

Choose Your Session:

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[Live Session](#)

[Remote Sessions](#)

Technology Training Week
Job Aids and How-To Guides

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- c. [Polling](#)
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A. WebEx Backdoor Access

1

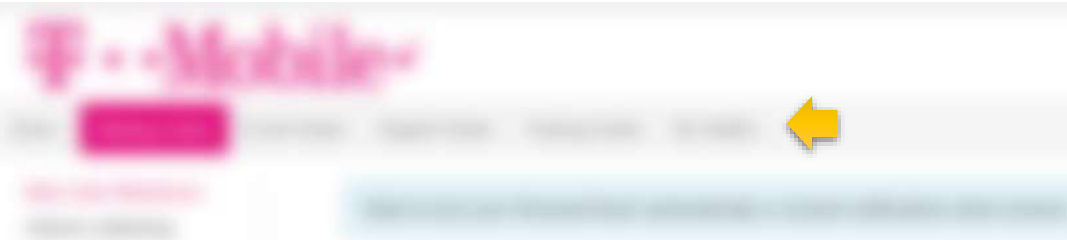
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IMPORTANT DISCLAIMER

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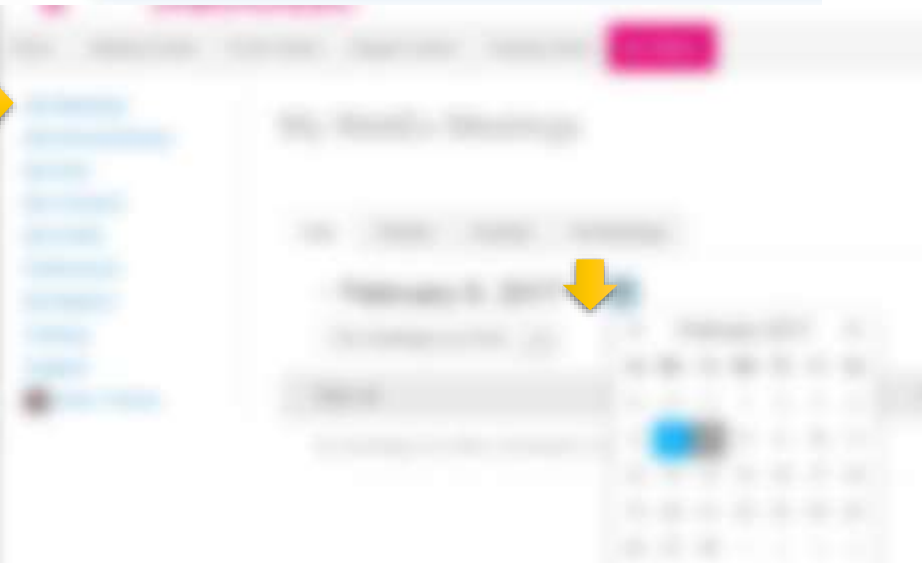
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Click Start



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B. Sessions Settings: Entry Tone

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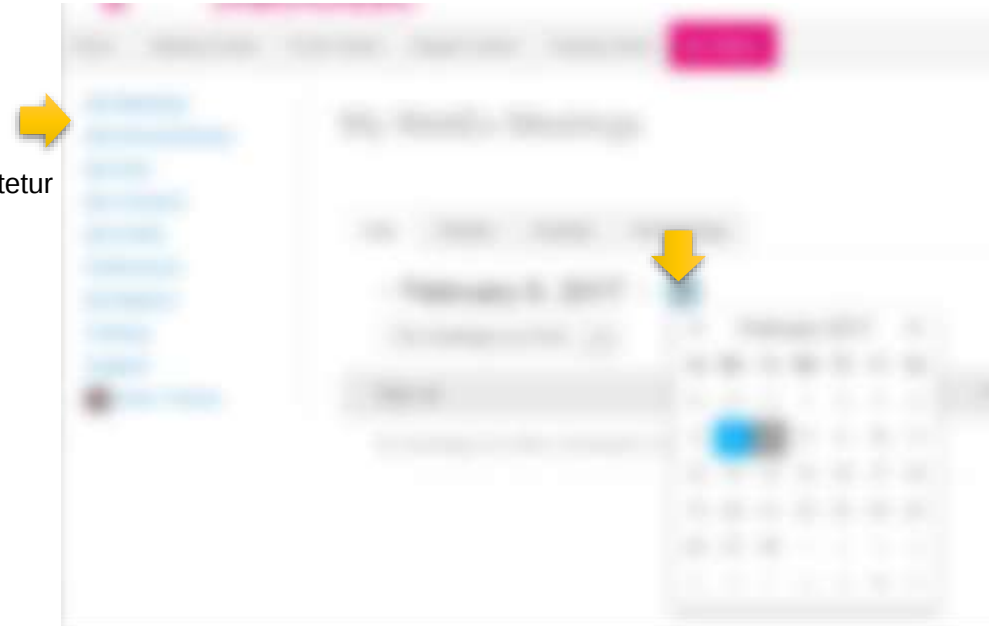
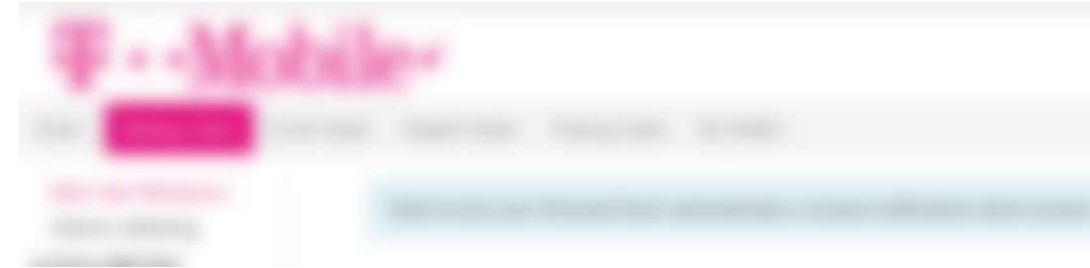
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[Continue to Part 2](#)

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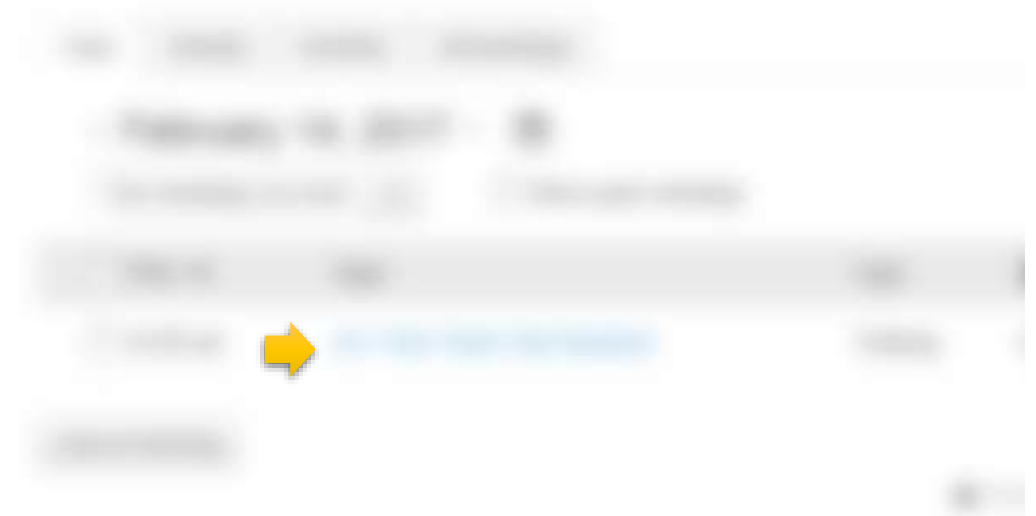
Remote Sessions

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B. Sessions Settings: Entry Tone

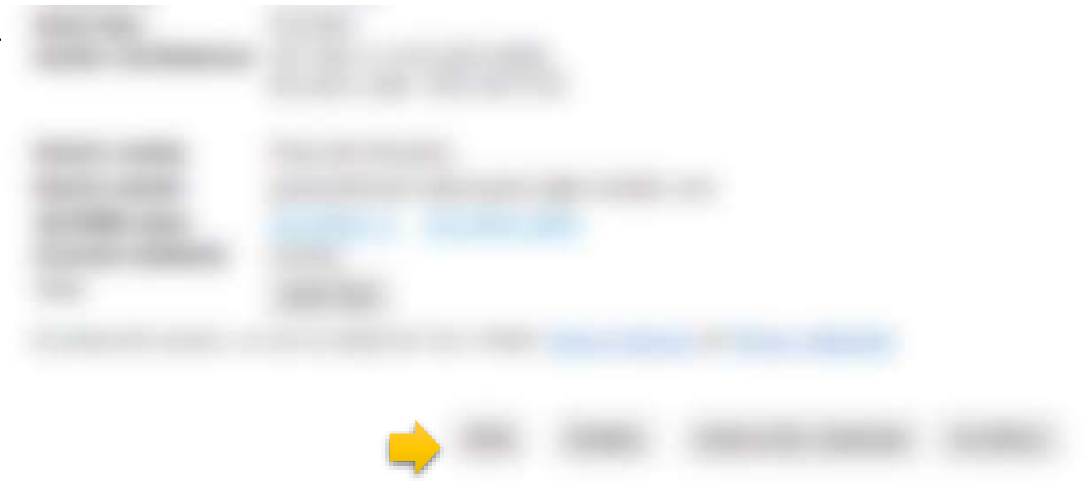
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B. Sessions Settings: Entry Tone

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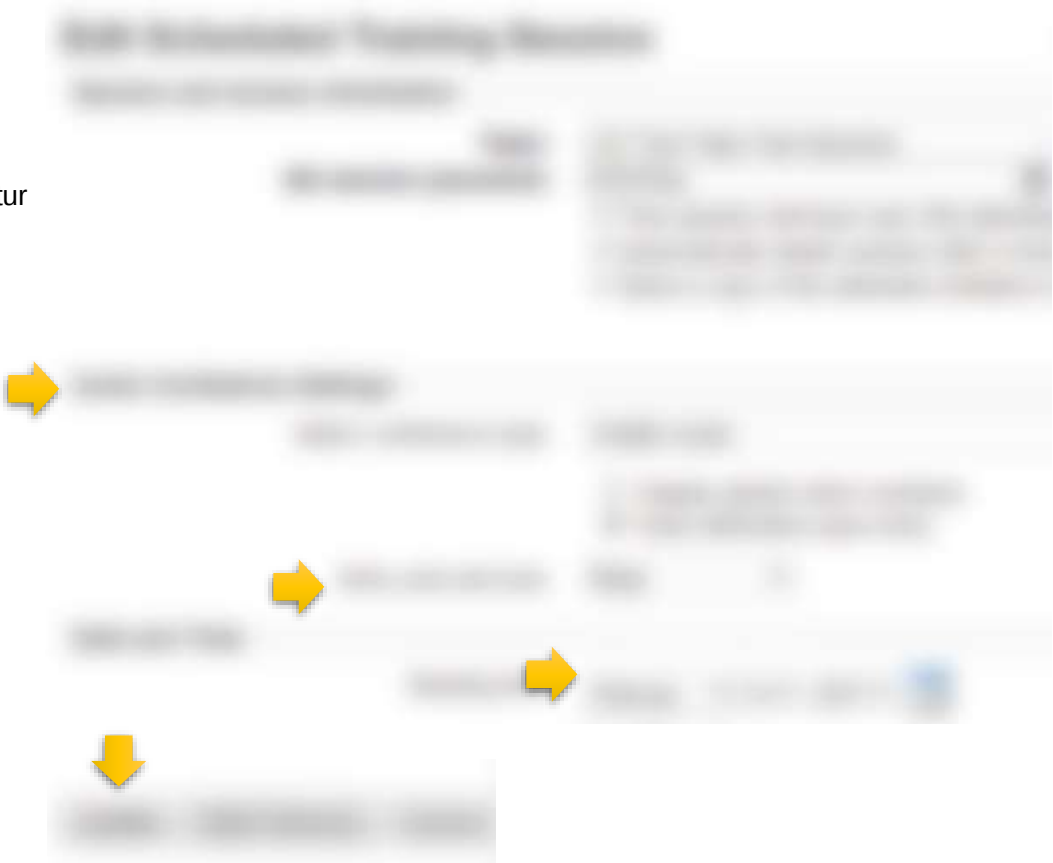
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C. Polling

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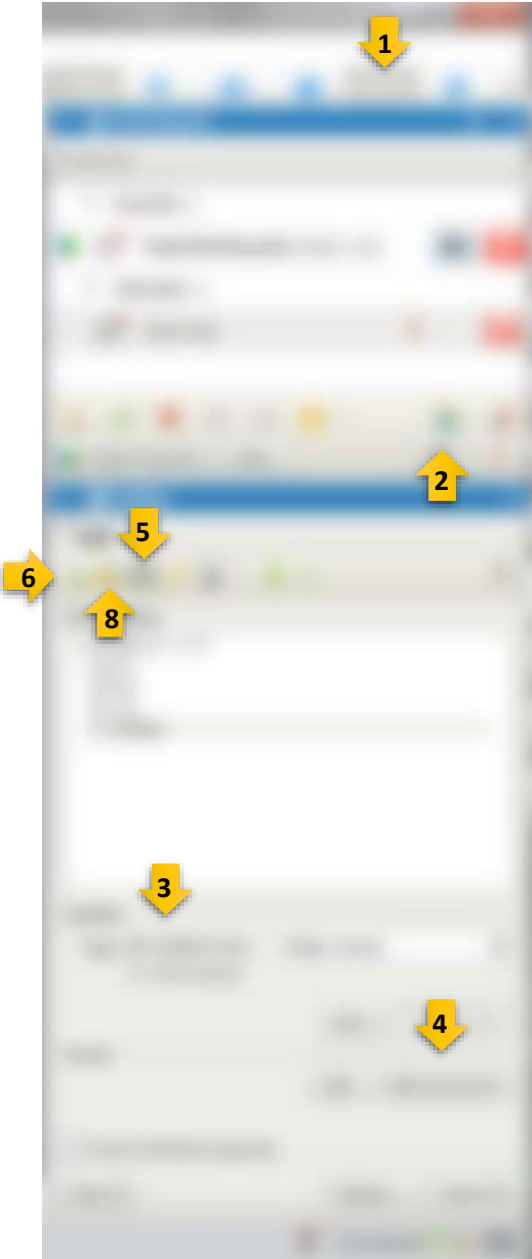
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D. Using the Host Script

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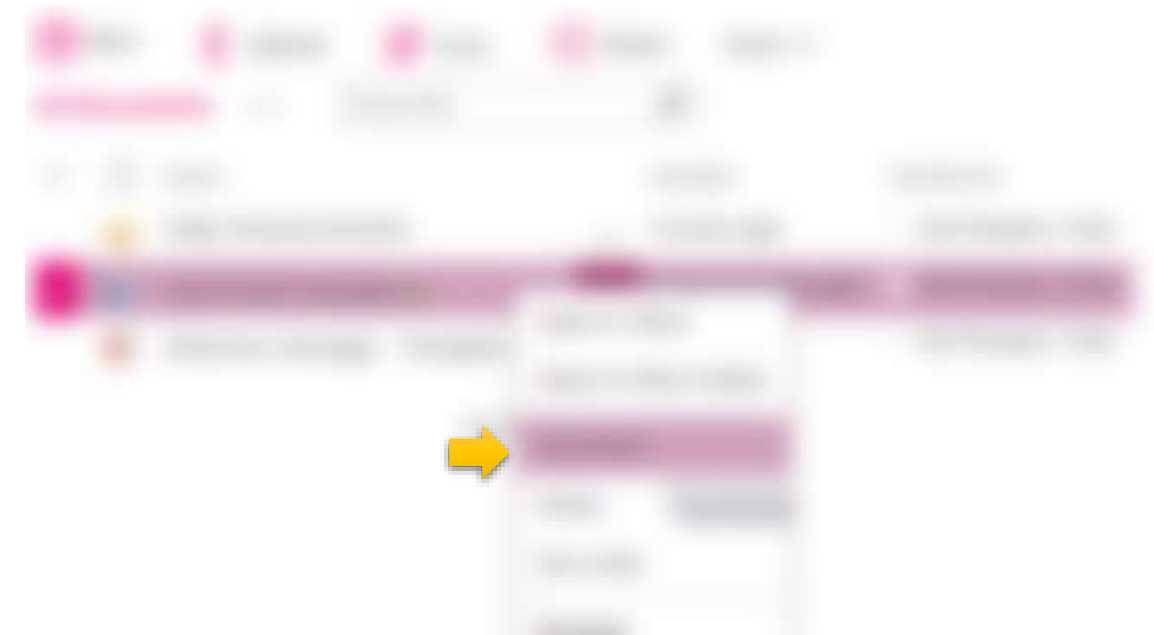
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1. Signing In and Launching the Session

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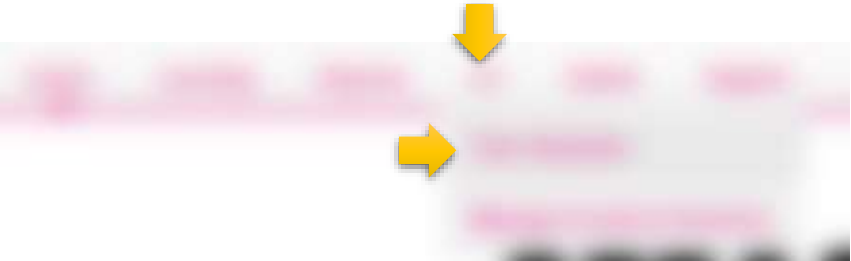
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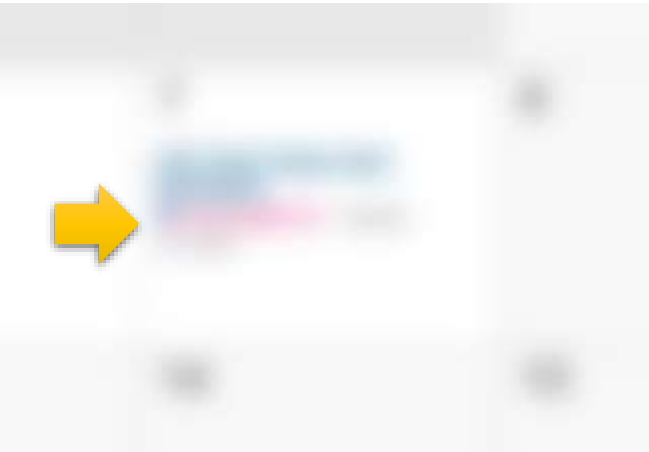
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2. Promoting Participants

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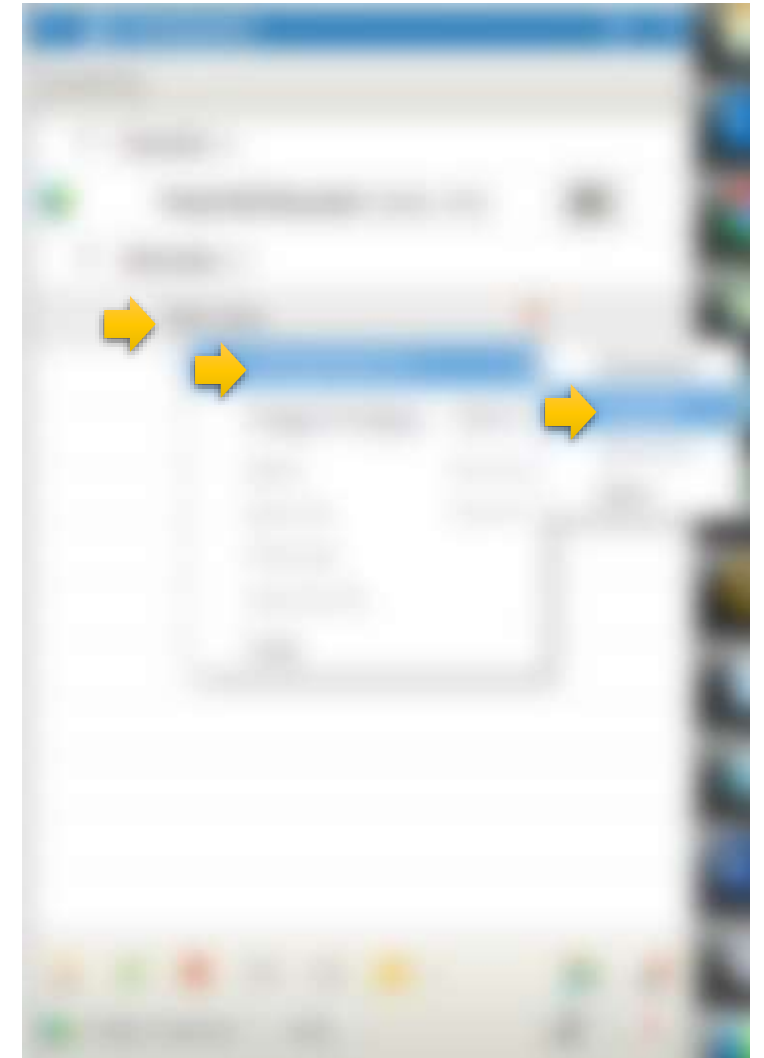
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3. Set up Welcome note: Option 1

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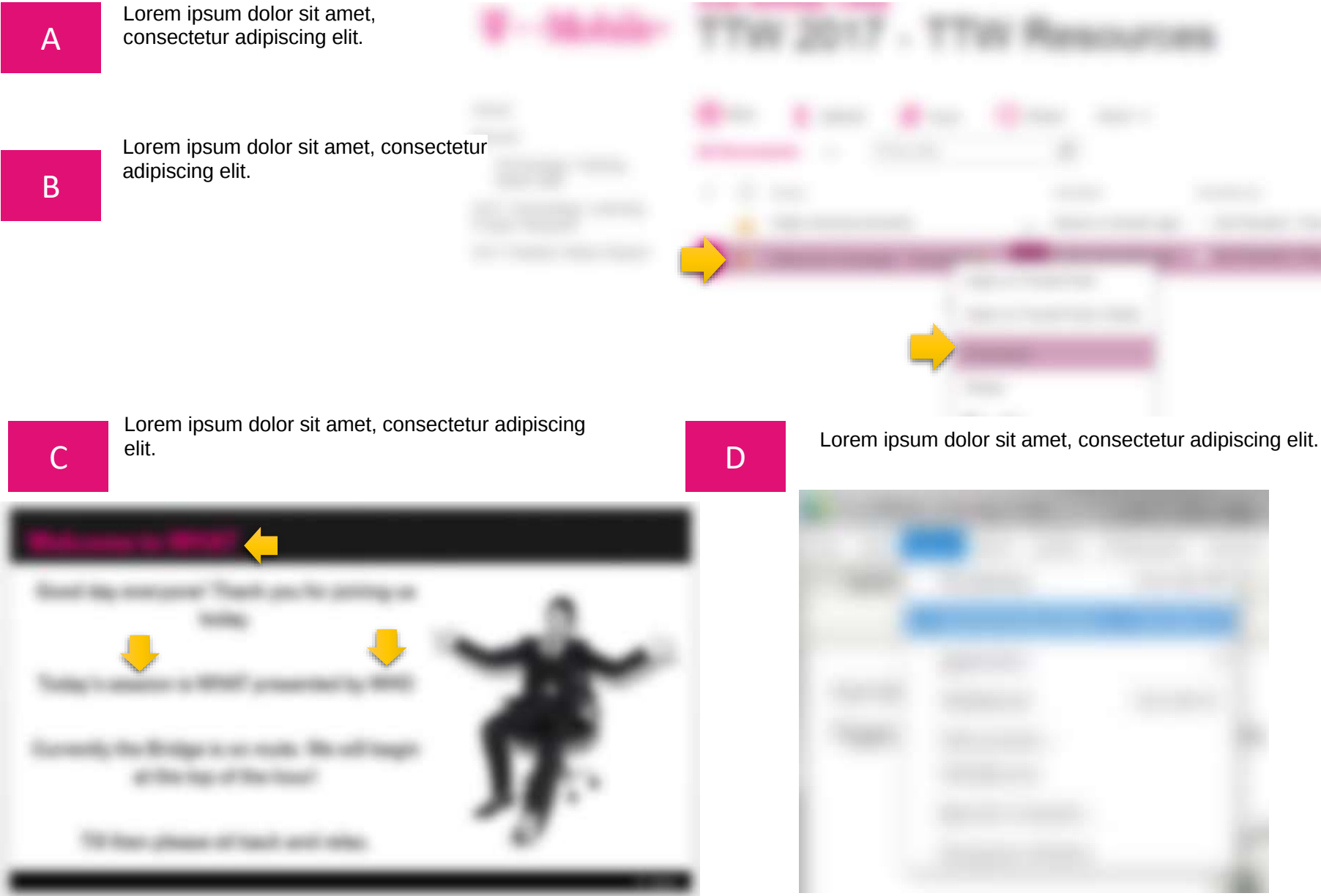
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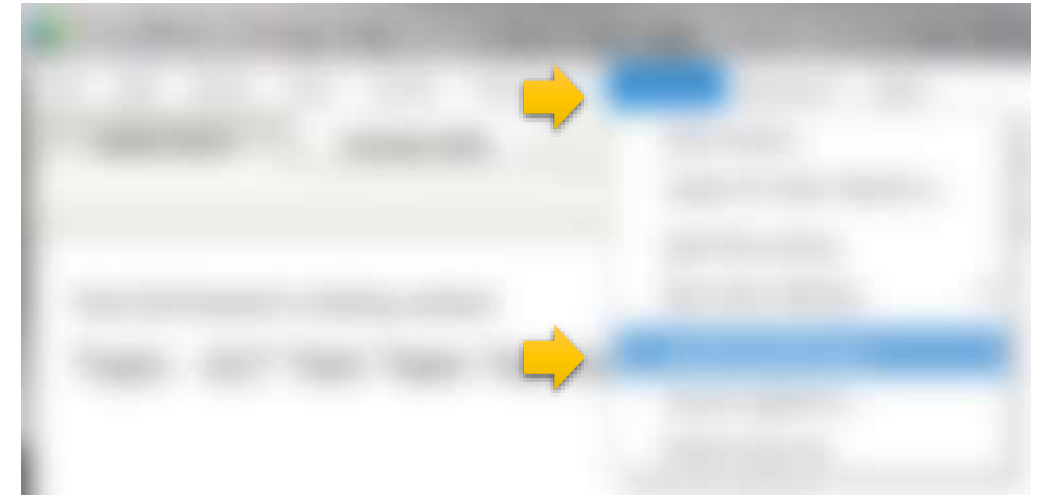
Remote Sessions

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3. Set up Welcome note: Option 2

A

Select Session > Greeting Message



B

Remember to select **Display this message**
Before hitting ok



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4. Set up Participant Privileges

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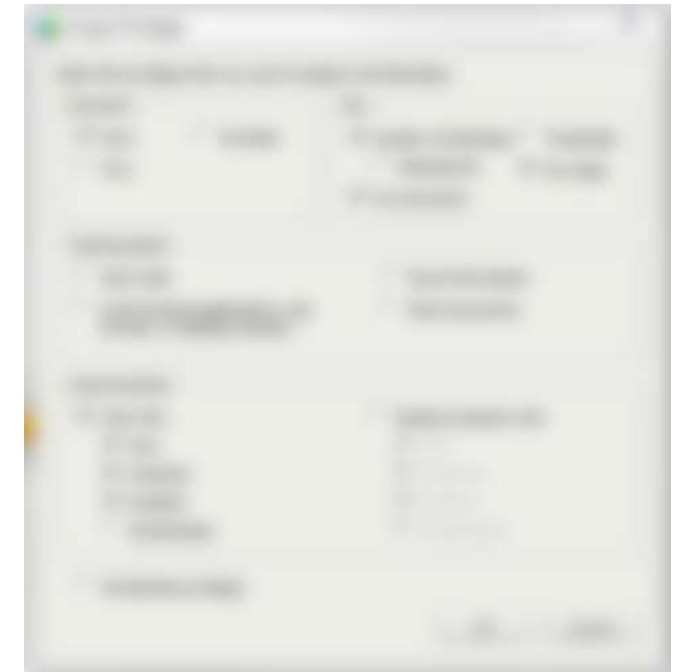
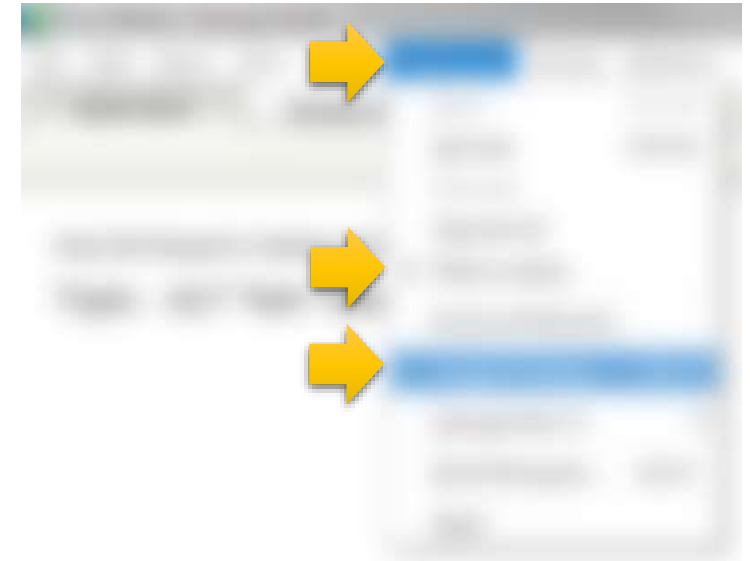
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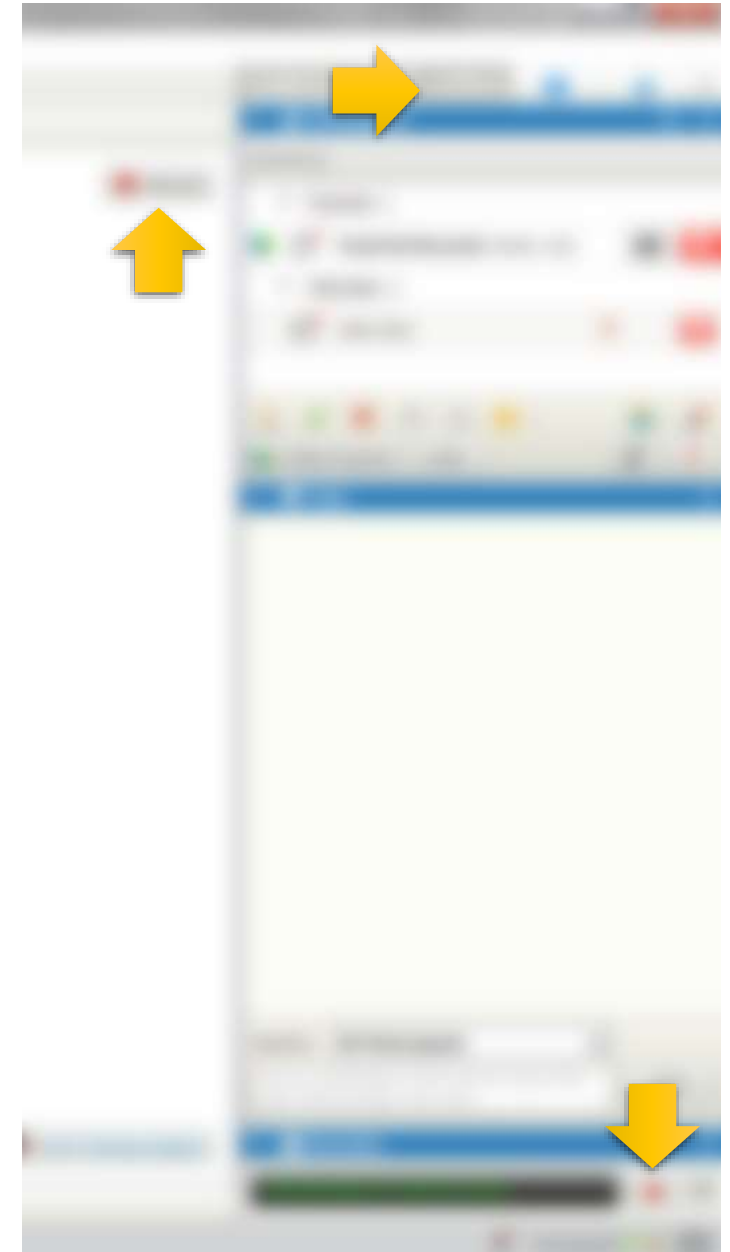
5. Recording Sessions

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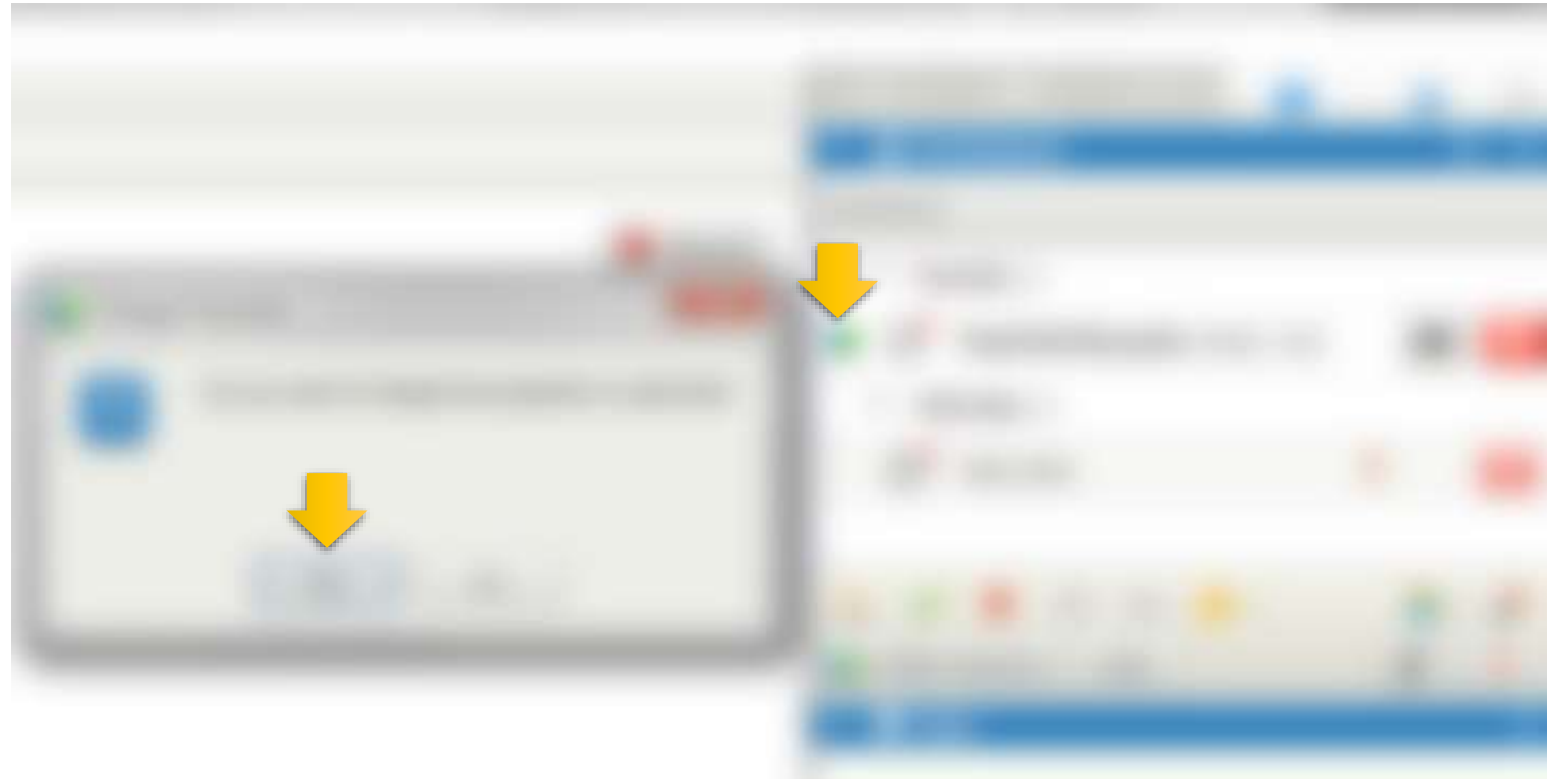
6. Give Your SME Presenter Rights

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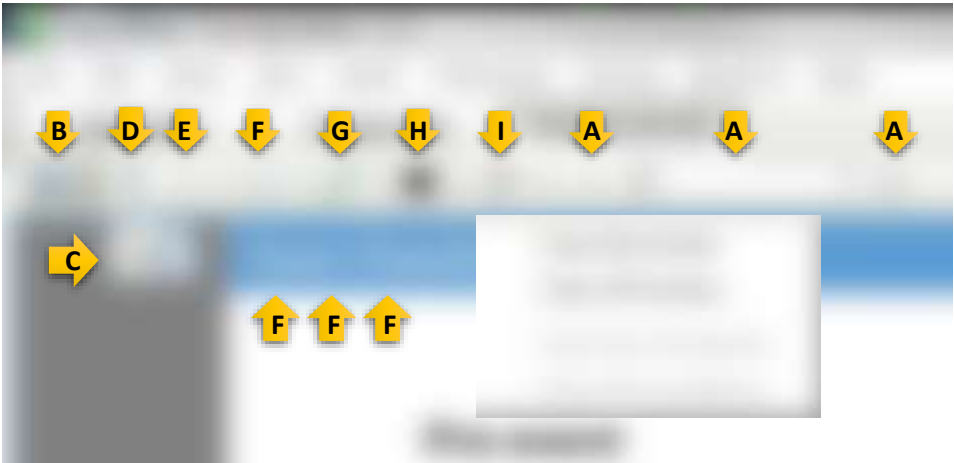
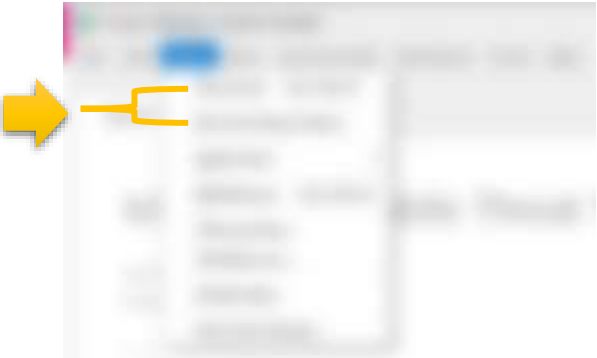
7. Start Presenting: Sharing Screens and Files

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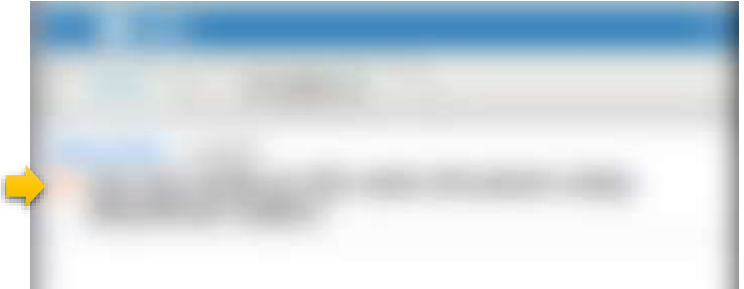
Remote Sessions

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8. Manage Q&A

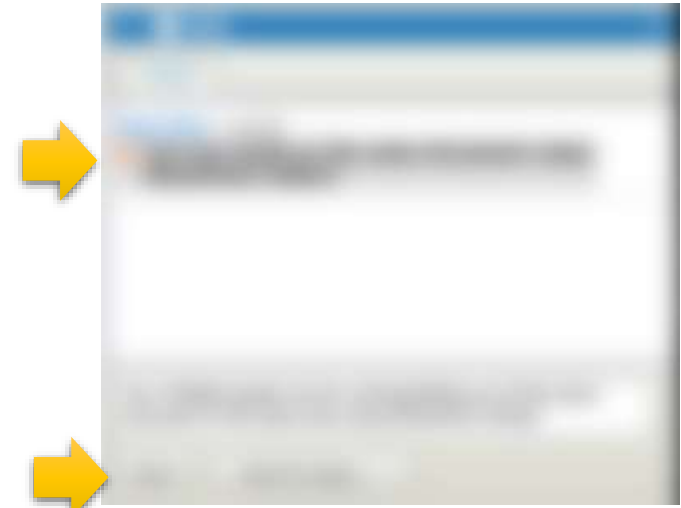
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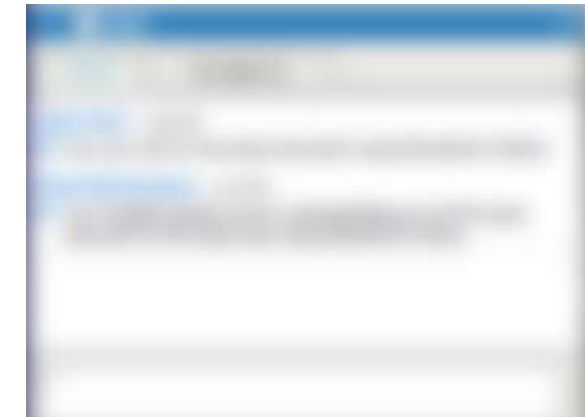
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Pre-Session Prep

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9. Polling

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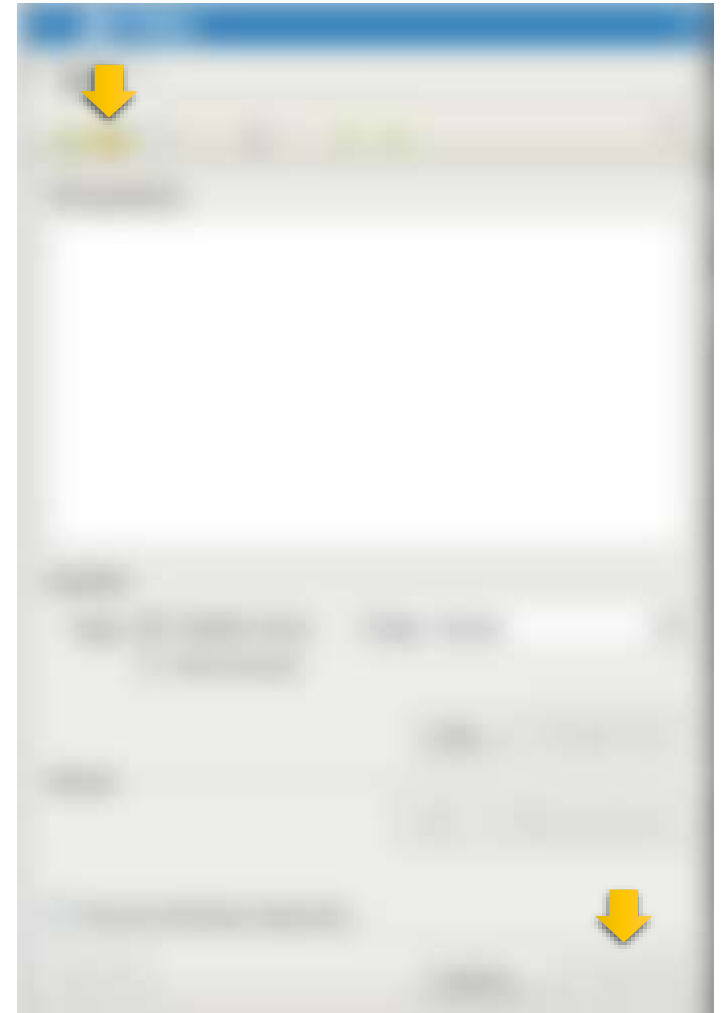
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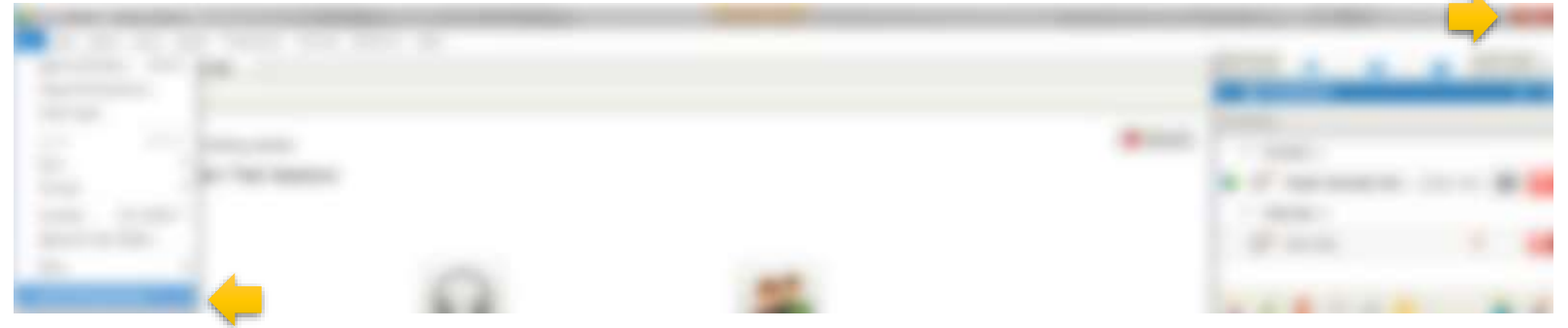
Remote Sessions

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10. Save Event Files and Ending the Session

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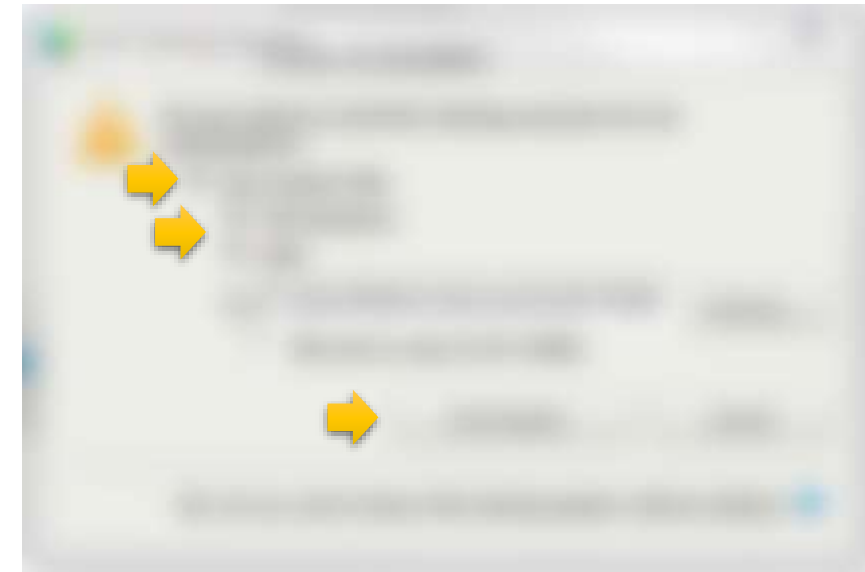


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11. Daily Announcements on the Host Script

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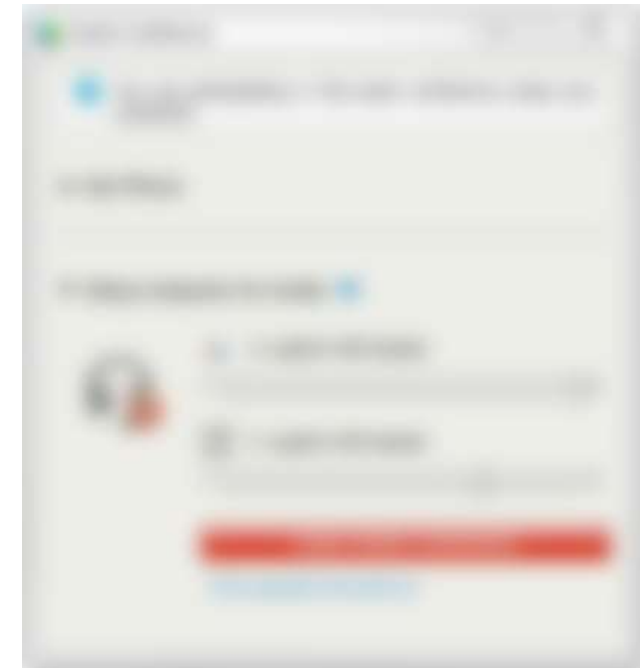
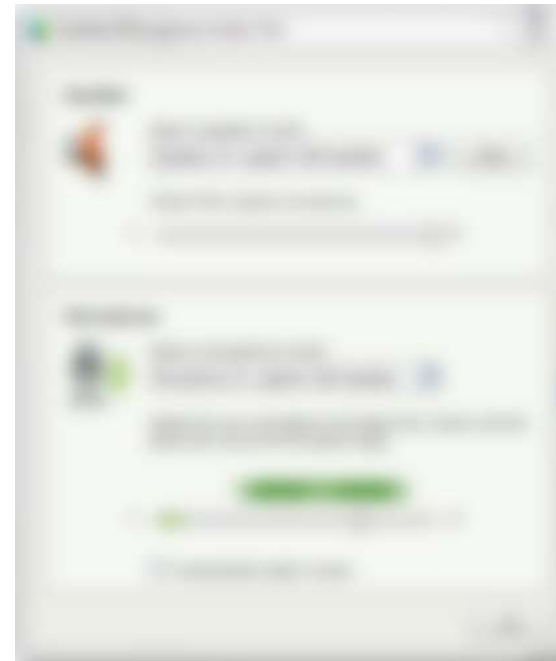
Remote Sessions

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[Continue to Part 2](#)

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12. Common Issues

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1. Sign In Sheets

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2. Preparing the Host Script

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3. Setting up WebEx

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4. Hosting with A/V Support

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5. Hosting without A/V Support

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6. Ending the Session

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How to Conduct a Remote Session

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