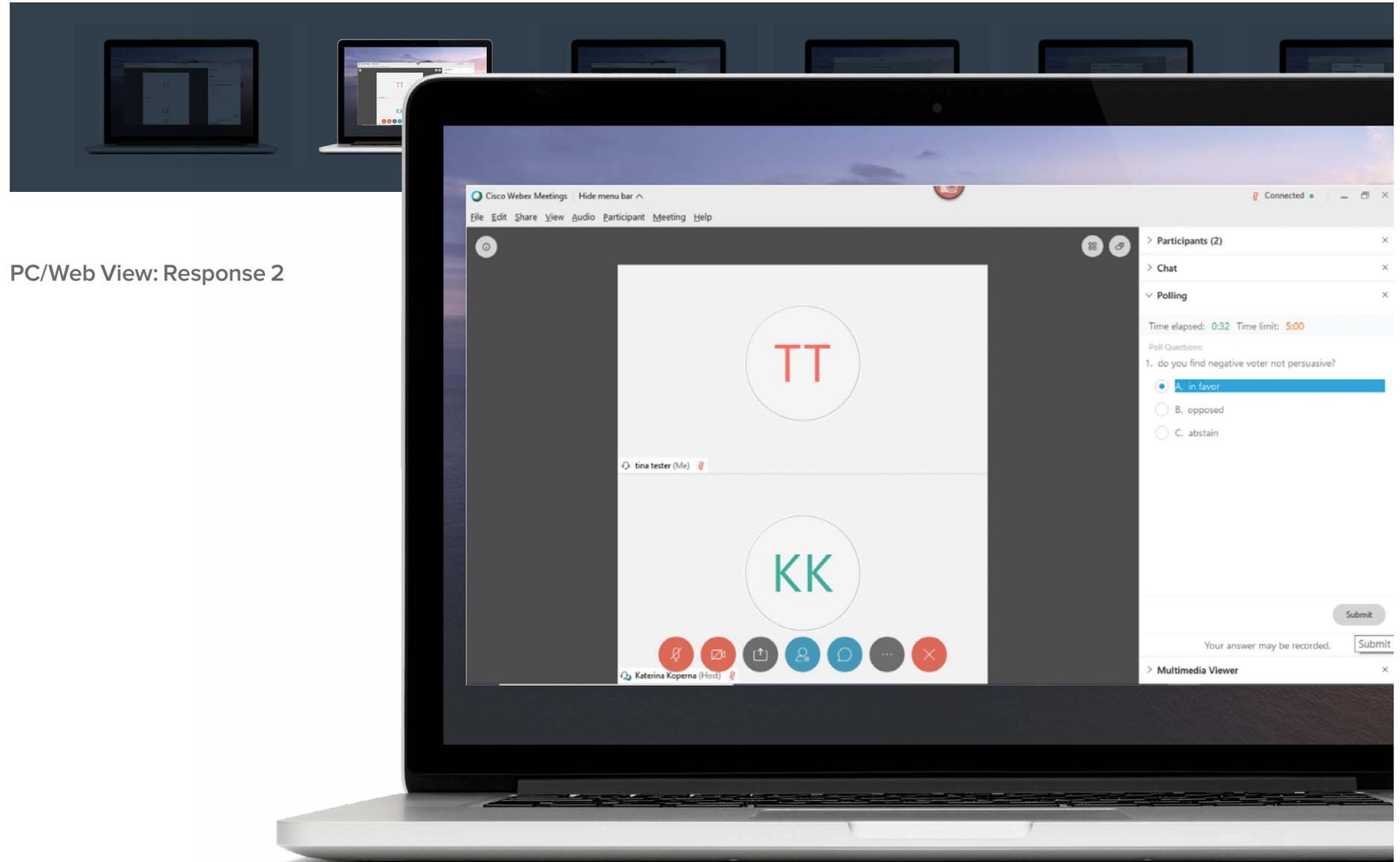
Participate In A Poll
(screenshots below in order
of how you can respond)

PC/Web View: Response 1



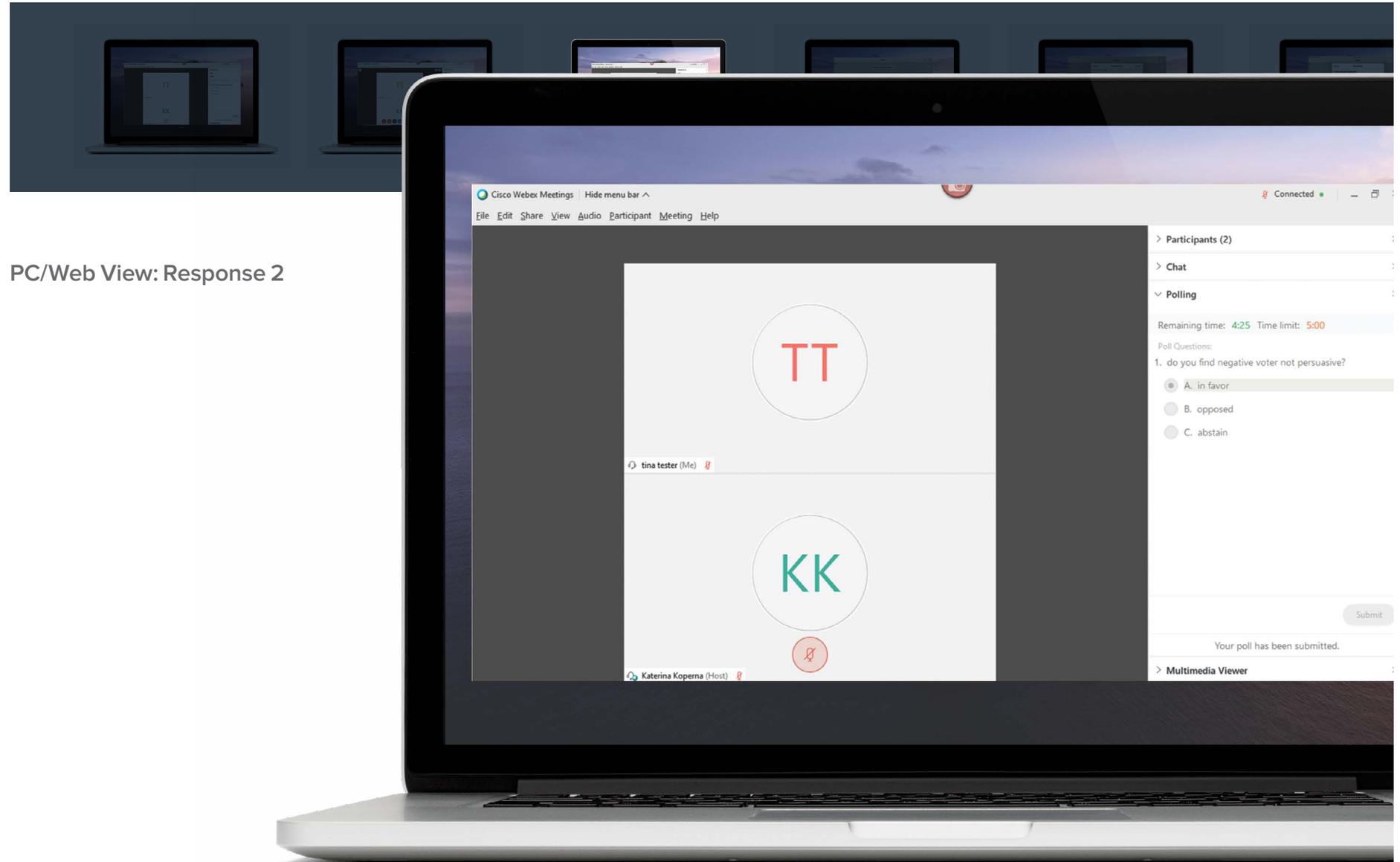
CHAPTER 1 GUIDANCE FOR WEBEX PARTICIPANTS

Participant Voting Tools, Option 2



PC/Web View: Response 2

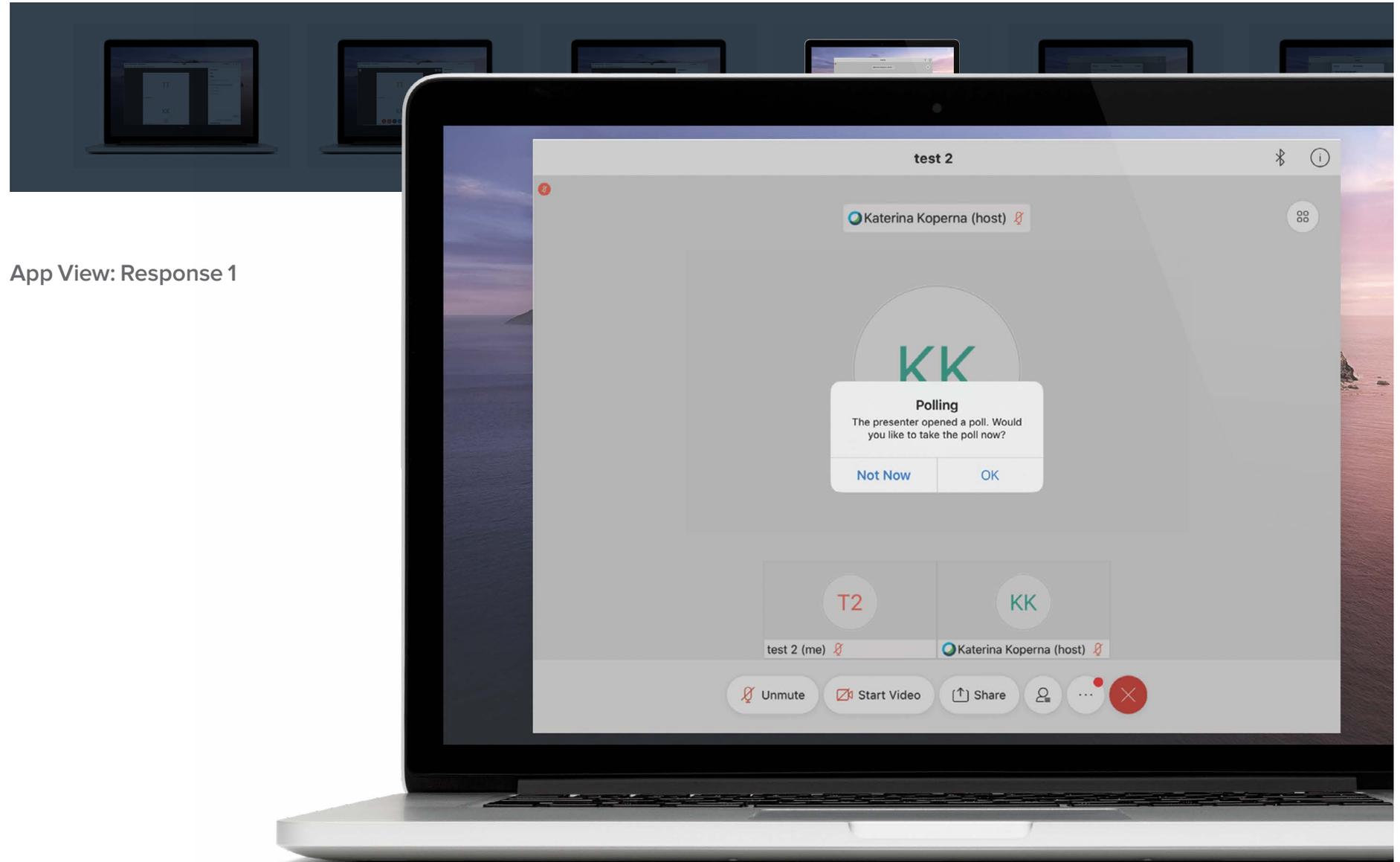
Participant Voting Tools, Option 2



PC/Web View: Response 2

CHAPTER 1 GUIDANCE FOR WEBEX PARTICIPANTS

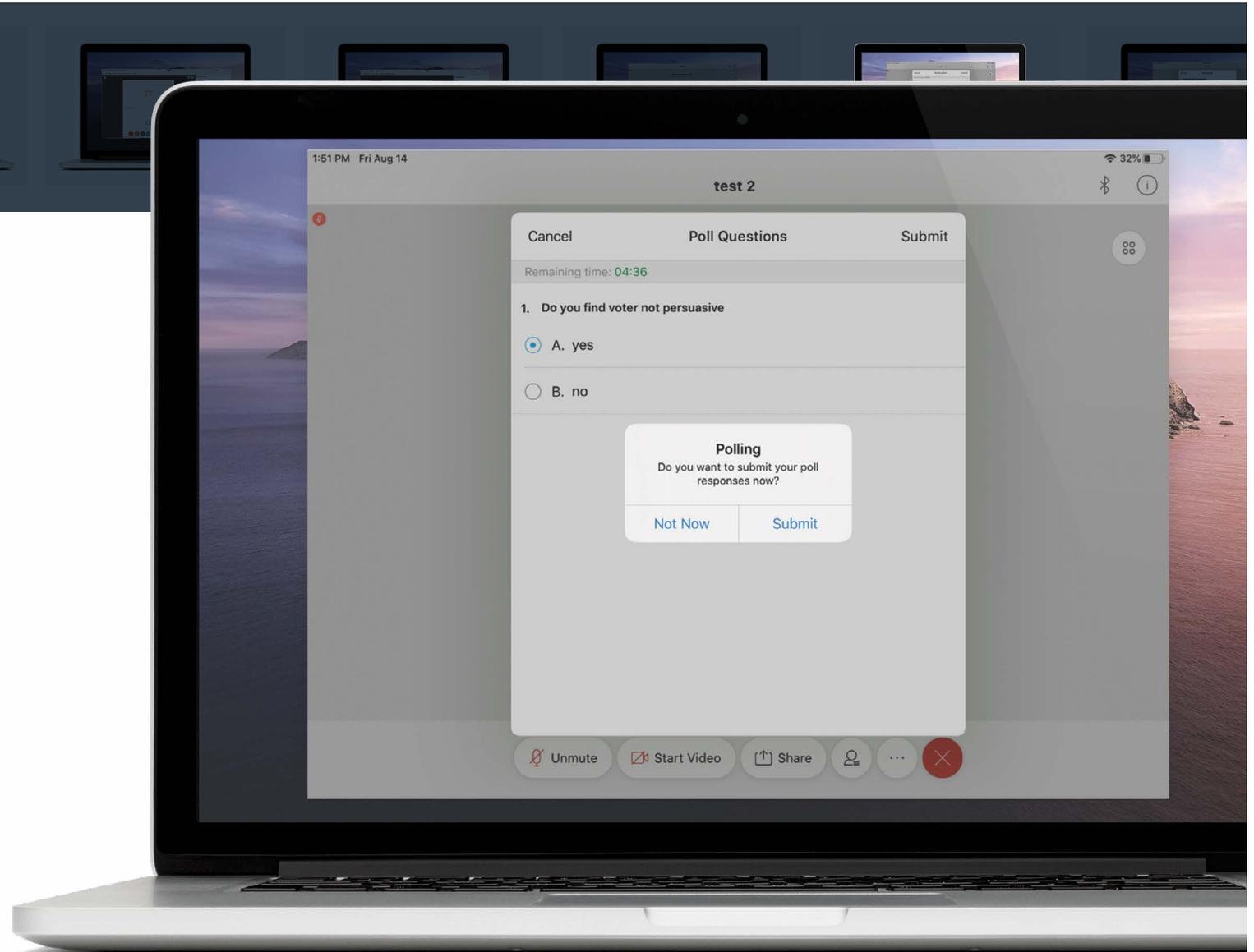
Participant Voting Tools, Option 2



App View: Response 1

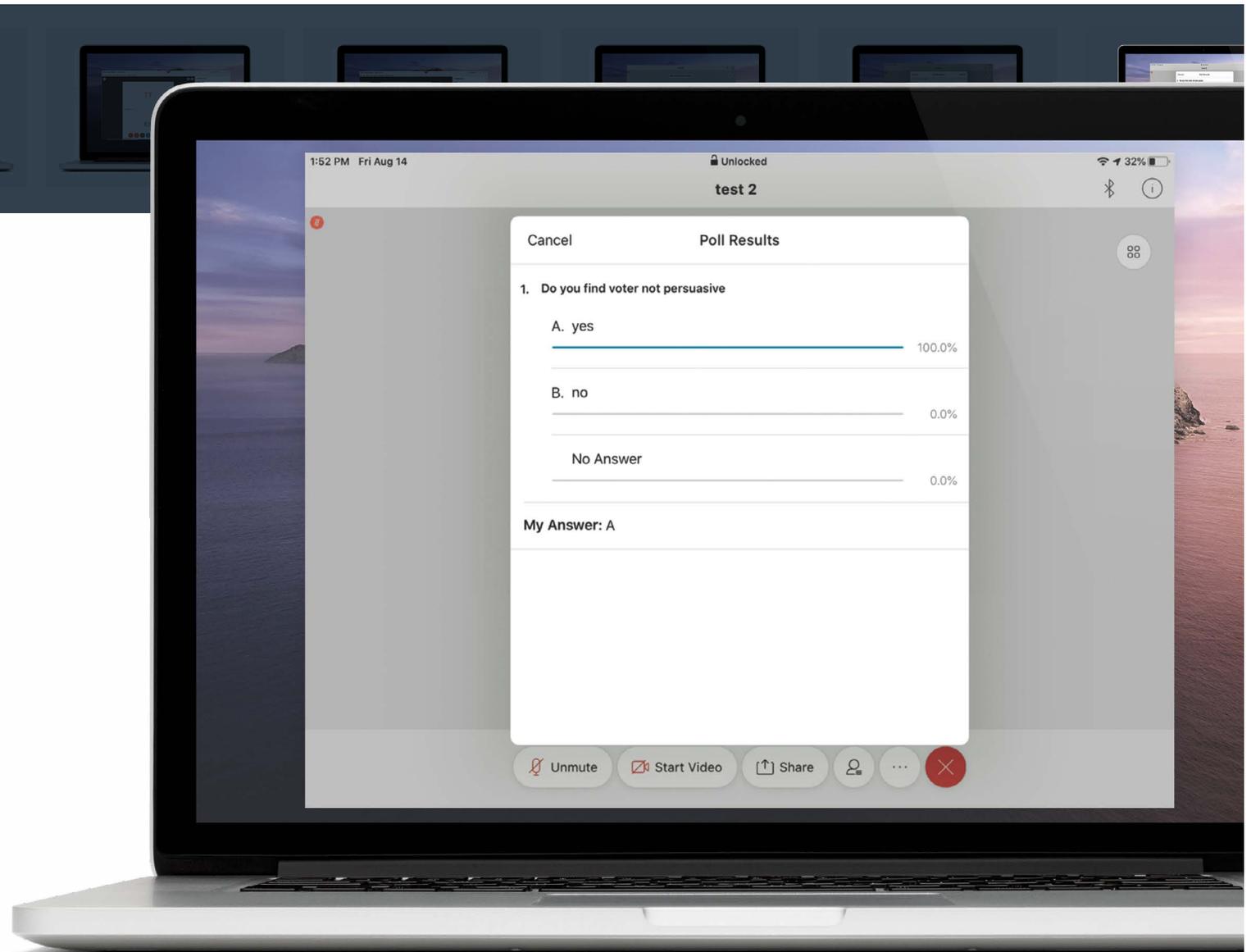
Participant Voting Tools, Option 2

App View: Response 2



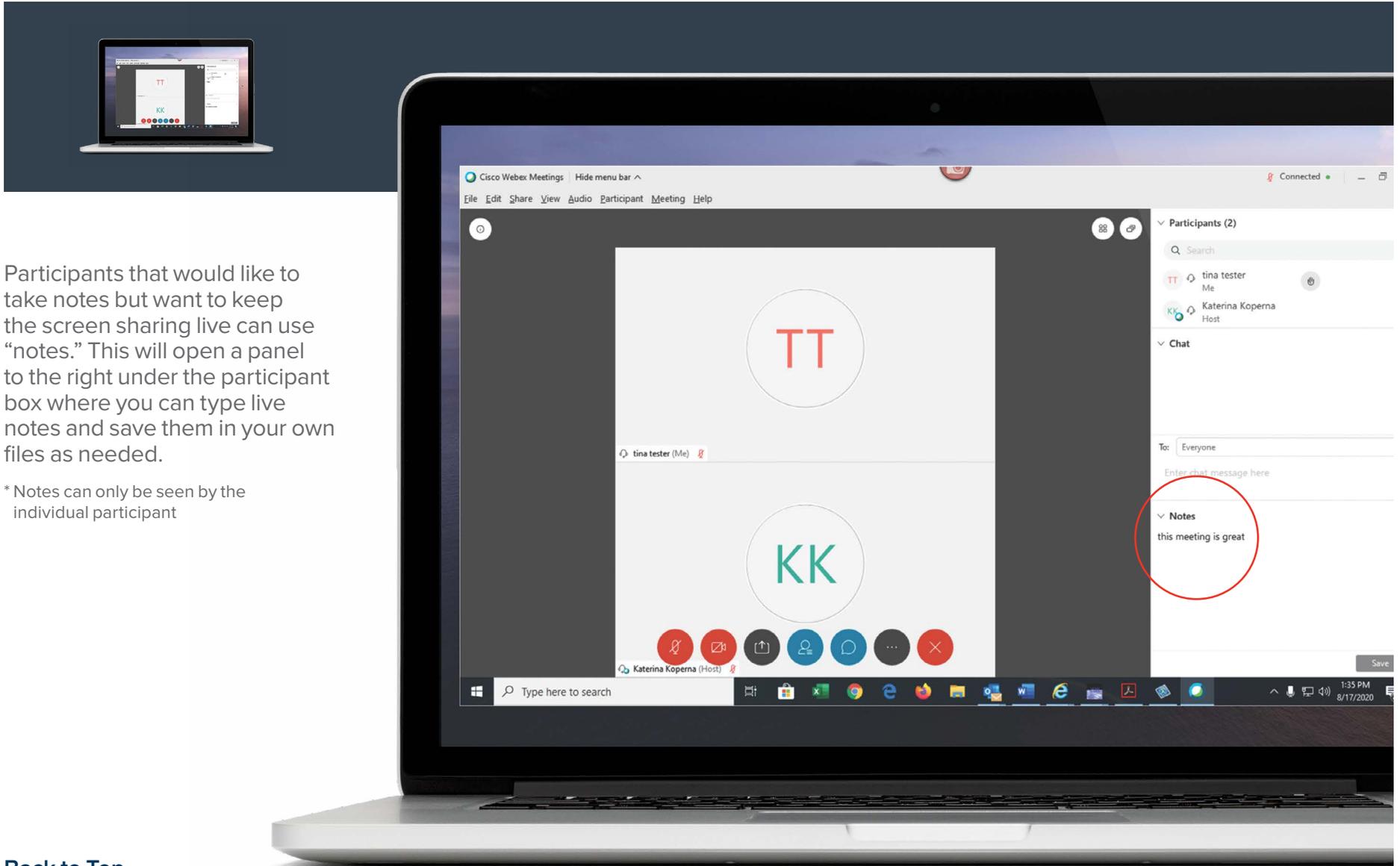
Participant Voting Tools, Option 2

App View: Response 3



[Back to Top](#)

Participant Note Taking



Participants that would like to take notes but want to keep the screen sharing live can use “notes.” This will open a panel to the right under the participant box where you can type live notes and save them in your own files as needed.

* Notes can only be seen by the individual participant

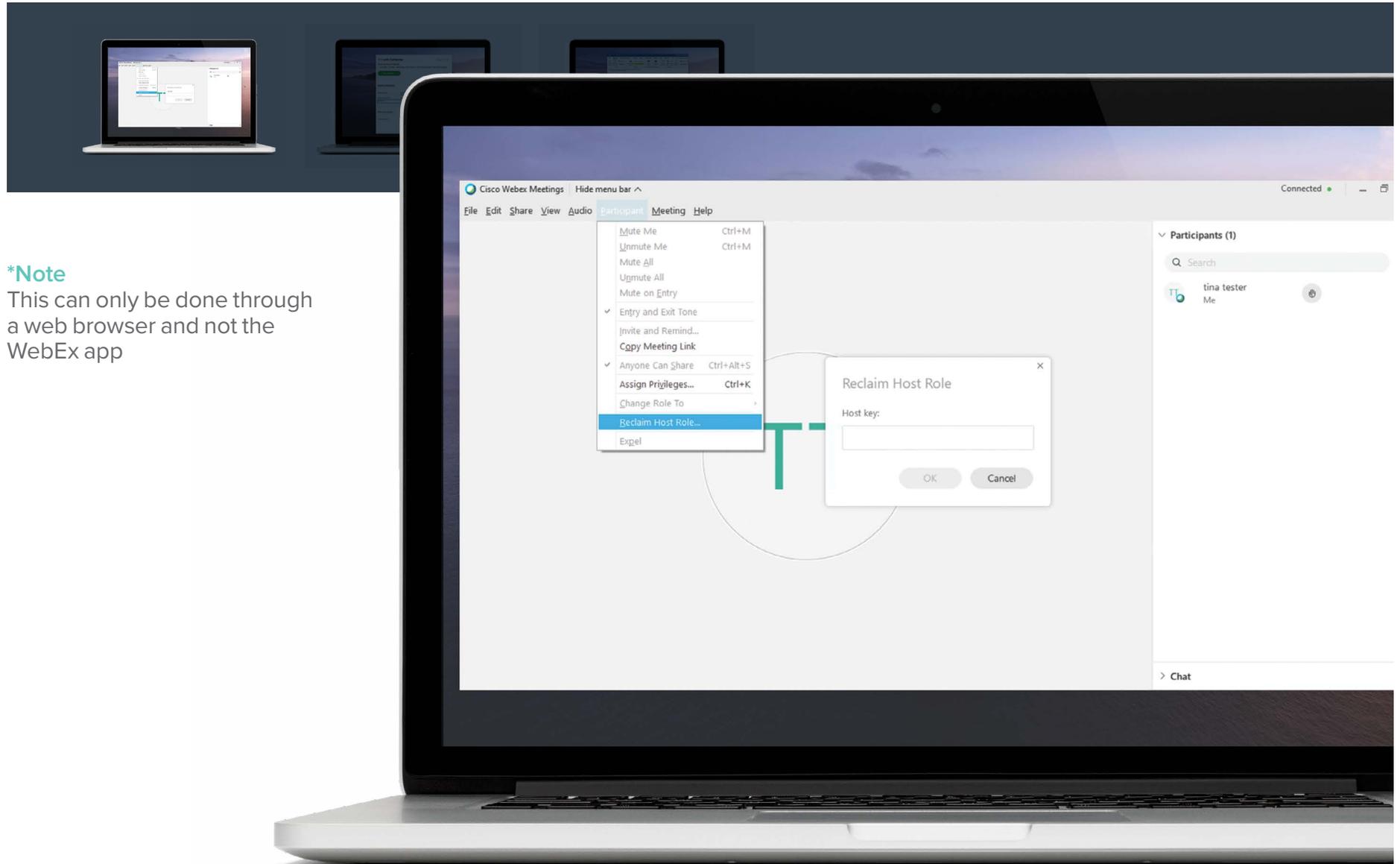
[Back to Top](#)

CHAPTER 1 GUIDANCE FOR WEBEX PARTICIPANTS

Options for Member to Start Meeting Without Host*

***Note**

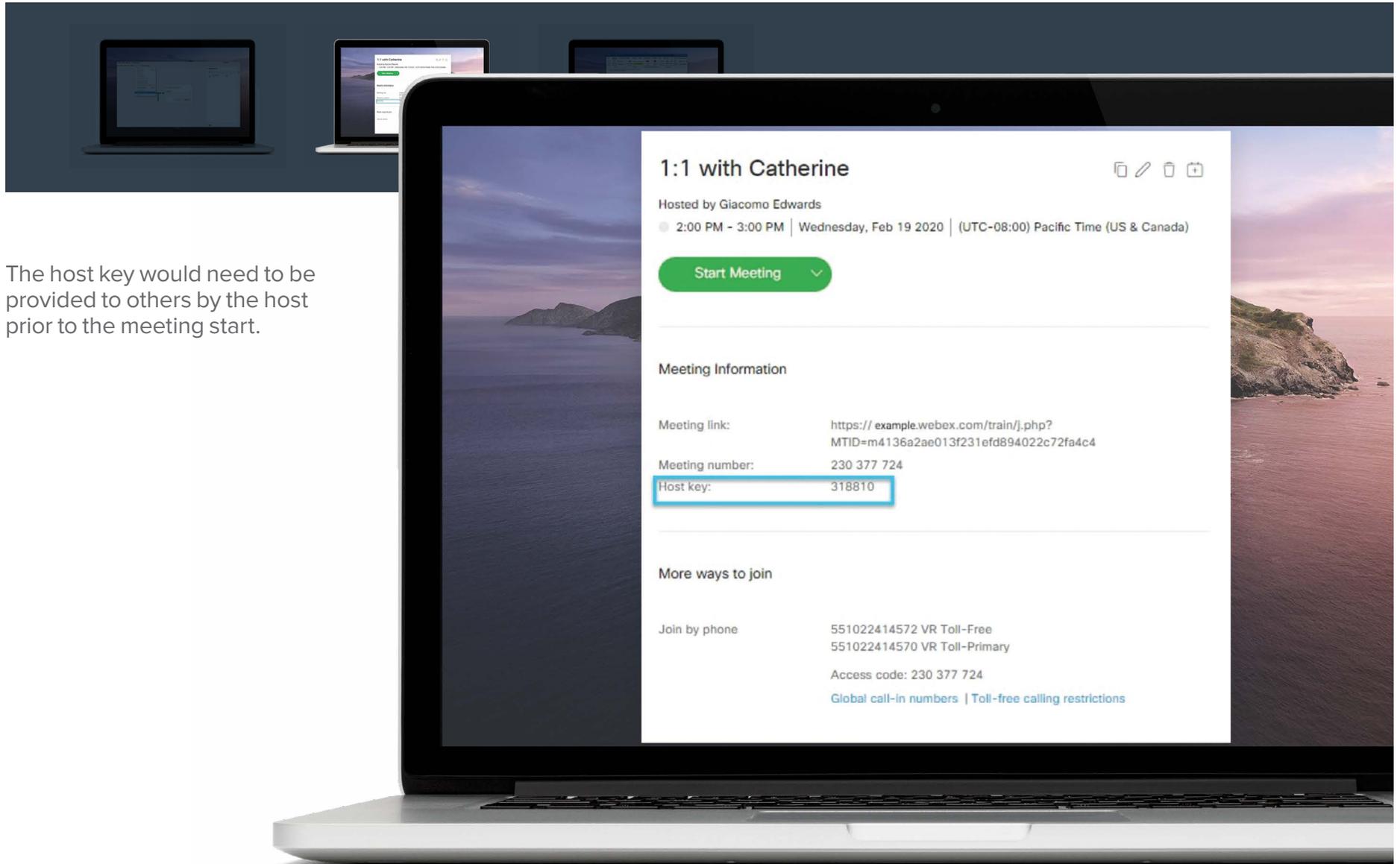
This can only be done through a web browser and not the WebEx app



CHAPTER 1 GUIDANCE FOR WEBEX PARTICIPANTS

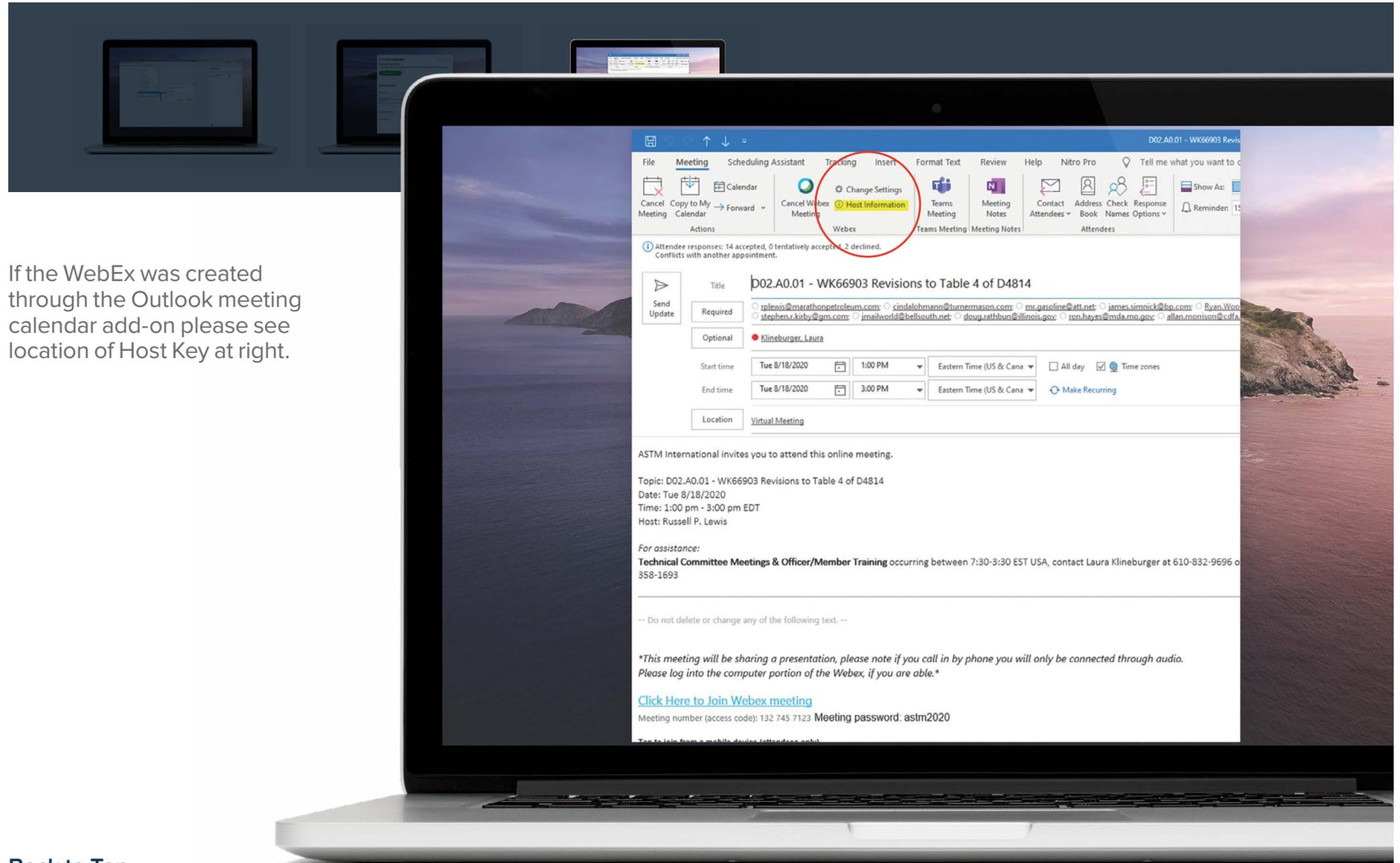
Options for Member to Start Meeting Without Host

The host key would need to be provided to others by the host prior to the meeting start.



CHAPTER 1 GUIDANCE FOR WEBEX PARTICIPANTS

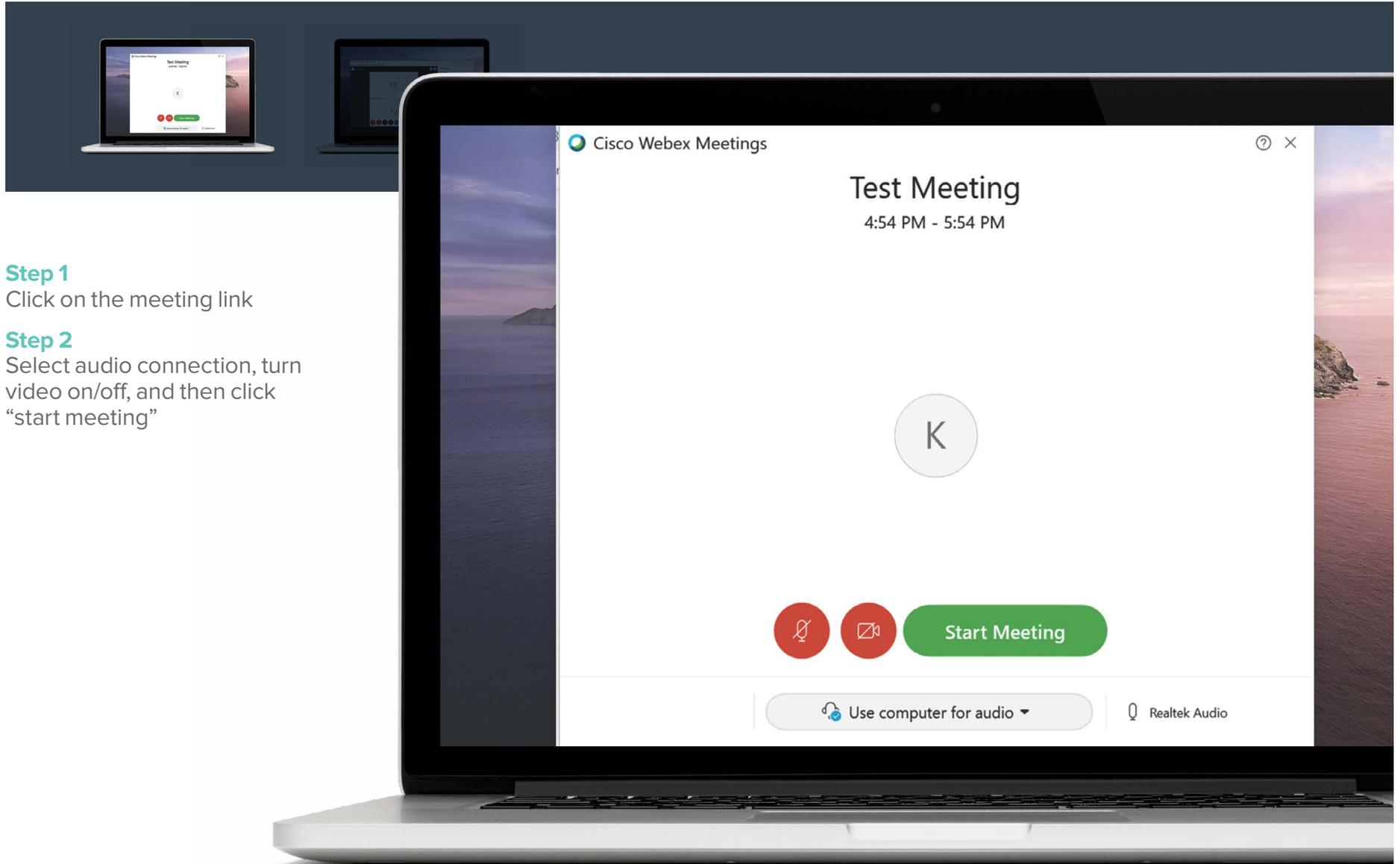
Options for Member to Start Meeting Without Host*



If the WebEx was created through the Outlook meeting calendar add-on please see location of Host Key at right.

[Back to Top](#)

How to Start your WebEx Meeting in Three Steps



Step 1

Click on the meeting link

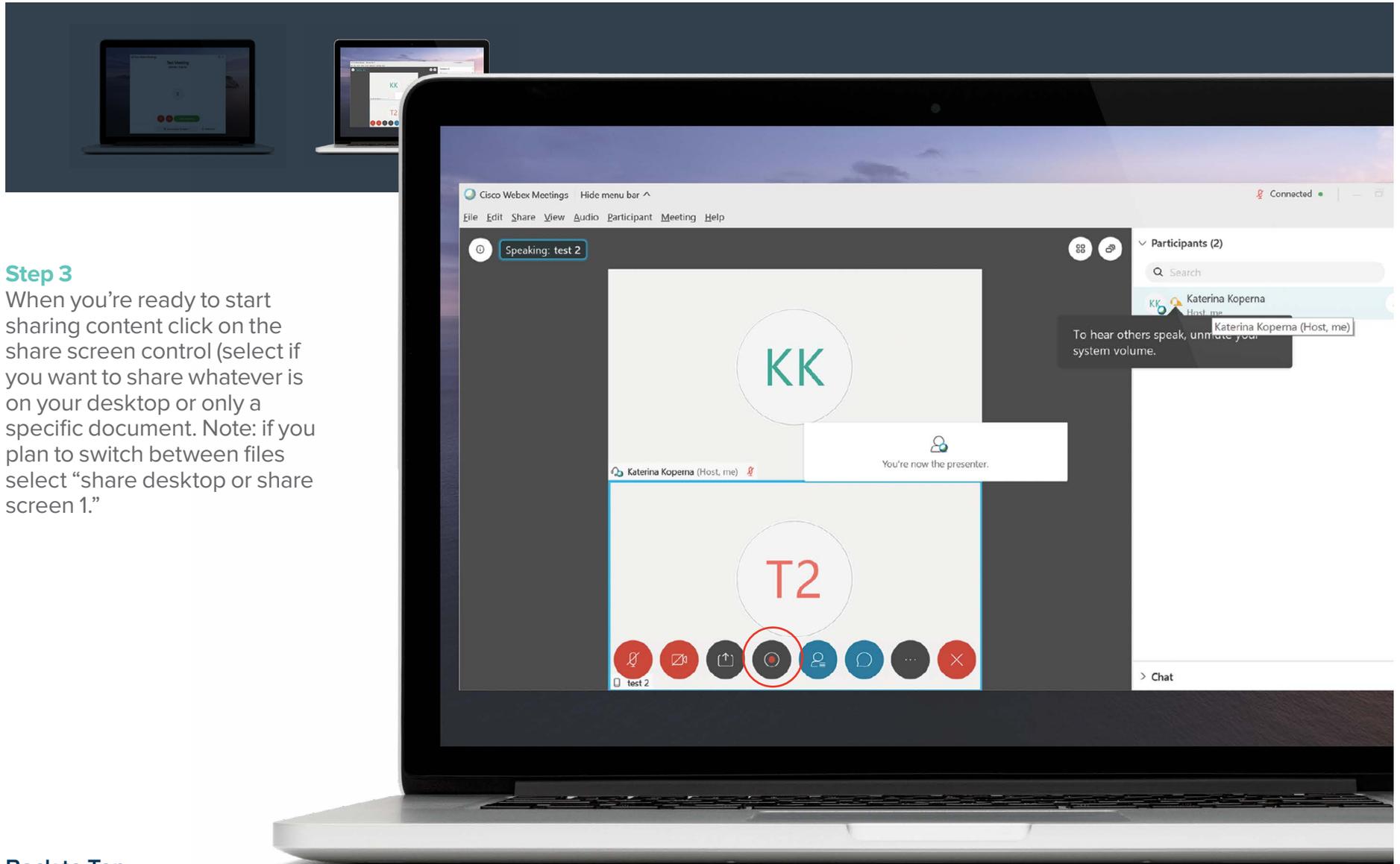
Step 2

Select audio connection, turn video on/off, and then click "start meeting"

How to Start your WebEx Meeting in Three Steps

Step 3

When you're ready to start sharing content click on the share screen control (select if you want to share whatever is on your desktop or only a specific document. Note: if you plan to switch between files select "share desktop or share screen 1.")



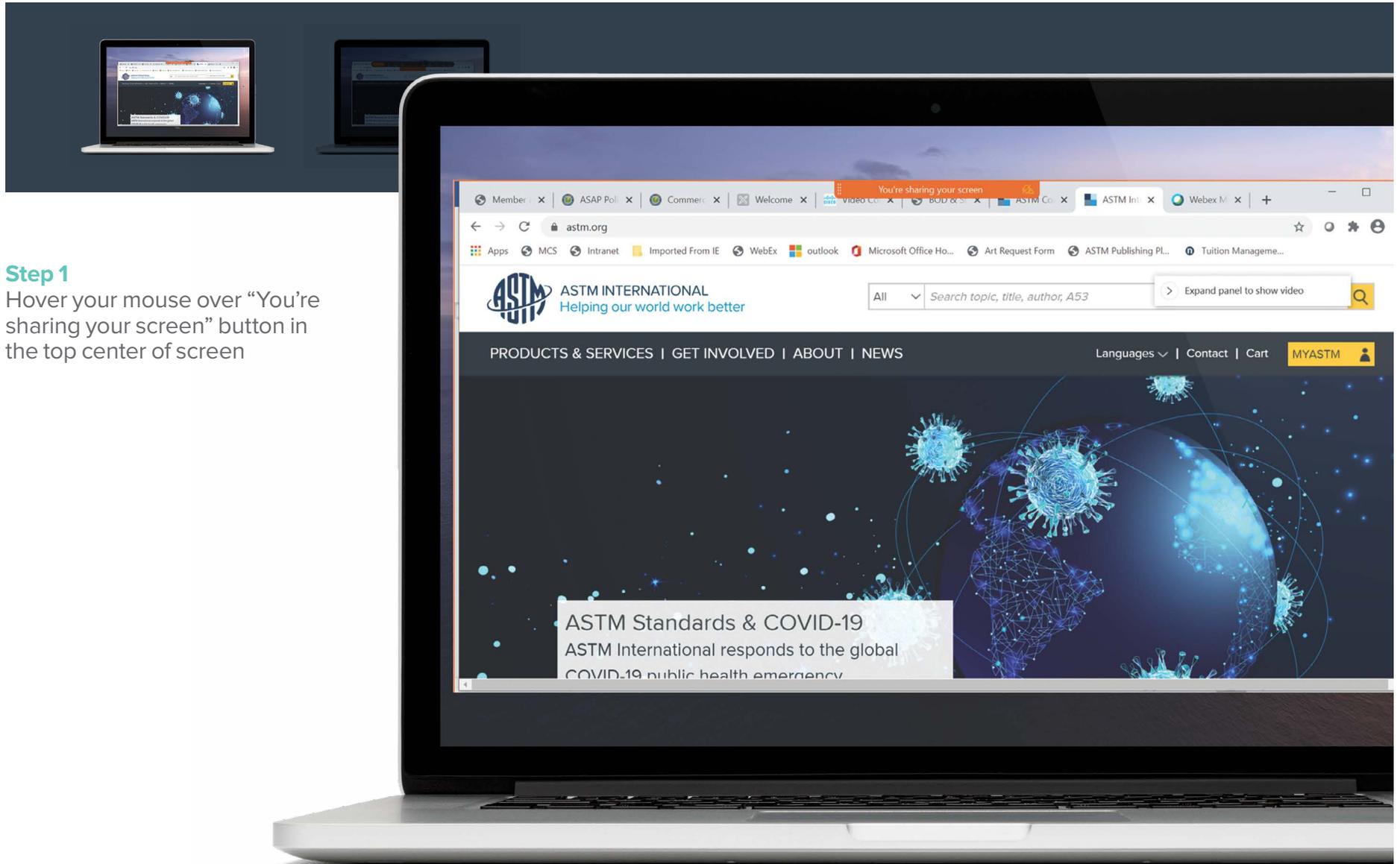
[Back to Top](#)

CHAPTER 2 GUIDANCE FOR WEBEX MEETING LEAD/HOST

Accessing Controls While Hosting

Step 1

Hover your mouse over “You’re sharing your screen” button in the top center of screen

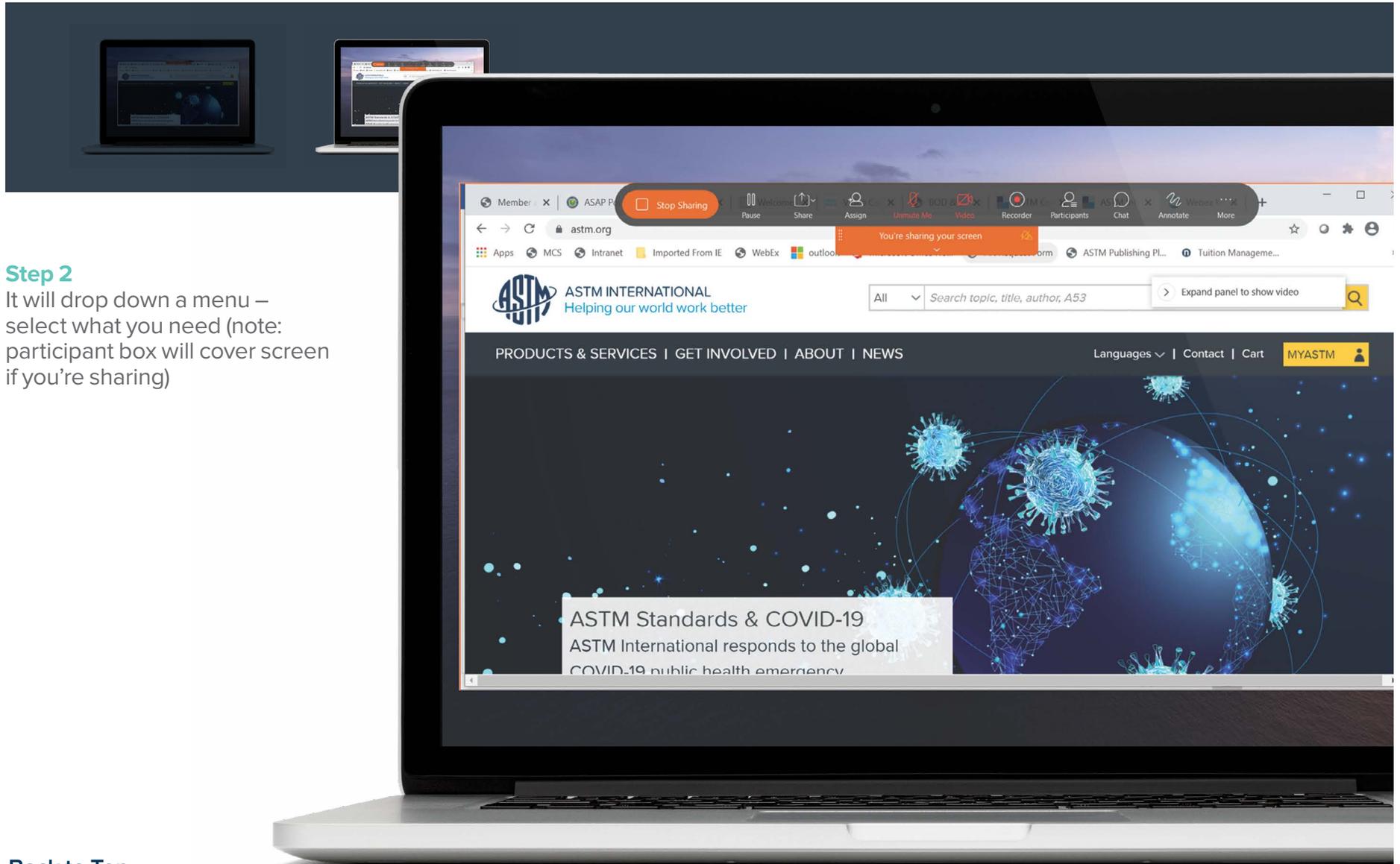


CHAPTER 2 GUIDANCE FOR WEBEX MEETING LEAD/HOST

Accessing Controls While Hosting

Step 2

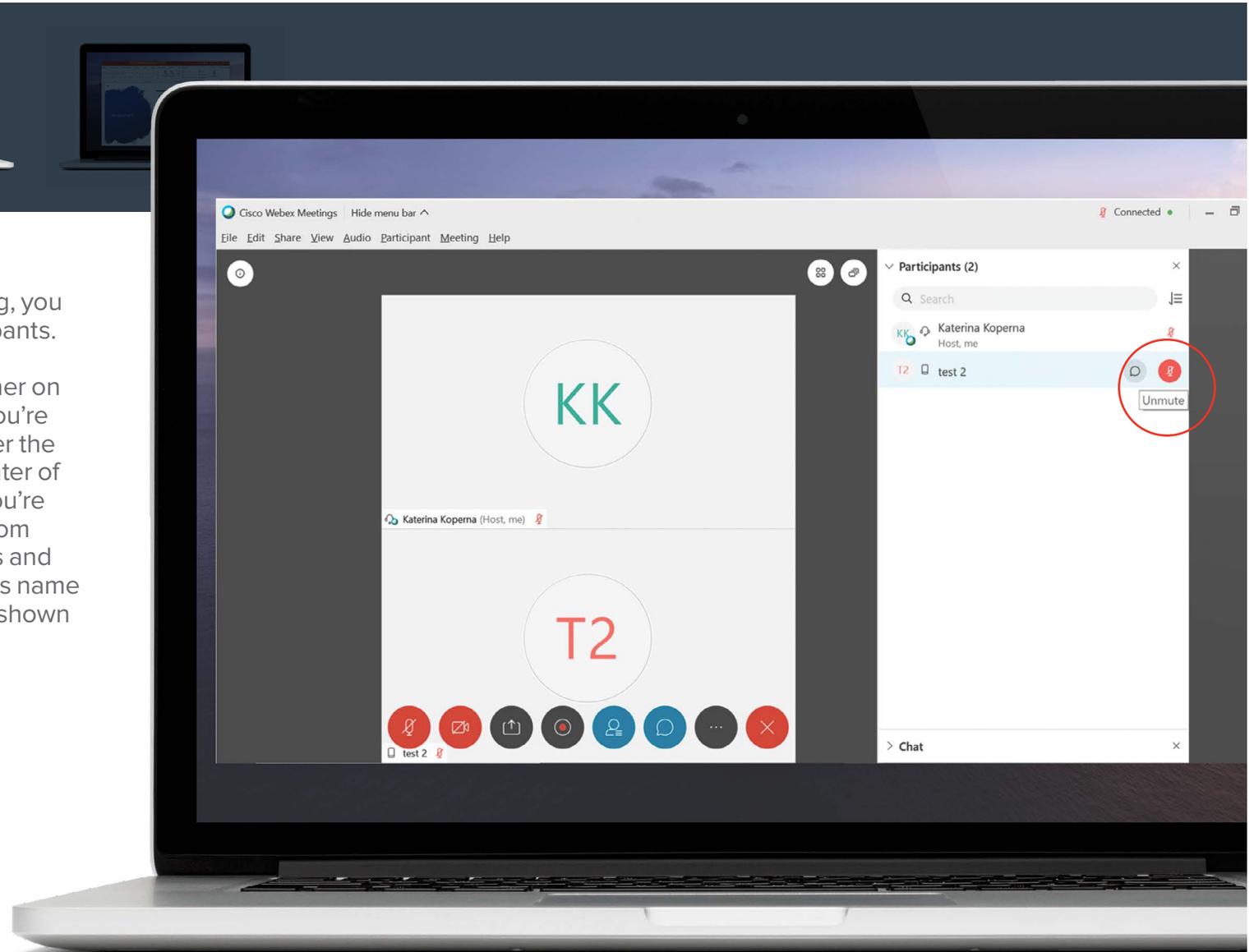
It will drop down a menu – select what you need (note: participant box will cover screen if you're sharing)



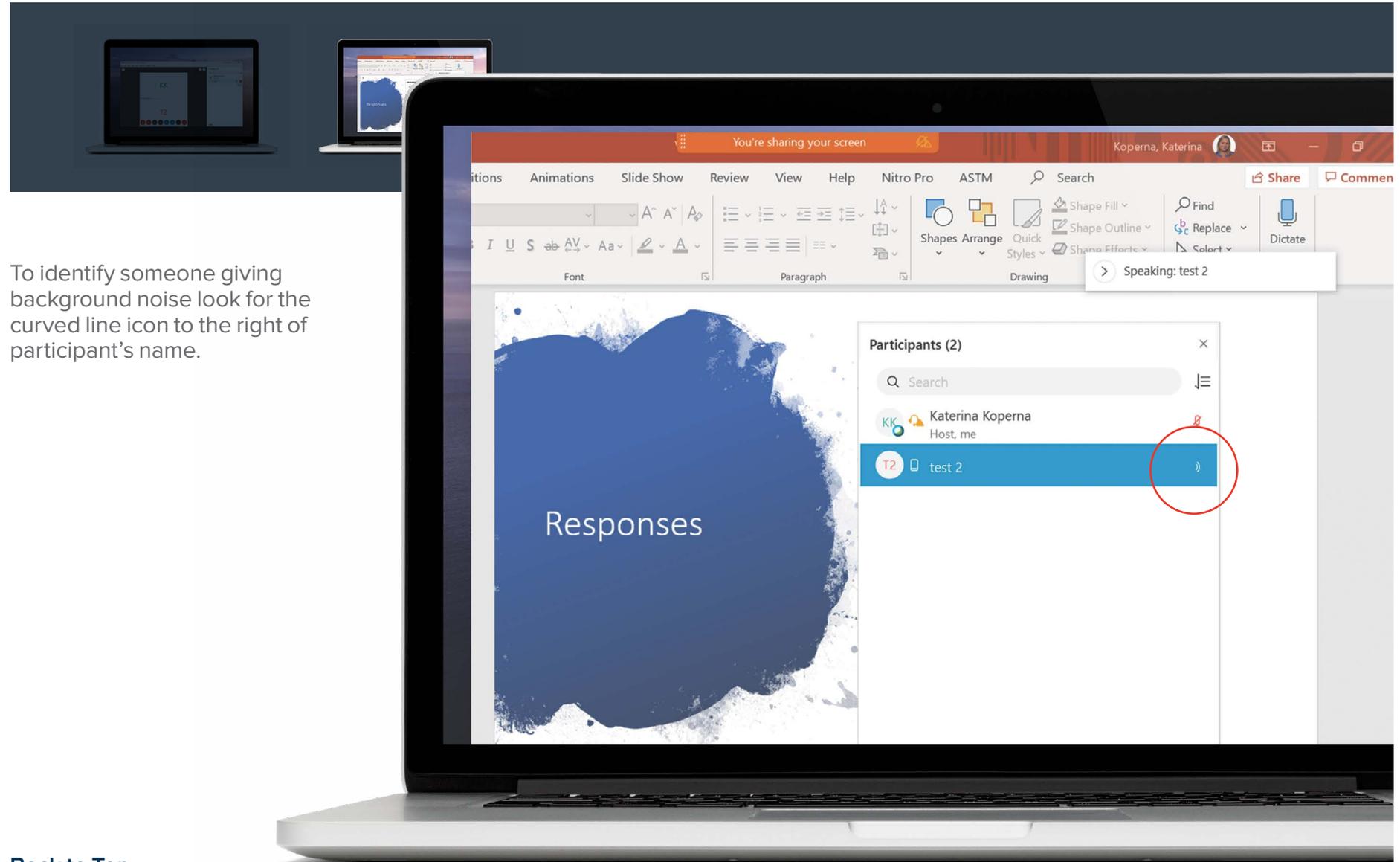
[Back to Top](#)

Mute/Unmute Participants

As the host of the meeting, you can mute/unmute participants. You can do so from the participant box that is either on the right-hand side or if you're already sharing hover over the orange box at the top center of your screen that says, "You're sharing your desktop". From there click on participants and then next to each person's name you can mute/unmute as shown at right.



Mute/Unmute Participants

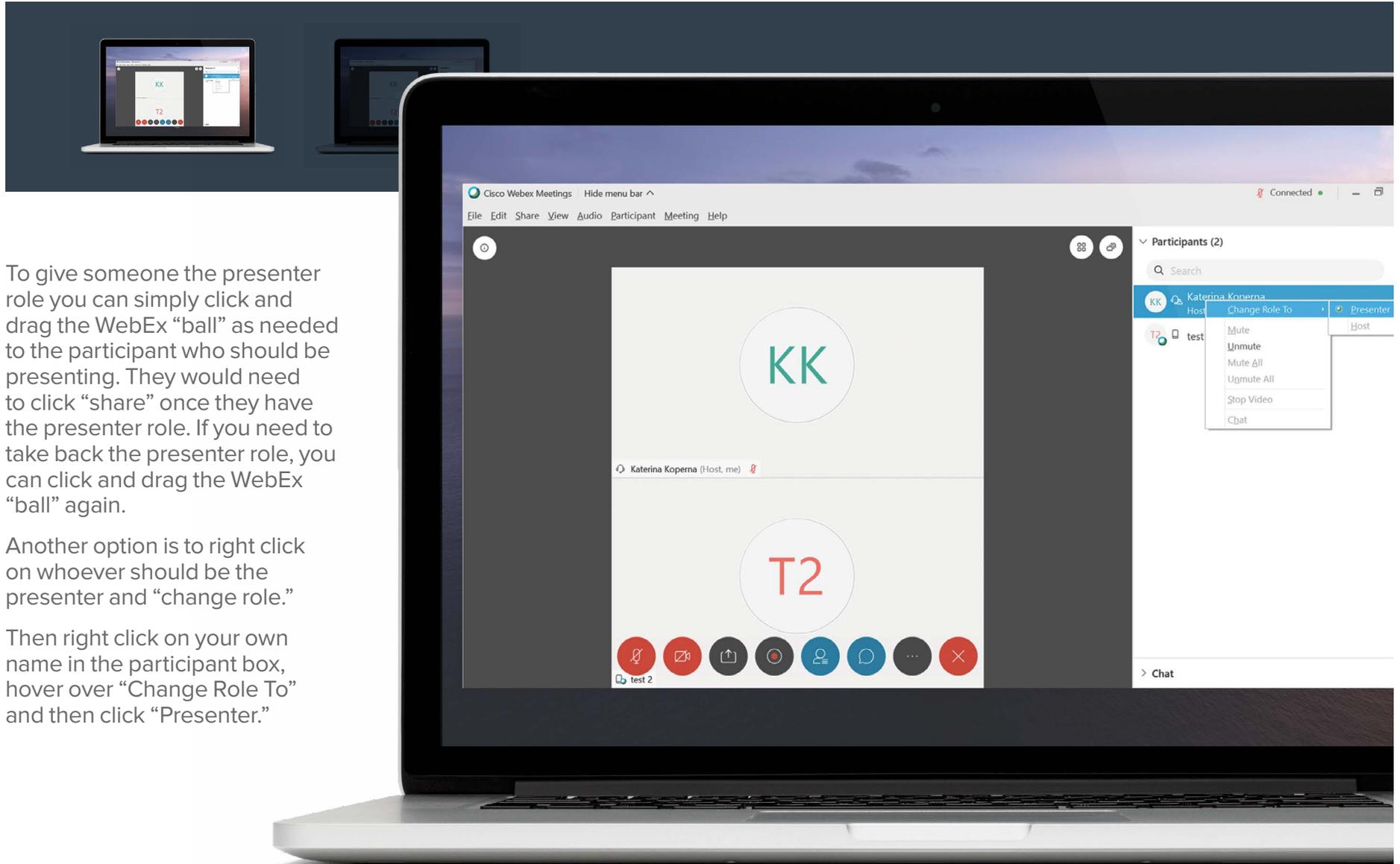


To identify someone giving background noise look for the curved line icon to the right of participant's name.

[Back to Top](#)

CHAPTER 2 GUIDANCE FOR WEBEX MEETING LEAD/HOST

Presenter Role



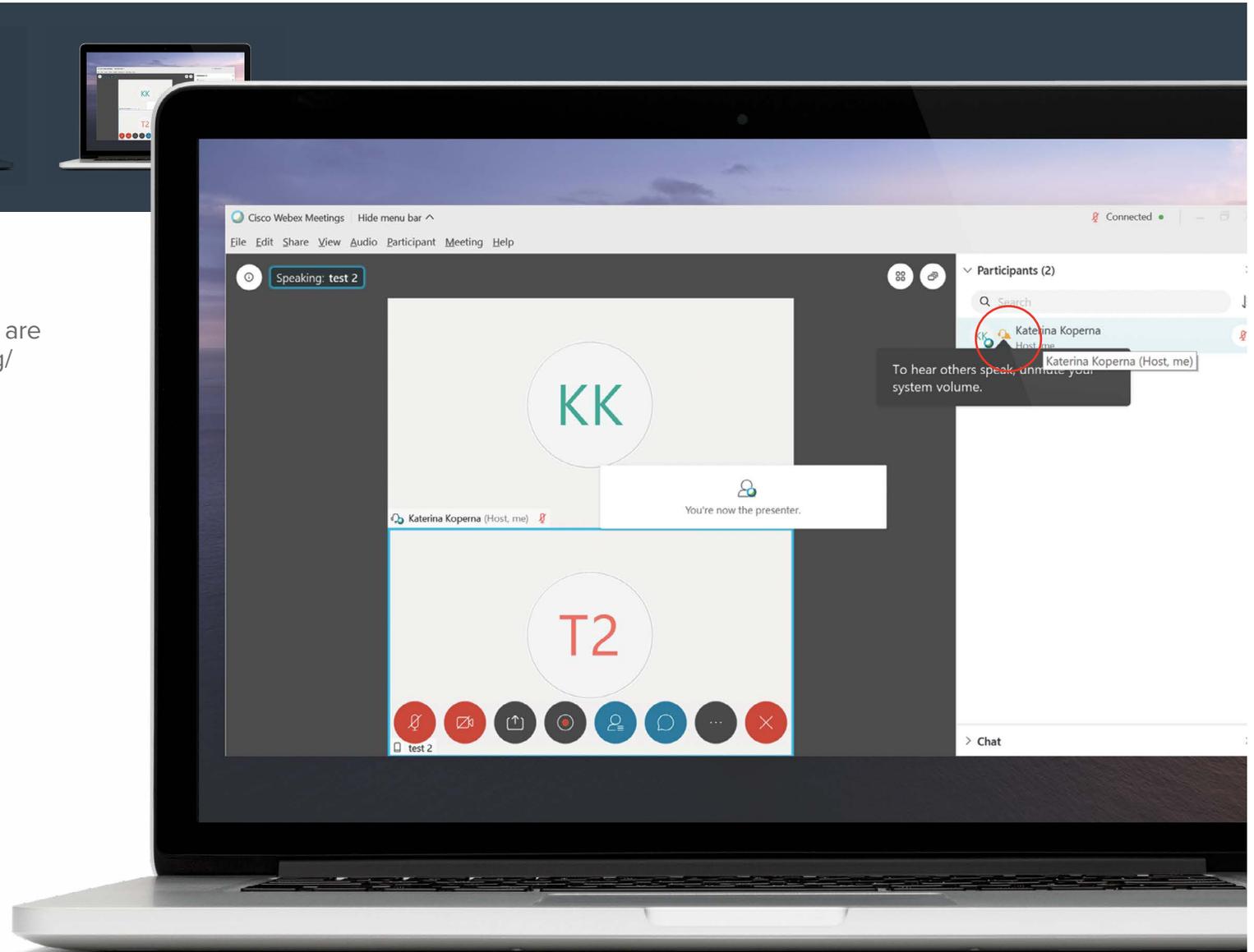
To give someone the presenter role you can simply click and drag the WebEx “ball” as needed to the participant who should be presenting. They would need to click “share” once they have the presenter role. If you need to take back the presenter role, you can click and drag the WebEx “ball” again.

Another option is to right click on whoever should be the presenter and “change role.”

Then right click on your own name in the participant box, hover over “Change Role To” and then click “Presenter.”

Presenter Role

Be sure to unmute your system volume when you are ready to begin presenting/speaking.



[Back to Top](#)

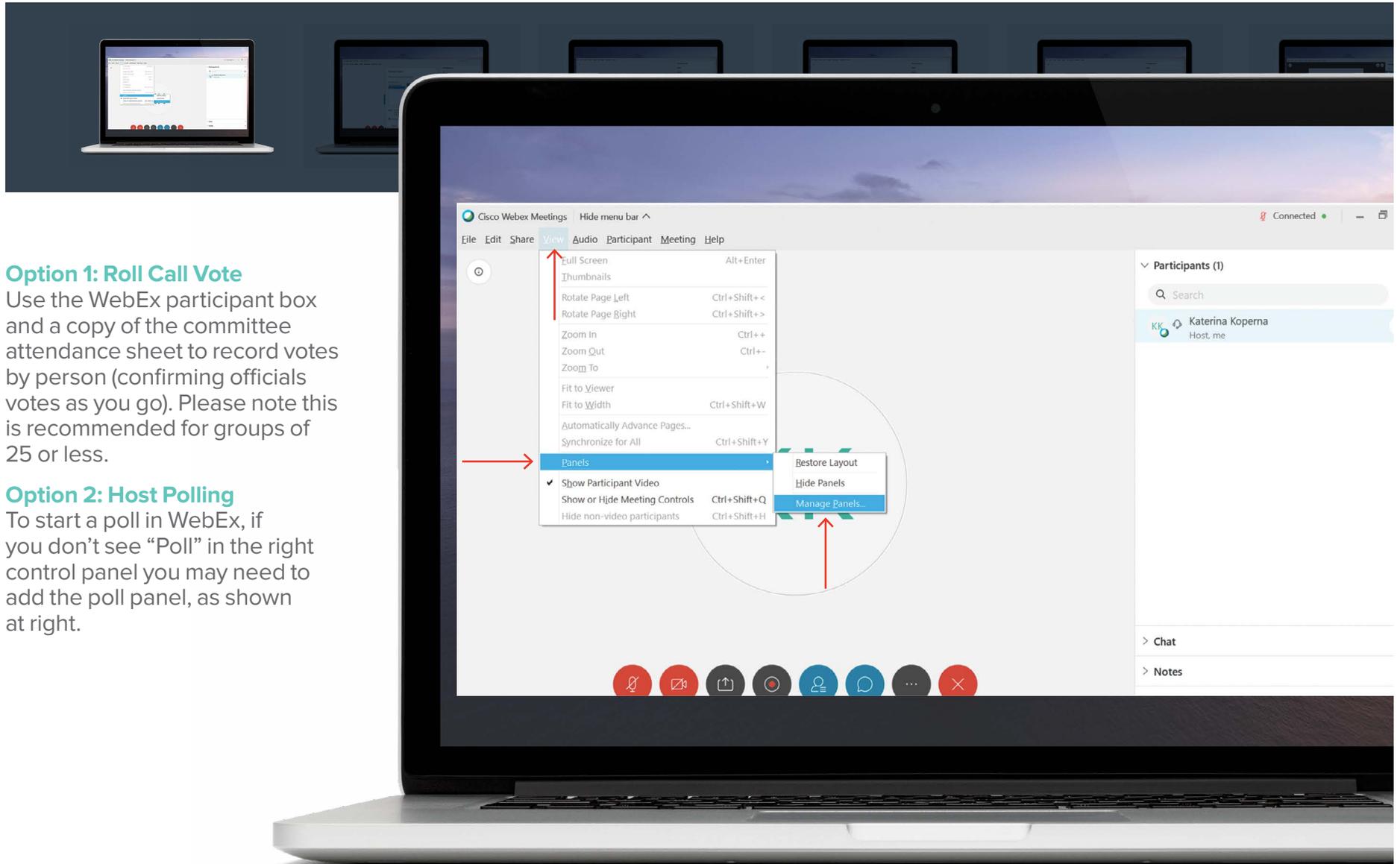
Voting Options: Roll Call, Raise Hand Tool, or Polling

Option 1: Roll Call Vote

Use the WebEx participant box and a copy of the committee attendance sheet to record votes by person (confirming officials votes as you go). Please note this is recommended for groups of 25 or less.

Option 2: Host Polling

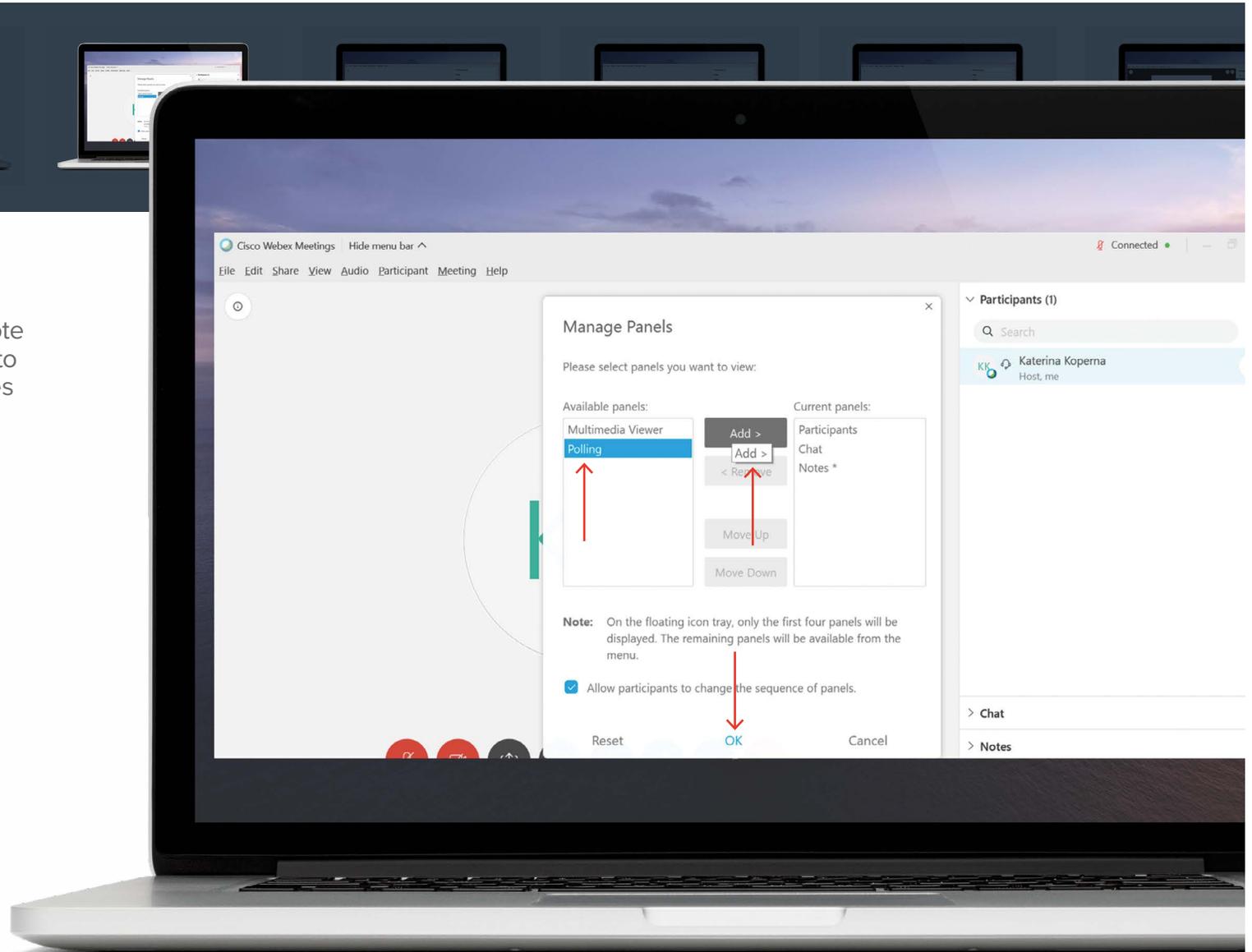
To start a poll in WebEx, if you don't see "Poll" in the right control panel you may need to add the poll panel, as shown at right.



Voting Options: Roll Call, Raise Hand Tool, or Polling

Option 2: Host Polling

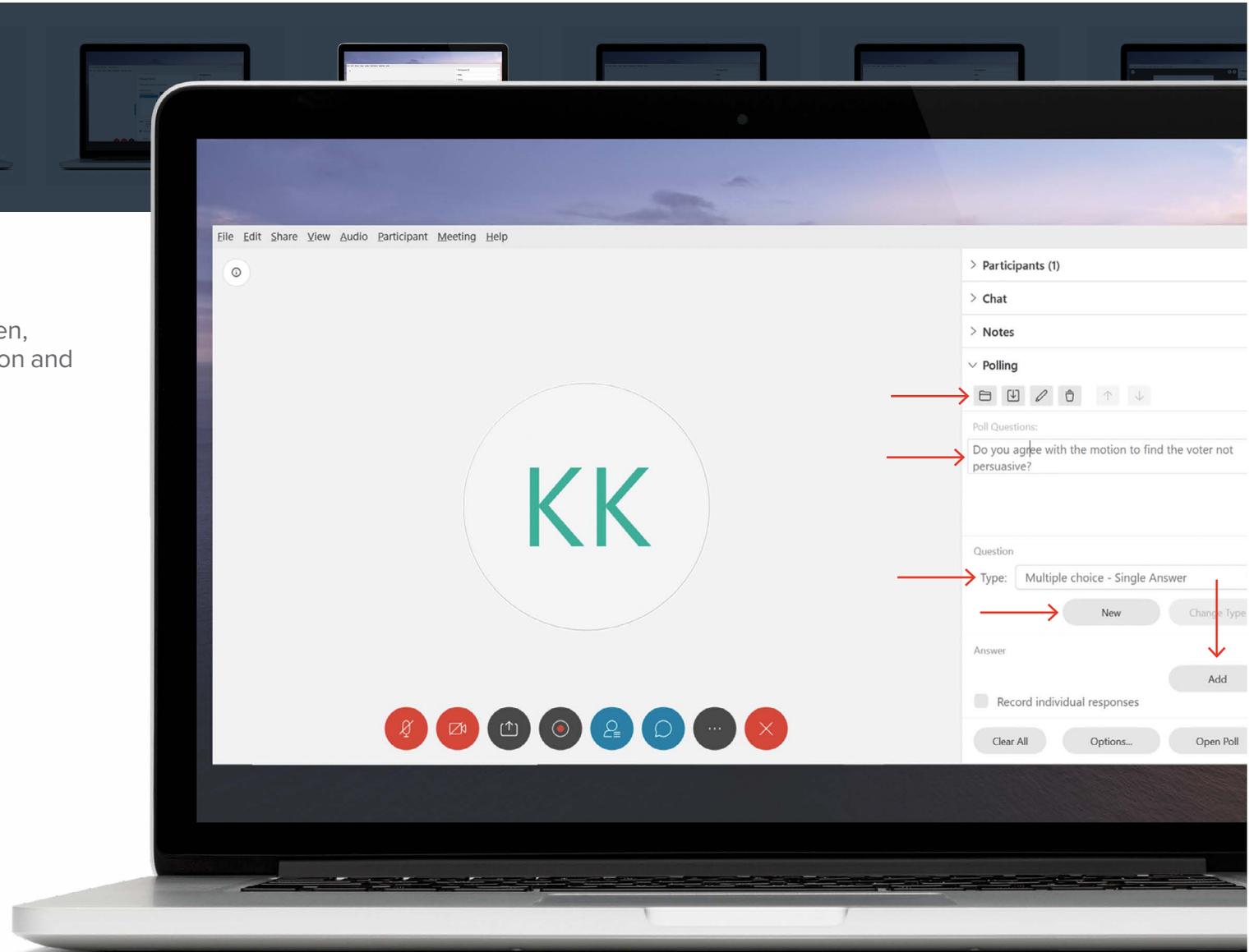
If host is voting, his/her vote must be manually added to numbers. Presenters votes are included.



Voting Options: Roll Call, Raise Hand Tool, or Polling

Option 2: Host Polling

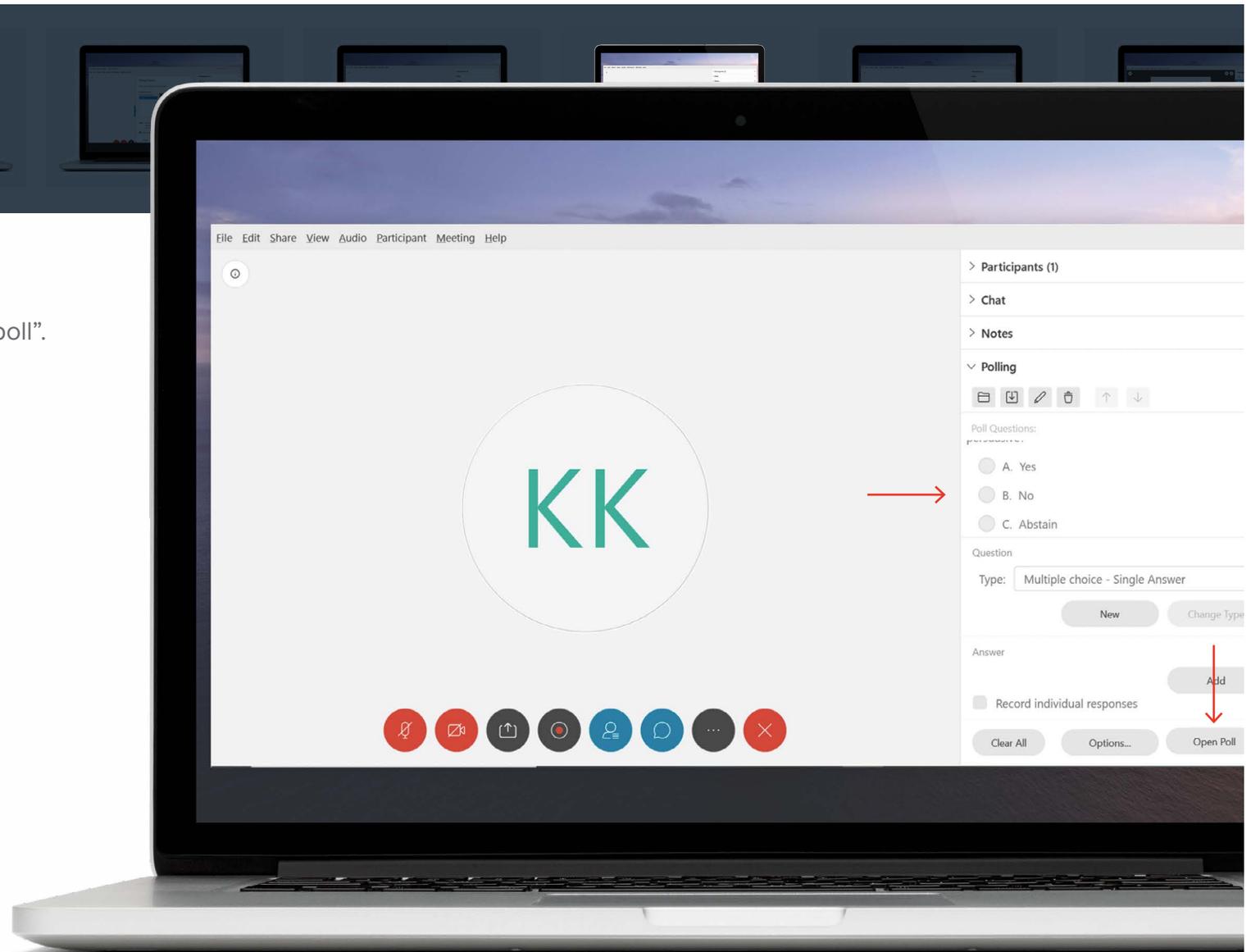
Once the poll panel is open, the host can add a question and answers as needed.



Voting Options: Roll Call, Raise Hand Tool, or Polling

Option 2: Host Polling

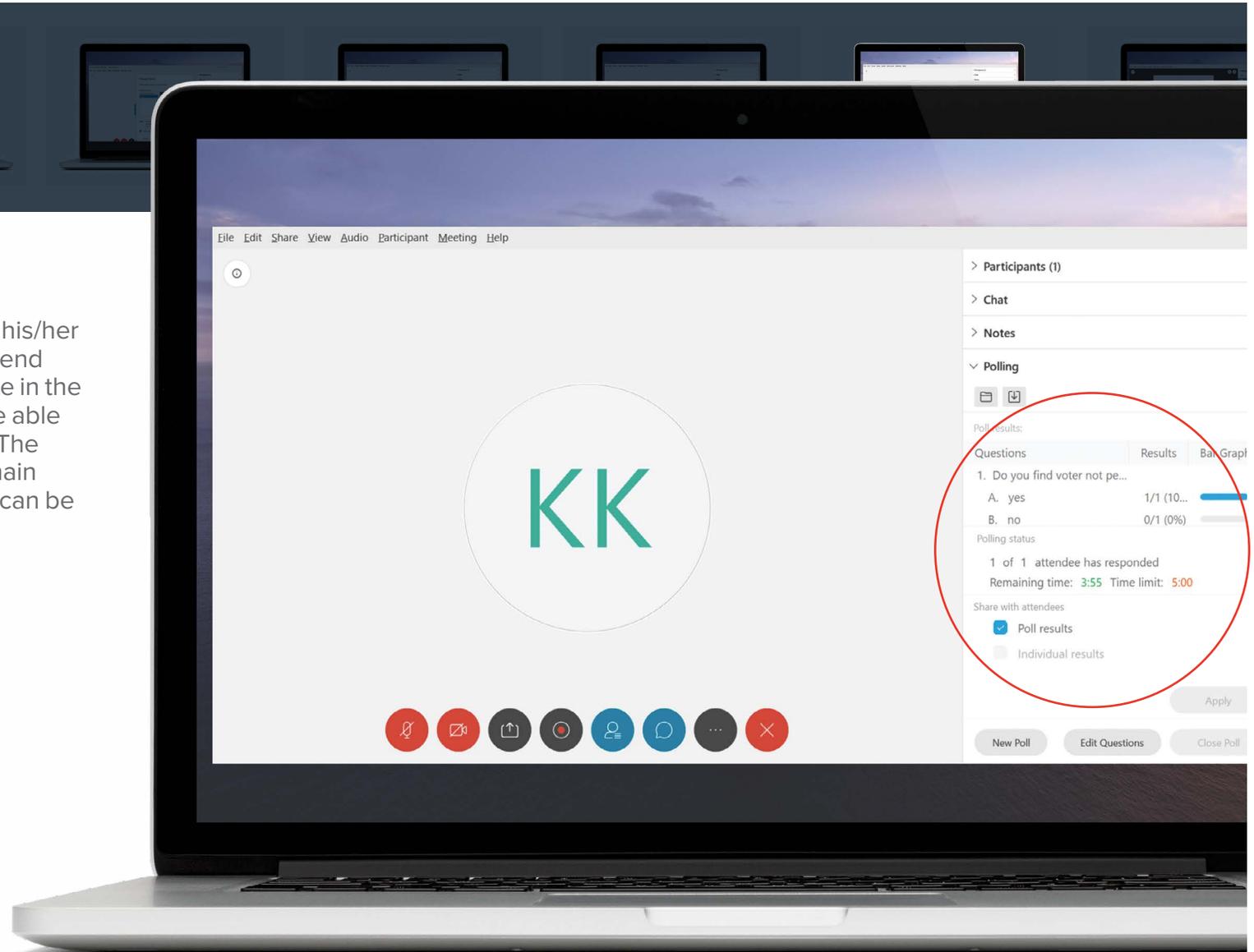
When ready, click “open poll”.



Voting Options: Roll Call, Raise Hand Tool, or Polling

Option 2: Host Polling

The host will need to add his/her own vote manually at the end since they can't participate in the poll. However, they will be able to see voting results live. The poll will automatically remain open for five minutes but can be closed at any time.



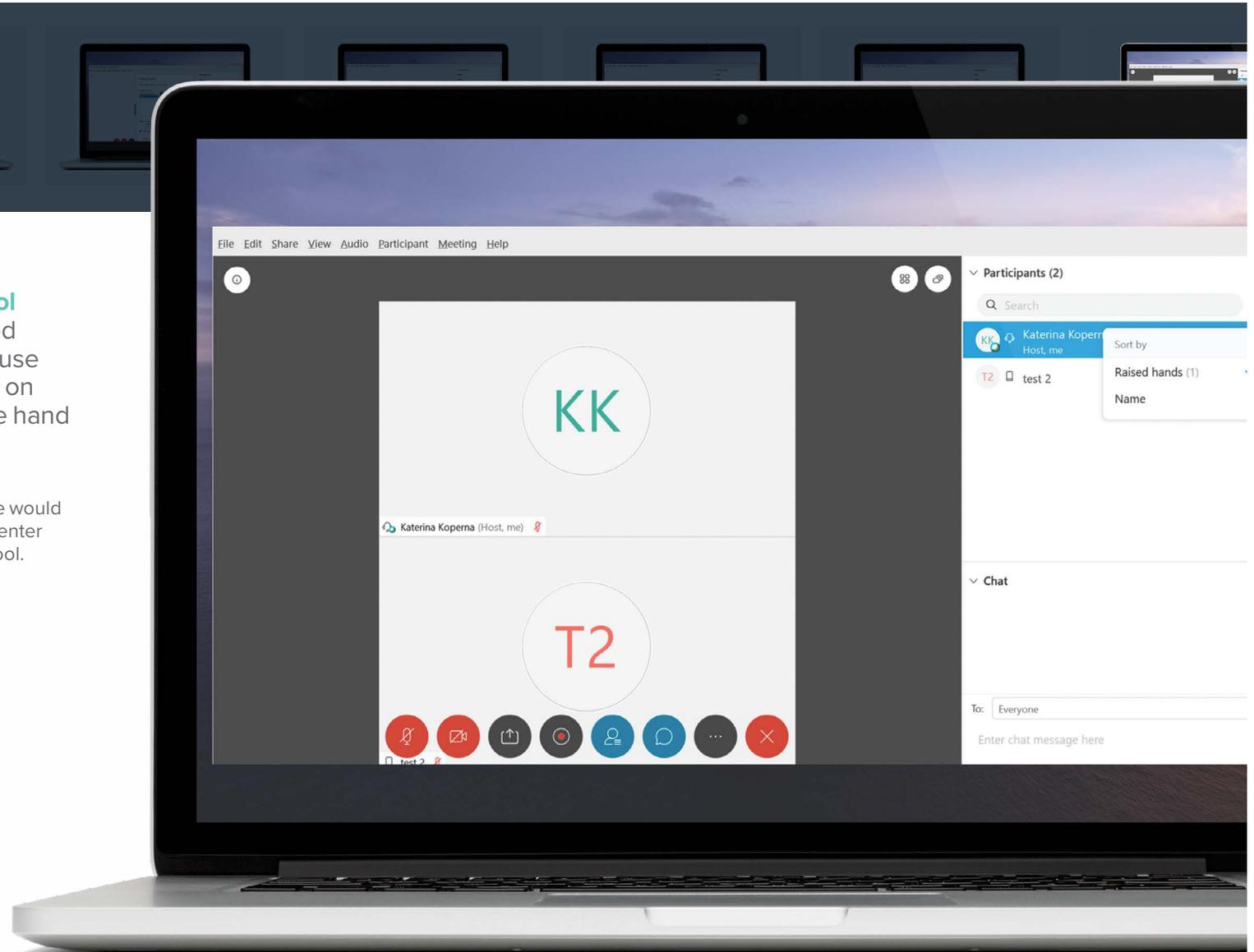
Voting Options: Roll Call, Raise Hand Tool, or Polling

Option 3: Raise Hand Tool

Raise Hand Tool (accessed next to participant name; use control panel instructions on page 10 if unable to locate hand raise feature)

Note

Host can't raise hand so their vote would need to be manually added. Presenter does have access to raise hand tool. Only host and presenter can see raised hands.

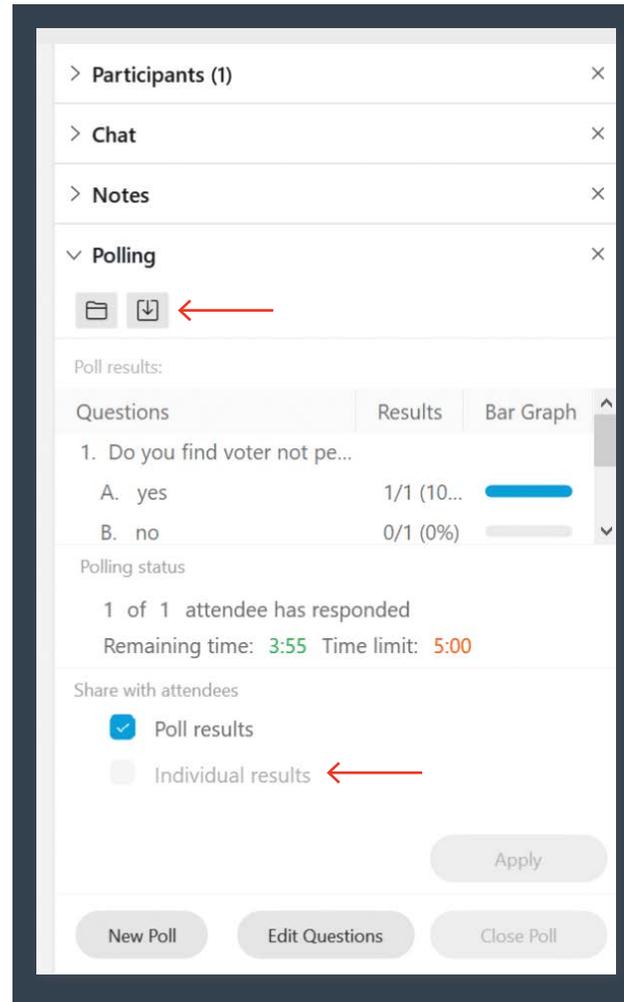


CHAPTER 2 GUIDANCE FOR WEBEX MEETING LEAD/HOST

Voting Options: Roll Call, Raise Hand Tool, or Polling

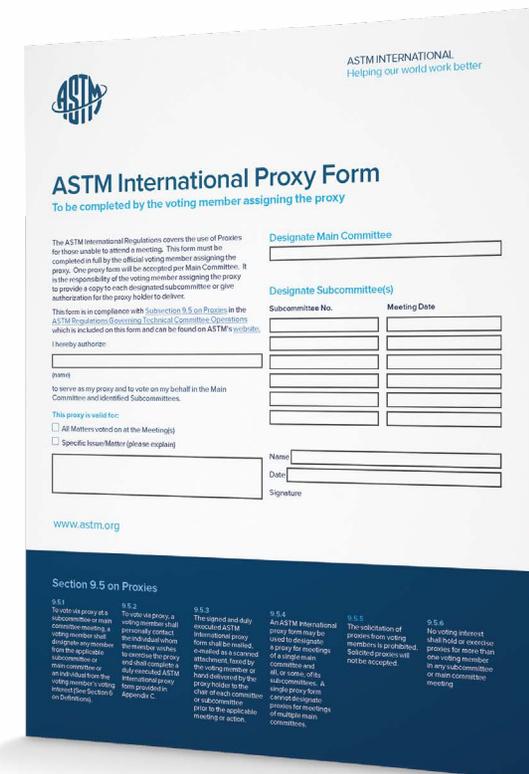
A Note About Saving Polls

Host can save the results if needed. By selecting Individual Results, votes can be validated after the meeting to confirm only official voters participated. To save = click on download option shown below.



Accounting for Proxies

Ideally you would have all proxies submitted to you via email prior to the start of the meeting (consider assigning a deadline). Depending on what option you choose, roll call voting being the exception, it is recommended that you do a separate call for proxy voters. Both the polling function and the hand raise are only calculated once so if you know you have proxies you call for them (in favor, opposed, abstaining) and add them your count. [Access the Proxy Form.](#)



[Back to Top](#)