

Online Training Session

Introduction to WebEx and Audio Set-up



Your Trainer:



Bjorn Olofsson
Customer trainer

+46-70-615 76 00 (Sweden)
bjorn.olofsson@proquest.com

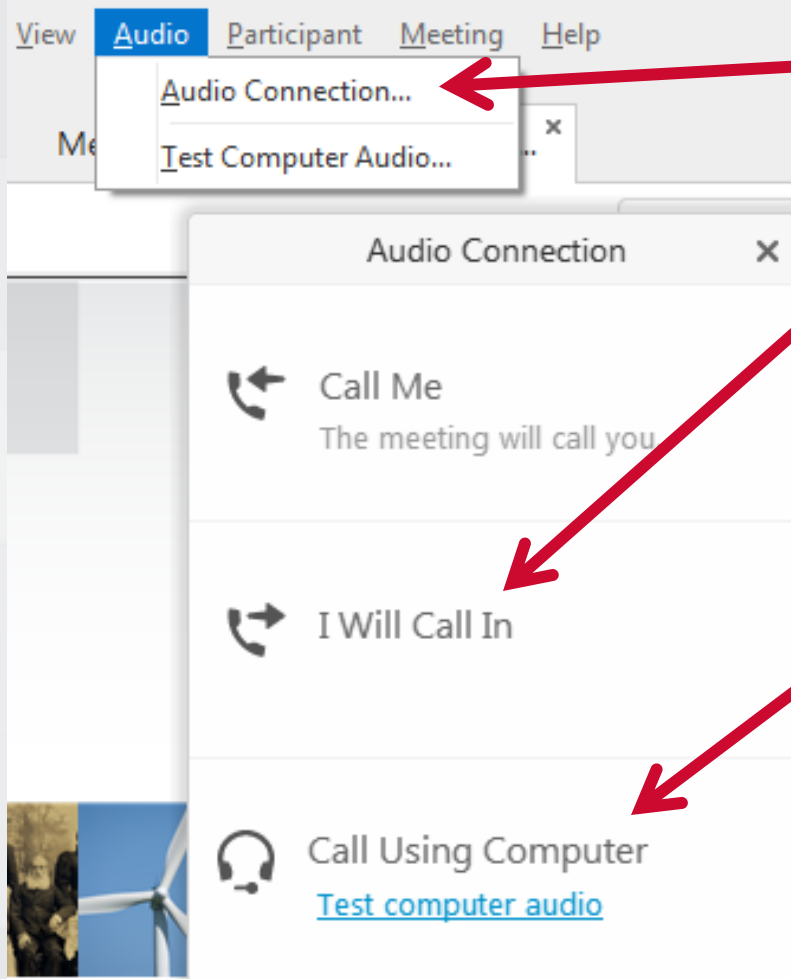
Welcome to the training session!

If you have questions, please use the chat message box to notify the trainer.

A screenshot of a chat window titled "Chat" with a close button (X) in the top right corner. The message content reads "from Bjorn Olofsson to Everyone: I have a question!". Below the message is a "Send to:" dropdown menu currently set to "Everyone". A red arrow points to the "Everyone" option in the dropdown. Below the dropdown is a text input field with a vertical cursor and a "Send" button to its right.

Select "Everyone" in the drop down menu to send your chat message to the trainer and all attendees.

Audio options



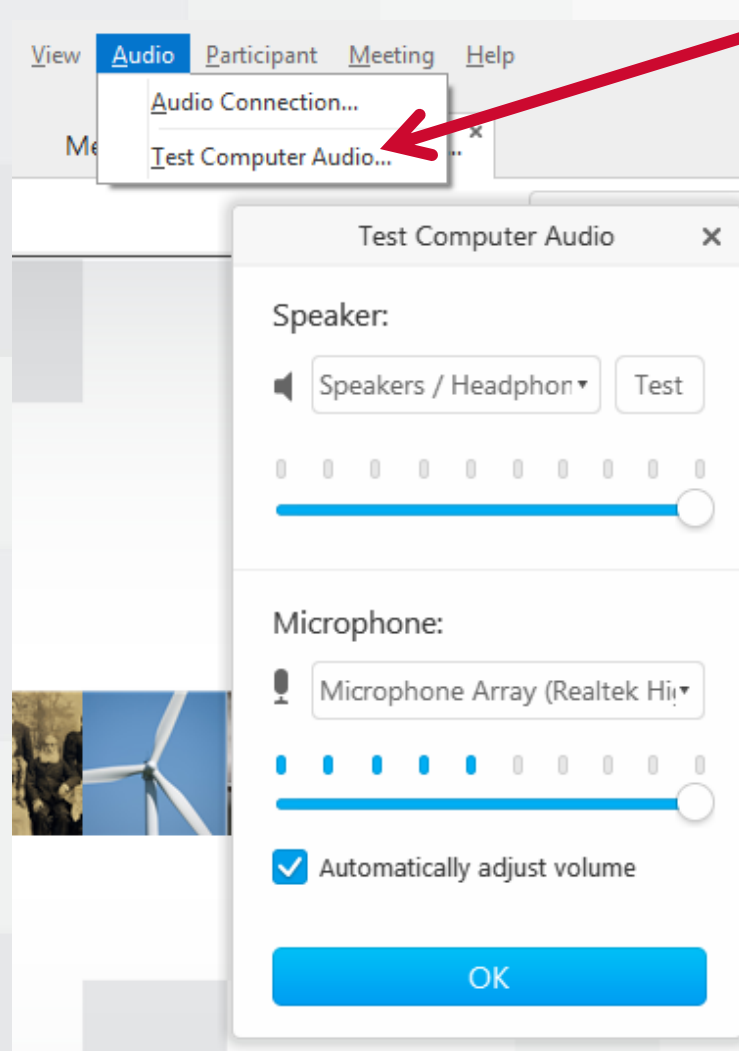
1) Select Audio Connection

2) Call in using phone (you will see a list of local toll-free phone numbers and the access code and attendee ID you need to state when calling).

Or call in using computer (please see Test Computer Audio for checking computer speakers and microphone).



Test computer audio



Select the Test Computer Audio option, to check that correct speakers, headphones and microphones are connected and to adjust volume.

