Guidance and Materials
ASTM Members Using Webex Events

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CHAPTER 1 GUIDANCE FOR WEBEX PARTICIPANTS

Join a Webex Event

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

The password should always be astm2020.
Committees may require Webex registration, so be sure to read the Webex event notices carefully. If your committee uses Webex registration, you will receive an invitation email as shown. Register by clicking the button in the email. We recommend registering in advance of the meeting so that there are no delays accessing the meeting.
Registering for a Webex Event

On the Registration page, complete all required fields noted with a red asterisk.
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Registering for a Webex Event

Once you’ve clicked Register Now, you should see a Registration Confirmed notice.

Note: Check your email on registration; you will receive an additional email notification with the access link to the Webex meetings. This is the link you will need to login and attend the meeting.
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Registering for a Webex Event

Add to Calendar: Take advantage of the “Add Meeting to Calendar” link in the email. Using this link will add all of the meeting details, with access links, to your email client so that the information is easier to locate on the day of the meeting. Be sure to save this information for connecting to Webex during the actual meeting time.

Note: You can share your link with others, but they will also be required to register before they can join the meeting.
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.
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Webex Event 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 a computer.

Mute/Unmute
It is most helpful if you mute/unmute yourself. If the host must mute you, you may not be able to unmute yourself.

Share Screen

More Options

Webcam On/Off
Recording is not permitted during ASTM sessions; doing so may result in the meeting ending.

Leave Meeting

Connect audio Start video Share Record

Participants Chat

Join Meeting
Use computer for audio
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Participant Voting Tools, Raise Hand Tool

If the participant box appears on the right side of your screen, you can hover your mouse over your name and click on the hand icon as shown to raise your hand and speak or ask a question. The host and presenter will see your hand raised. You will need to put your hand down once finished by clicking again.
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Participant Voting Tools, Raise Hand Tool

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 have finished.
Participant Voting Tools, Participate in a Poll

PC/Web View: Response 1

If the host does a poll, you will be prompted to participate. The next few screens show you how this will appear in the Webex.
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Participant Voting Tools, Participate in a Poll

PC/Web View: Response 2
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Participant Voting Tools, Participate in a Poll

PC/Web View: Response 3
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Participant Voting Tools, Participate in a Poll

App View: Response 1
If you’re using Webex on a Mac, the view may be a bit different. The next few slides show what to expect.
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Participant Voting Tools, Participate in a Poll

App View: Response 2
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Participant Voting Tools, Participate in a Poll

App View: Response 3
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Mute/Unmute Participants

The host of the meeting can mute/unmute participants. You can do so from the attendee box that is either on the right-hand side or will need to be opened by clicking View all attendees.
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Mute/Unmute Participants

Click on the participant’s name and click **Mute**.
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Mute/Unmute Participants

If you’re already sharing your screen, hover over the orange box at the top center of your screen that says “You’re sharing your screen.” From there, click on participants and then next to each person’s name.
CHAPTER 2 GUIDANCE FOR WEBEX MEETING LEAD/HOST

Start Your Webex Event

Step 1
Click on the meeting link.

Note: Know your participation role as attendee or panelist to select the appropriate Webex link.
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Start Your Webex Event

Step 2
Select audio connection, turn video on/off, and then click Start Event.
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Start Your Webex Event

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).
Start Your Webex Event

Alternatively, you can use the Webex control categories at top left of screen for sharing.
Add/Remove Panelists

As the host of the meeting, you can add or remove panelists by clicking View all attendees.
Add/Remove Panelists

If a participant wishes to present/share their screen, simply change their role by clicking Make Panelist.
Transfer Presenter Role

To transfer the presenter role to another participant, first stop sharing your screen.

In the participant box, right-click on the new presenter’s name, scroll to Change Role To and choose Presenter.
Transfer Presenter Role

The presenter role transfer is indicated by the “Passing presenter privileges” window.
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Transfer Presenter Role

Look for this blue-green “ball” icon next to the new presenter’s name to confirm that the transfer is complete.
CHAPTER 2 GUIDANCE FOR WEBEX MEETING LEAD/HOST

Accessing Controls While Hosting

Step 1
Hover your mouse over the You’re sharing your screen button in the top center of the screen.
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**Accessing Controls While Hosting**

**Step 2**
The button will open a menu; select what you need.

**Note:** The participant box will cover screen if you’re sharing.
Regain the Presenter Role

To give someone the presenter role, you can click and drag the blue-green “ball” icon from one name to another 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 ball (next to the name) back again.

Another option is to right-click on whoever should be the presenter and then on Change role.

Then right-click on your own name in the participant box, hover over Change Role To and then click Presenter.
CHAPTER 2 GUIDANCE FOR WEBEX MEETING LEAD/HOST

Regain the Presenter Role

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

Host Polling
To start, if you do not see “Poll” in the right control panel you may need to add the poll panel.

Note: If the host is voting, their vote needs to be manually added to the numbers. Presenters’ votes are included.
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Host Voting Options

If the host is voting, their vote must be manually added to numbers. Presenters’ votes are included.
Once the poll panel is open, the host can add questions and answers options.
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Host Voting Options

When ready, click Open poll.
Host Voting Options

The host will need to add their own vote manually at the end since they cannot 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.
CHAPTER 2 GUIDANCE FOR WEBEX MEETING LEAD/HOST

Host Voting Options

Raise Hand Tool (access next to the participant’s name; use control panel instructions on page 10 if unable to locate hand raise feature).

Note: The host cannot raise a hand so their vote needs to be manually added. The presenter does have access to the raise hand tool.

Only the host and presenter can see raised hands.