

1. You will receive an email with WebEx meeting invitation before session starts (see figure #1 below). Click “join the meeting” (red box in the figure #1).

Figure #1

## WebEx (E-training for FDES) test #2

Friday, May 5, 2017

11:00 am | Nairobi Time (Nairobi, GMT+03:00) | 1 hr

Meeting number: 796 213 952

Meeting password: Hello123

Add to Calendar

When it's time, [join the meeting.](#)

[Can't join the meeting?](#)

IMPORTANT NOTICE: Please note that this WebEx service allows audio and other information sent during the session to be recorded, which may be discoverable in a legal matter. By joining this session, you automatically consent to such recordings. If you do not consent to being recorded, discuss your concerns with the host or do not join the session.

2. You will be redirected to the UN WebEx page (see figure #2 below). You can join 15 minutes before the session starts (2:45PM GMT+03:00 for English session; 3:45PM GMT+03:00 for French session) except on 6<sup>th</sup> June which will start at 3PM. **We strongly recommend to join 5-10 minutes ahead** for the automatic installation of Cisco WebEx and adjustment of audio/microphone setting.

Figure #2



## WebEx (E-training for FDES) test #2

Friday, May 5, 2017 | 11:00 am Nairobi Time (GMT+03:00) | 1 hour | ● Not started

Host: Wendwosen Abebe [Add to my calendar](#)

▶ [More information](#)

[Join](#) Time remaining until you can join: **08:11**

If you are the host, [start your meeting](#).

By joining this meeting, you are accepting the Cisco WebEx [Terms of Service](#) and [Privacy Statement](#).

3. Once “Join” button is activated, please type your name and email address. We recommend to use name of country or organization before/after your name (e.g. organization name “ECA” in front of name “InKyung Choi”). If “Meeting password” is not automatically filled in, please type *Hello123*.

Figure #3



## WebEx (E-training for FDES) test #2

Friday, May 5, 2017 | 11:00 am Nairobi Time (GMT+03:00) | 1 hour | ● Time to join

Host: Wendwosen Abebe

▶ [More information](#)

Your name:

ECA InKyung Choi (Host)

Email address:

choii@un.org

Meeting password:

\*\*\*\*\*

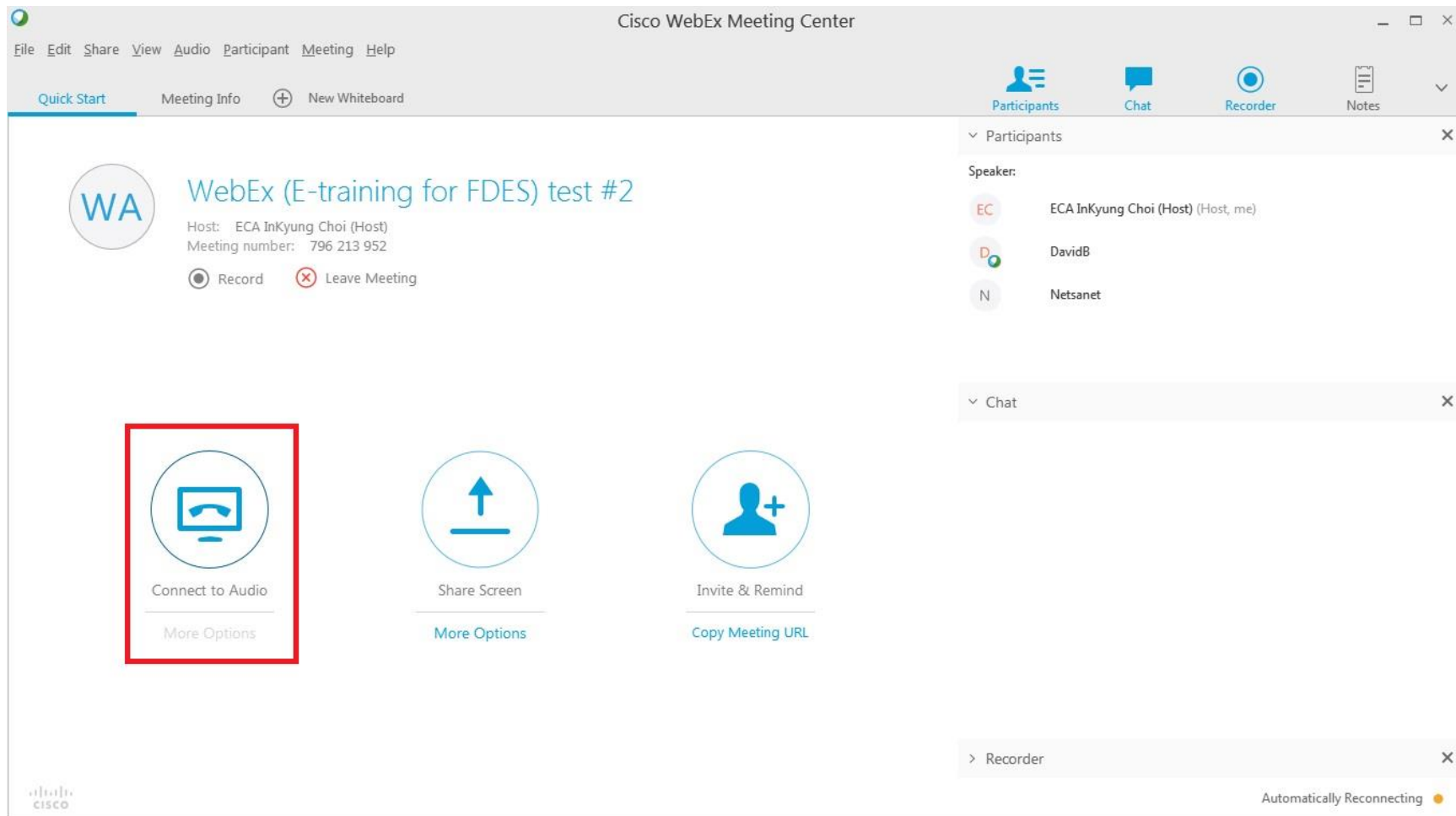
Join

If you are the host, [start your meeting](#).

By joining this meeting, you are accepting the Cisco WebEx [Terms of Service](#) and [Privacy Statement](#).

4. Once “Cisco WebEx Meeting Center” window shows up (it may take 5-10 minutes for installation), you will see “Connect to Audio” icon (red box in the figure #4 below).

Figure #4



5. Allow 1-2 minutes for Cisco WebEx automatically connect to your audio/microphone. If this button turns blue and small computer icon emitting signal shows up next to your name on the participant list (see red boxes in the figure #5-1 below), you are set. If this does not happen, click “Connect to Audio” button.

\*Trouble shooting: If “Connected to Audio” button is blue and small computer icon shows up, **but you still cannot hear anything**, it might be because more than one audio device is connected to your computer. Check if right audio device is selected (see red boxes in the figure #5-2 below).

Figure #5-1

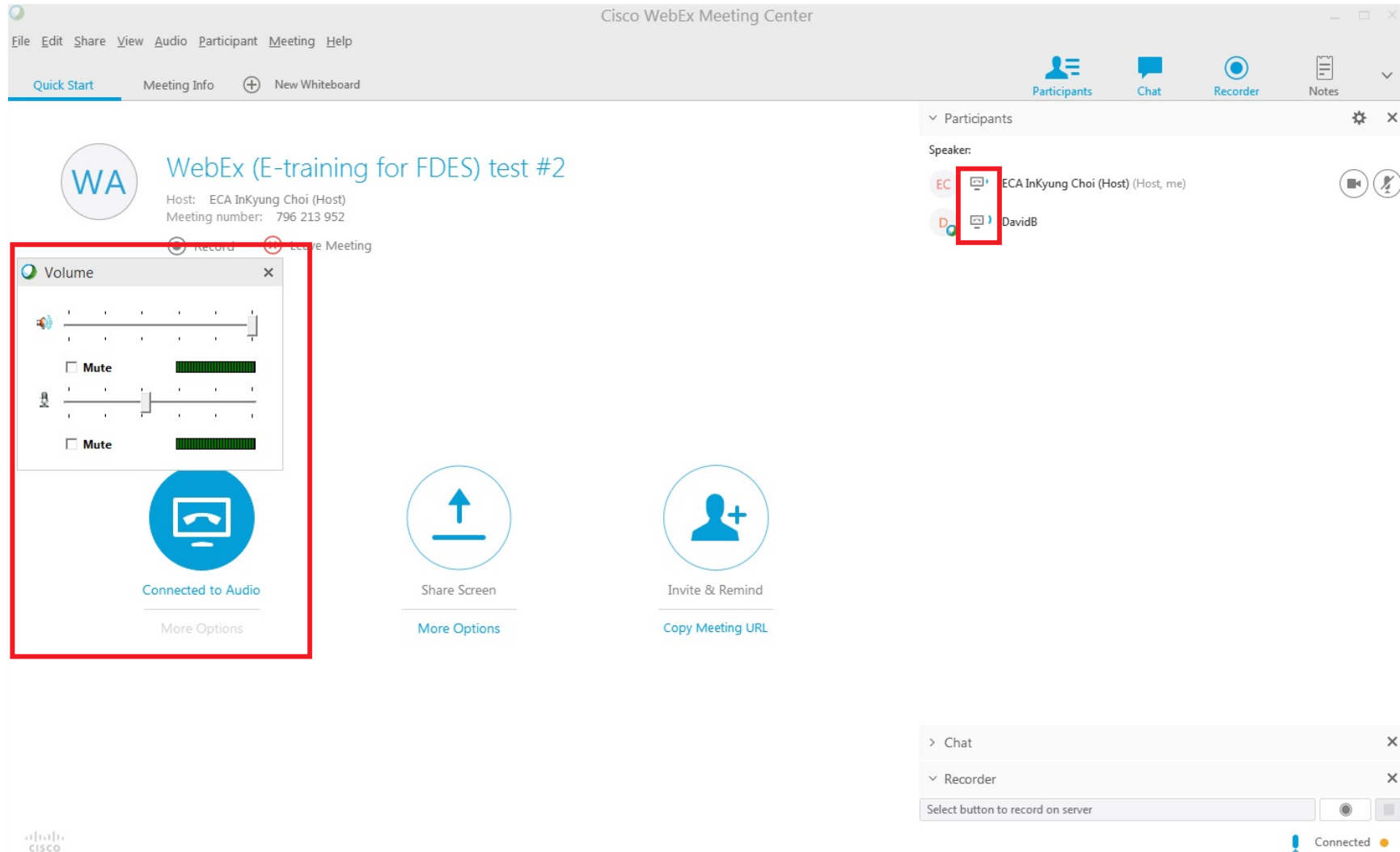
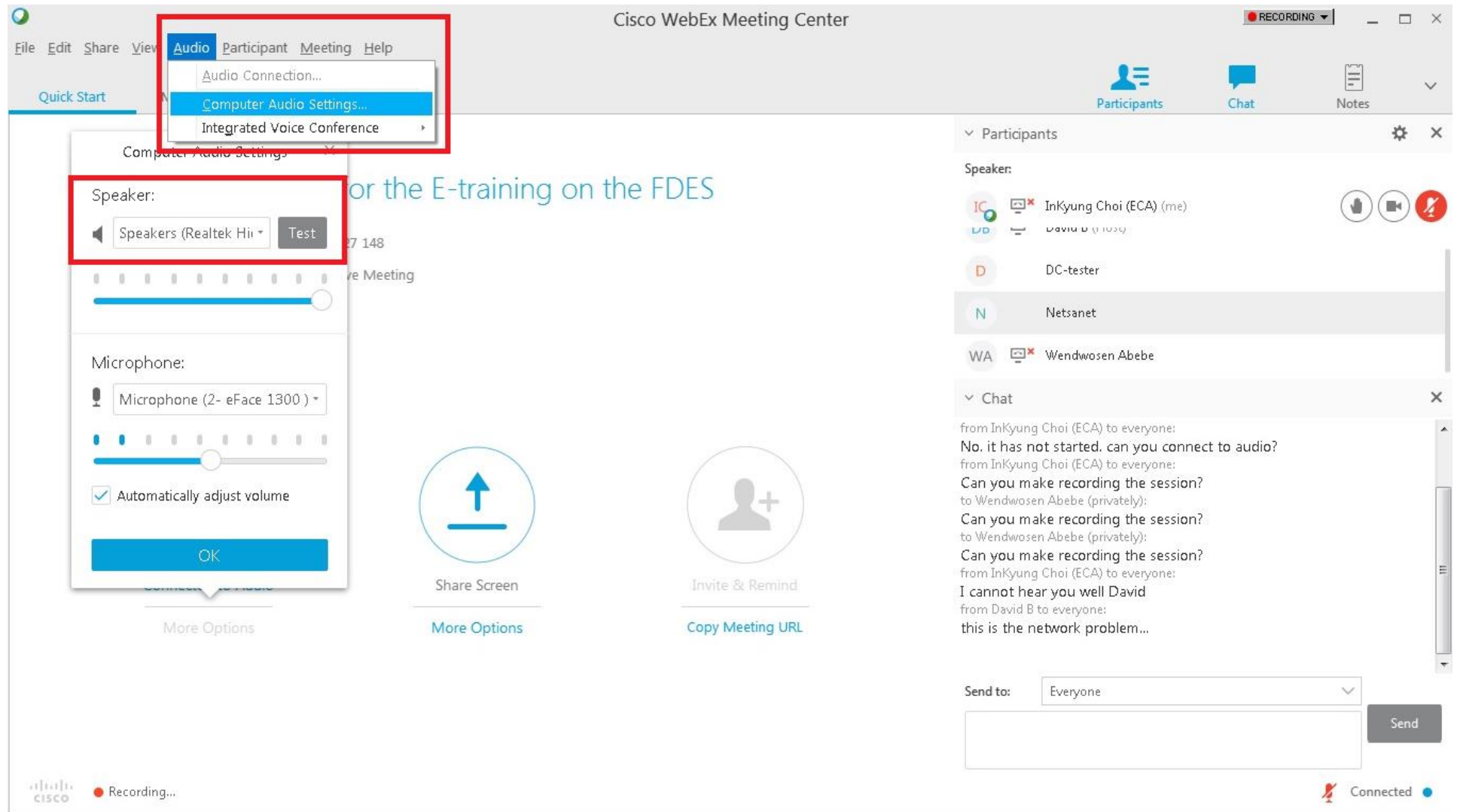


Figure #5-2



6. During the session, **please make sure your microphone is muted**. This WebEx e-training will be recorded and shared online – hence, what you say during the session will be recorded as well. Click microphone icon to red to make your microphone muted (see red box in the figure #6-1). To ensure clear audio quality, hosts will mute all participants except presenter(s) during the session. If you want to say something during the session, please click hand icon next to your name on the participant list so that host can see you want the floor to speak (see red box in the figure #6-2).

Figure #6-1

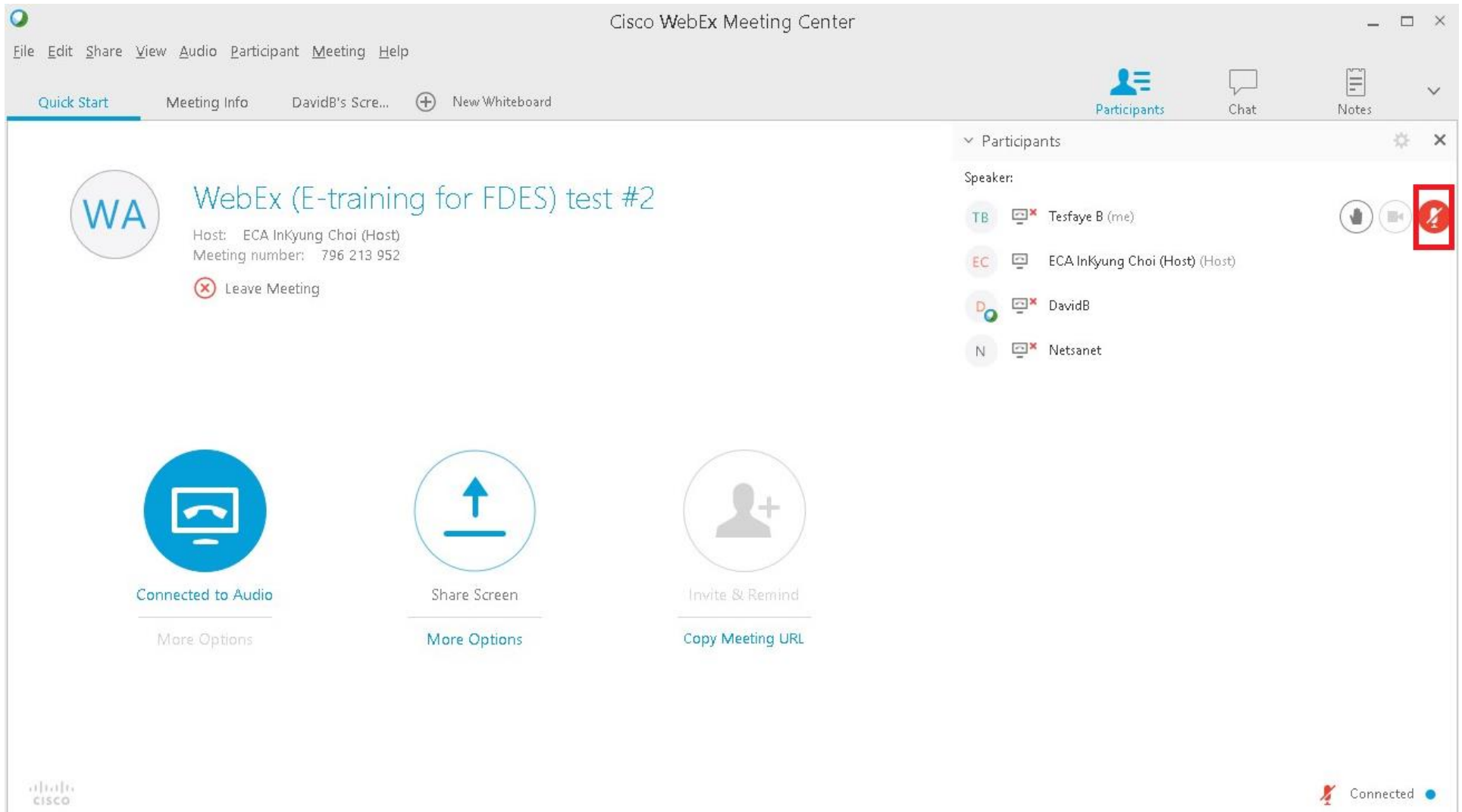
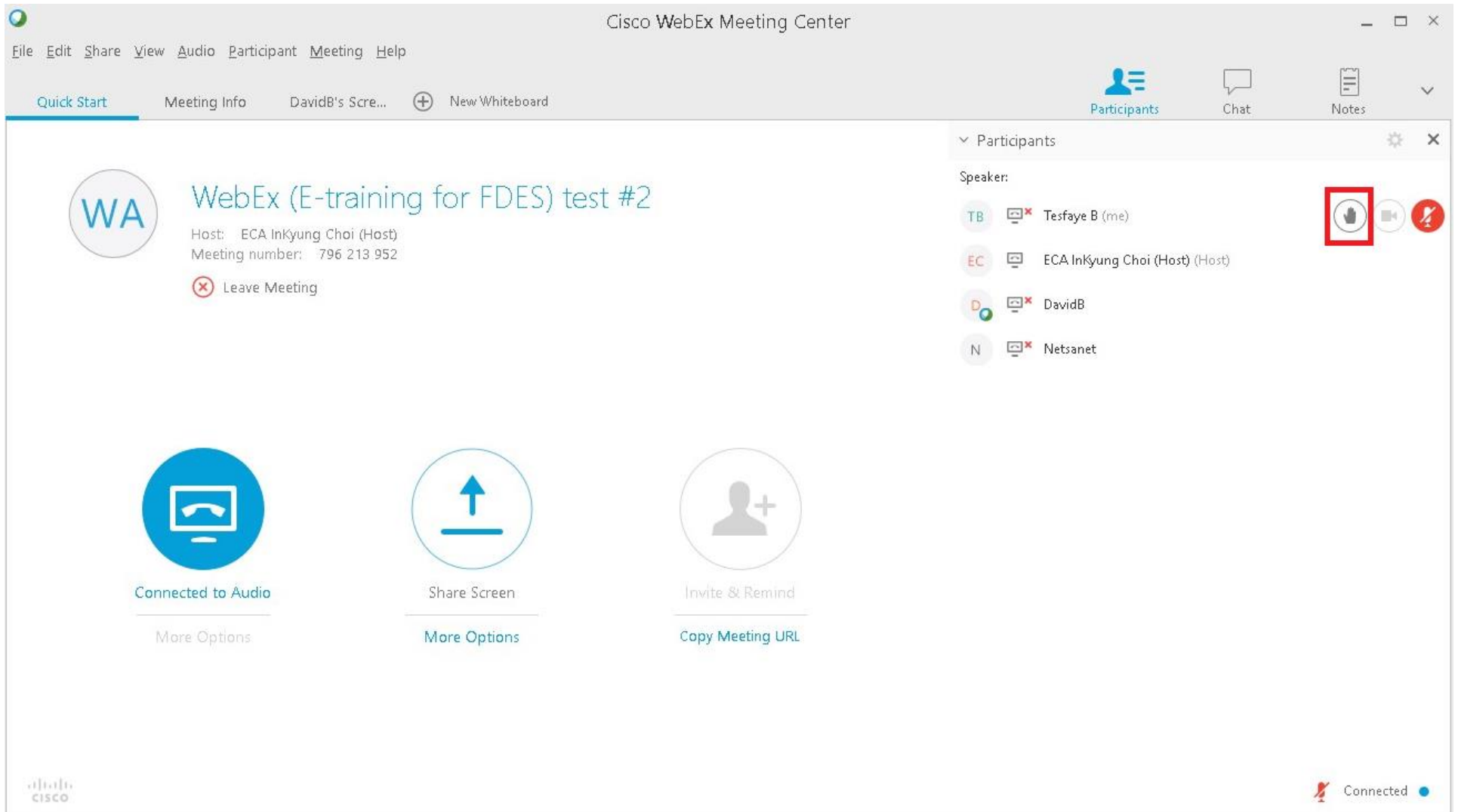


Figure #6-2





7. During the e-training, please feel free to share your opinions and questions through “Chat”.

Figure #7

