

ATTENDEE – requirements

No	Criteria	Require	Notes/Propose	Qty
1	Internet Bandwidth	2.5 Mbps download and 1.5 Mbps upload to Webex Cloud	Test using the link: https://mediatest.ciscospark.com/#/main	1
2	Desktop/Laptop	CPU 2GHz RAM 4GB OS: Windows 8 - 10 / MAC OS 10.13		1
3	Camera/Webcam	Optional		
4	Audio	Headphone Or Speaker		



Joining as a Attendee

Click the link provided in the invitation email. It will direct you to this page.
You will need to register before the event. Click **Register** in the Event status section.

Event Information: Webex Event Test - April 1

Registration is required to join this event. If you have not registered, please do so now.

Event status: Not started ([Register](#))
Date and time: Wednesday, April 1, 2020 5:00 pm
Eastern Daylight Time (New York, GMT-04:00)
[Change time zone](#)
Program: EVENT TEST
Duration: 1 hour
Description: Testing the capabilities of Events. Thank you for your participation!

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

Join Event Now

You cannot join the event now because it has not started.

First name:
Last name:
Email address:
Event password:

Join Now

 Join by browser **NEW!**

Joining as a Attendee

Here is an example of a registration page. Fill out the required fields, click **Submit**.

Register for Webex Event Test - April 1



[English](#) : [New York Time](#)

Please complete this form to register for the event. An asterisk (*) indicates required information.

Please answer the following questions.

* First name:	<input type="text"/>	* Last name:	<input type="text"/>
* Email address:	<input type="text"/>		
* Confirm email address:	<input type="text"/>		
* Address 1:	<input type="text"/>		
* City:	<input type="text"/>	* State/province:	<input type="text"/>
* ZIP/postal code:	<input type="text"/>		
* Country/region:	<input type="text" value="United States of America"/>		

Are you a parent/guardian or student?:

Parent/Guardian
 Student

Registration Completed, press **Done**.

Joining as a Attendee

You will receive an email that your registration was approved. Before the start time of the meeting, press **Join Event**.

Your registration was approved for the following Webex event.

Host: Rachel DuBois (rdubois@syr.edu)

Event number (access code): 472 567 937

Registration ID: This event does not require a registration ID

Event password: Hello

Wednesday, April 1, 2020 5:00 pm, Eastern Daylight Time (New York, GMT-04:00)

[Join event](#)

Join the audio conference only

To receive a call back, provide your phone number when you join the event, or call the number below and enter the access code.

+1-415-655-0001 US Toll

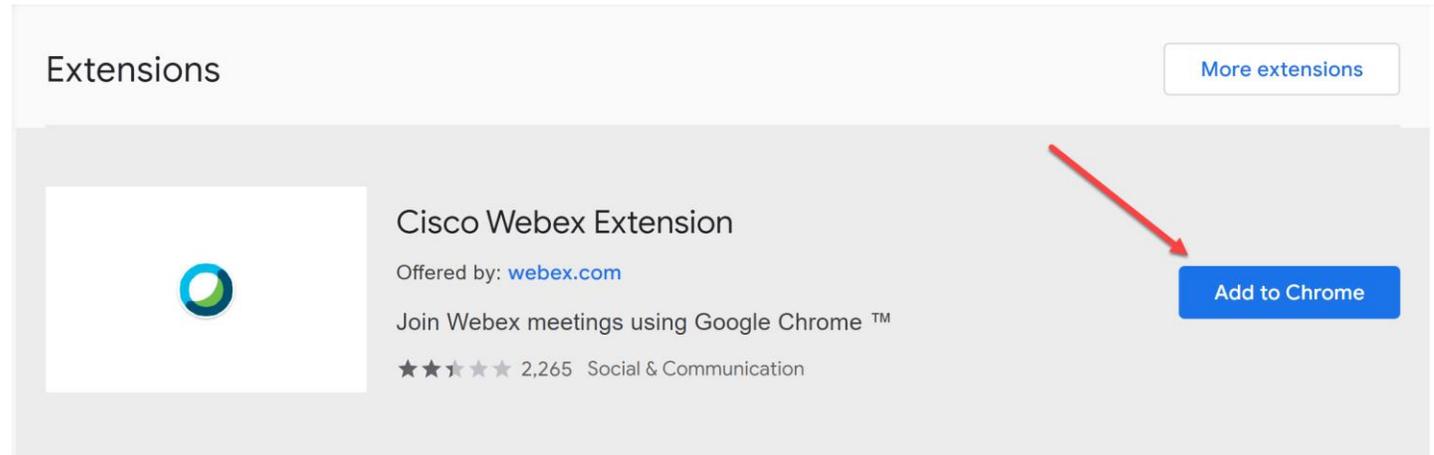
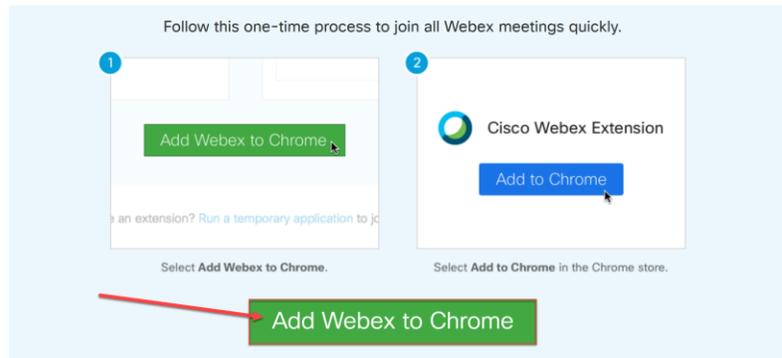
[Global call-in numbers](#)

Joining as a Attendee

Add WebEx Extension to your Internet Browser (we prefer Google Chrome)

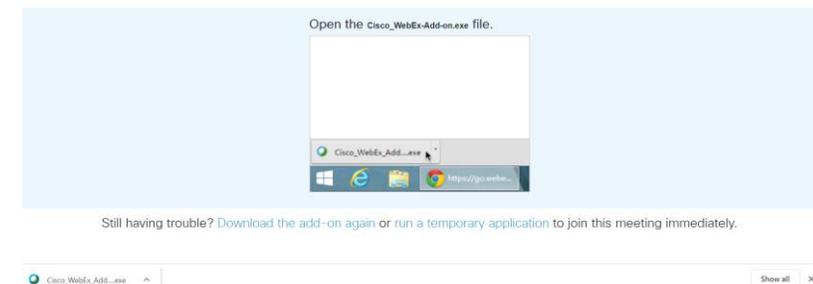
Press Add WebEx to Chrome - The Cisco Webex Extension will download to your computer. When the download is complete, double click the application in the lower lefthand corner.

Step 1 of 2: Add Webex to Chrome



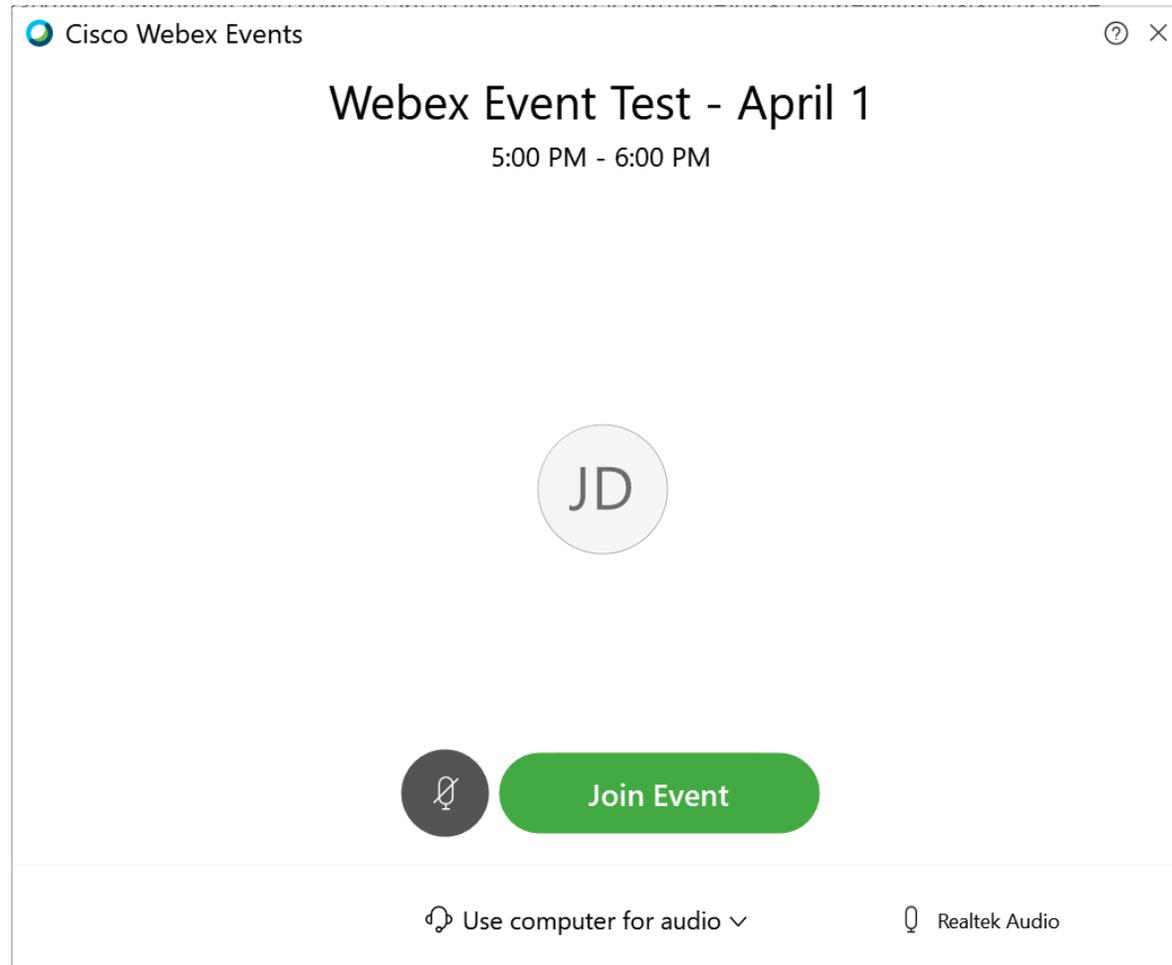
If you are having issues downloading the application, click **run a temporary application** to join the meeting.

Step 2 of 2: Install the Cisco Webex add-on



Joining as a Attendee

The Desktop App will open to this screen. **Use computer for audio** — Use your computer with a headset or speakers. Press **Join Event**.



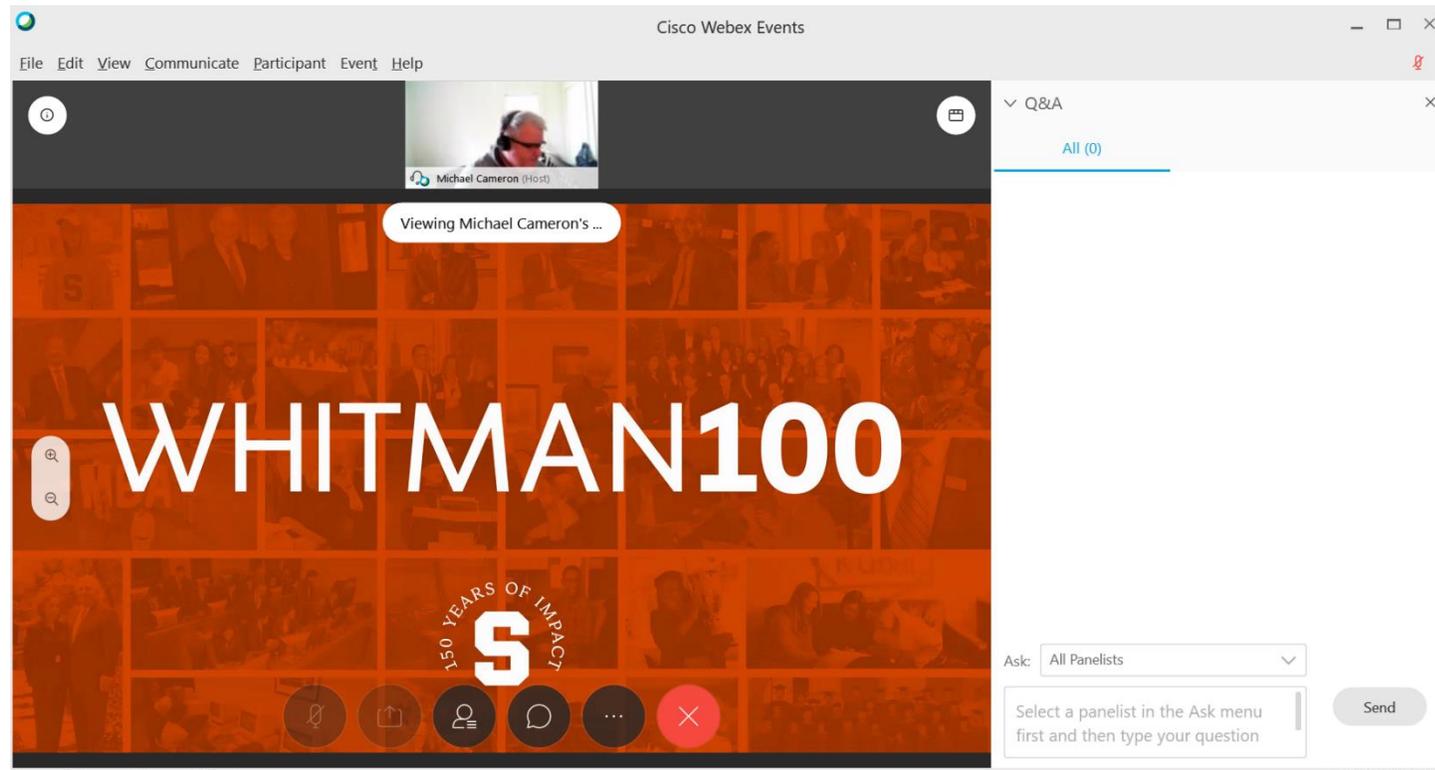
Joining as a Attendee

This is an example of what the screen will look like.

As an attendee, you will have the ability to communicate through a Q&A function by pressing this icon



Direct any questions, comments, through the Q&A.



If you logged out and want to rejoin the event, try again - click the link provided in the invitation email.



THANK YOU!

MINISTRY OF FOREIGN AFFAIRS VIETNAM