

## **Instructions | How to join a GGHH webinar via WebEx**

Thank you for your interest in participating in our Global Green and Healthy Hospitals webinar series!

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### **Essentials**

- A netbook, notebook, PC or smartphone<sup>1</sup>.
- Headphones or speakers.
- You do not need a microphone.

### **How to Join the Webinar?**

After registering for the webinar, you should have received a confirmation email message from the user Messenger, [messenger@webex.com](mailto:messenger@webex.com)

If you have not received the confirmation email, please check your spam folder or contact us at [globalnetwork@hcwh.org](mailto:globalnetwork@hcwh.org) for help.

### **Adding a Scheduled Training Session to Your Calendar Program**

When you receive a training session invitation via email, there may be an option for you to add the training session to a calendar program, such as Microsoft Outlook.

To add a scheduled training session to your calendar from an email:

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<sup>1</sup> To participate through your smartphone you need to install an App that is only available for Android, iPhone and iPad. For instructions contact us [globalnetwork@hcwh.org](mailto:globalnetwork@hcwh.org)

1. In the email invitation that you receive, click the link to add the training session to your calendar.
2. If necessary, add the appropriate session and click OK.
3. In the File Download dialog box, click Open.
4. Select the option to accept the training session request. For example, in Outlook, click Accept to add the training session to your calendar.

You can see an example of the email message below that includes information about the training session, instructions for joining the teleconference, a link to add you your calendar and a link that you can click to join the training session.

You are registered for the training session: Webinar.

**messenger@webex.com**

Hello Ale Livs,  
Thank you for your interest!  
Your registration to the Webinar: water has been confirmed.

**General Information:**  
Date: Wednesday, January 28, 2015  
Time: 1:00 pm, S. America Eastern Time (Buenos Aires, GMT-03:00)  
Registration ID: 677004  
Session number: 646 060 458  
Session password: Water123

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**Instructions on how to participate in the webinar:**  
1. Go to <https://hcvh.webex.com/hcvh/k2/j.php?MTID=t02d1058d32e9dfe58f92e1d69c7dab00>. We suggest that you join the webinar 10 minutes before the scheduled time to ensure connection before the webinar starts.  
2. When the welcome screen appears, enter your first name, last name, email address and the event's password: Water123. Then click on "Join now".  
3. Follow the instructions that appear on your screen. If you want to download a file with the instructions to connect, click here.

The webinar will be recorded. The link to the recording will be sent by email. Participants who have attended the entire webinar will also receive a Certificate of Participation by email.

**Useful Information:**  
To consult your local time for the scheduled webinar, click here: <http://www.timezoneconverter.com/cqj-bin/tz>  
To set your time zone and language prior to the webinar, click here: <http://bit.ly/1xC2igD>  
To add this session to your calendar program (for example Microsoft Outlook), click this link: <https://hcvh.webex.com/hcvh/k2/j.php?MTID=t90f7f7b73fed26cb5828c568d9a65e5>  
To cancel registration, click <https://hcvh.webex.com/hcvh/k2/e.php?MTID=t02d1058d32e9dfe58f92e1d69c7dab00>. The cancellation due date is Wednesday, January 28, 2015 1:00 pm.  
In order to participate, you will need a computer (netbook, notebook or PC) with Internet access. In addition, we recommend that you use headphones to listen to the presentation.  
The webinar will be held on the WebEx platform. To check if your computer has the necessary requirements to enable you to watch and listen to the webinar, click here: <https://support.webex.com/MyAccountWeb/knowledgeBase.do?articleId=WBX4830>

## Joining the Session

Click on the link to the webinar (highlighted in red) from the confirmation email you've received or copy and paste the link in your browser. The Session Information page appears.

The following screen will open:

Home Meeting Center Event Center **Training Center** My WebEx Log In

- ▼ Attend a Session
  - Live Sessions
  - Recorded Sessions
  - Unlisted Sessions
- ▶ Host a Session
- ▼ Set Up
  - Training Manager
  - Preferences
- ▶ Support

**Session Information: Webinar** English : New York Time

<b>Session status:</b>	Started
<b>Session date:</b>	Monday, December 15, 2014
<b>Starting time:</b>	10:00 am, Eastern Standard Time (New York, GMT-05:00)
<b>Duration:</b>	1 hour
<b>Presenters:</b>	Carolina Gil Posse
<b>Description:</b>	
<b>Agenda:</b>	(password protected)
<b>Session number:</b>	(password protected)
<b>Password:</b>	(password protected)
<b>Audio conference:</b>	(password protected)

<b>Host's name:</b>	Carolina Gil Posse
<b>Host's email:</b>	carolinagilposse@saludsindano.org
<b>Course material:</b>	(password protected)
<b>Tests:</b>	(password protected)

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

**Join Session Now**

To join this training session, provide the following information.

**Your name:**

**Email address:**

**Session password:**

On the Session Information page, enter any required information and click Join Now. Please, complete the “Your name” box with your full name, the “Email address” box with your email address and the “Session password” box with the password sent in the confirmation email.

The Session window will start loading. WebEx sessions are opened using Java, which must be installed and enabled for your browser. If enabled, it will automatically install and launch the WebEx application. However, this automatic process may take a few minutes.

## Java Not Enabled

A) If you receive the message “Java is not working” (see image below), follow these instructions. If you do not get this message, skip this step and go to B).

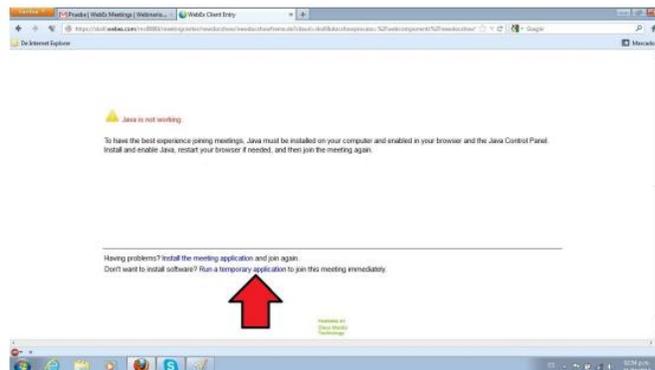


Starting WebEx...

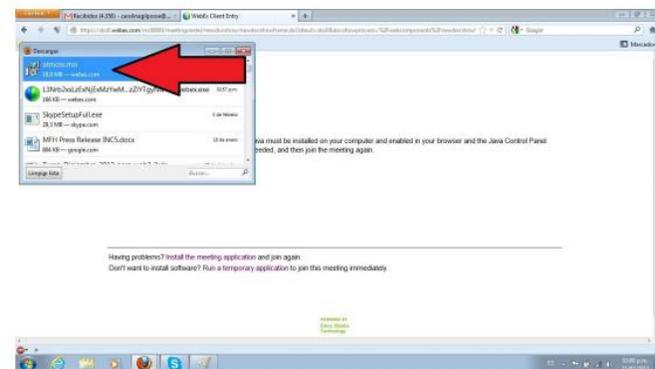


Still having trouble? Run a temporary application to join this meeting immediately.

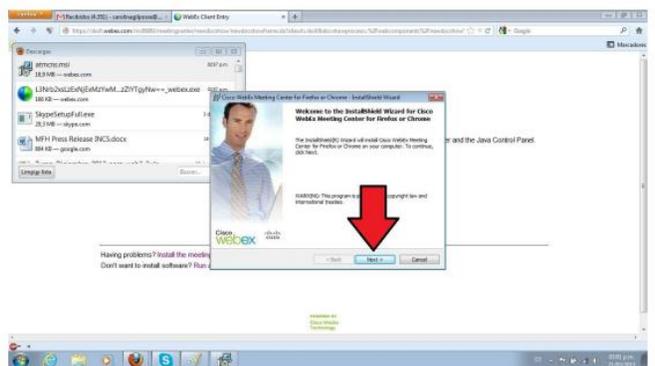
1. Click on “Run a temporary application”



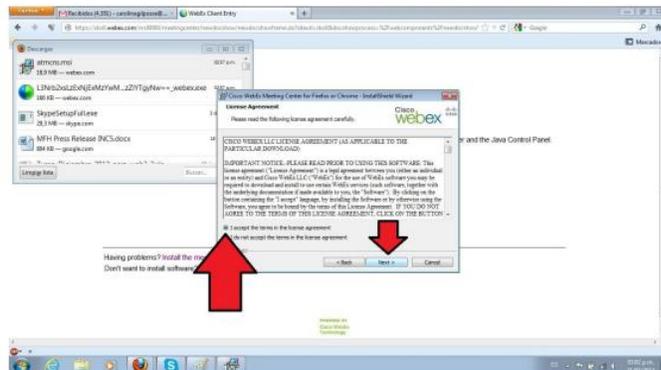
2. When the dialog box opens, click on “Save File”
3. The application will download to your computer. When the download is completed, double click on the application



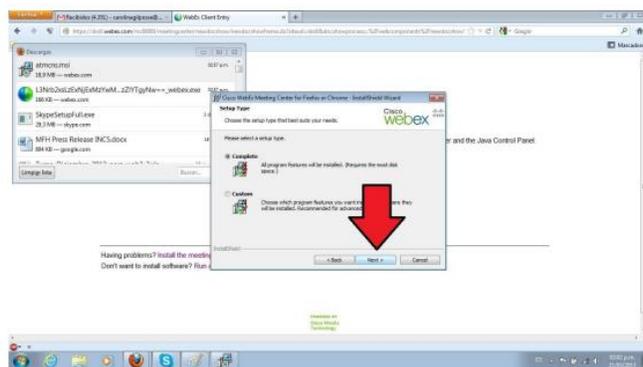
4. Click on “Execute” and then on “Next”



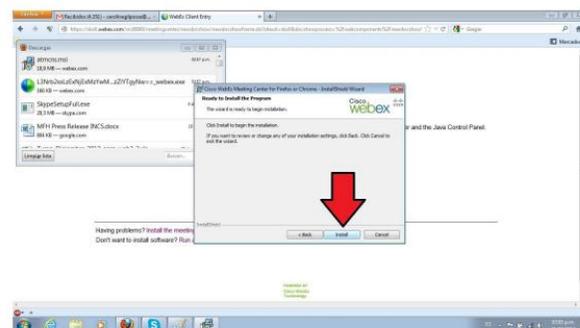
5. Click on “I accept the terms in the license agreement” and then on “Next”



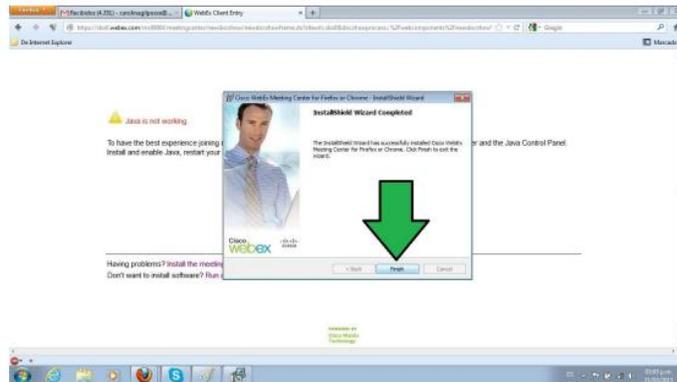
6. Click on “Next” to install the recommended version



7. Click on “Install”



8. When the installation is over, click on “Finish”



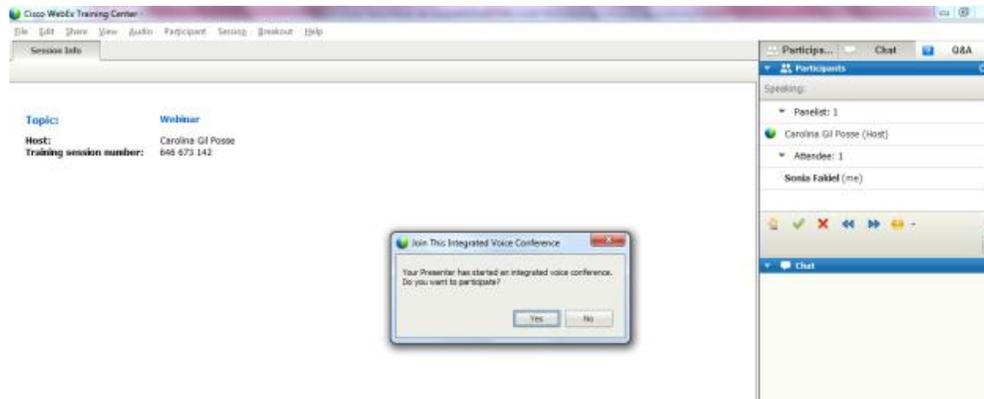
9. Now wait a few second while the application redirects you to the platform



## Java Enabled

B) If Java is enabled, after successfully loading, a new screen will open which is where the webinar will develop. You can now close the window that says "Thank you for using Webex".

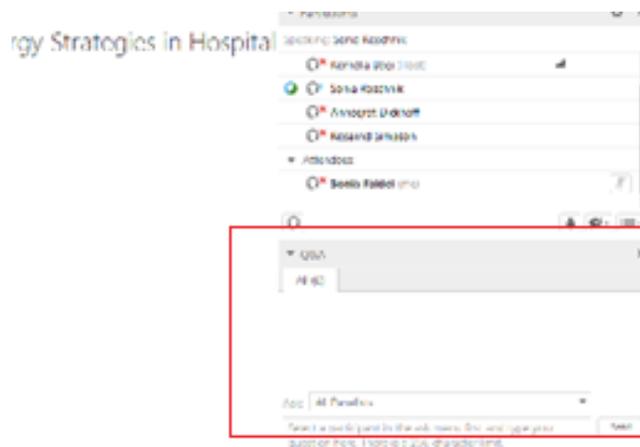
Once the session has loaded, the system will ask you if you want to participate in the conference using "integrated voice conference". Please click on "Yes" to enable your headphones or speakers:



After clicking on yes, you should successfully be able to listen the session.

## Asking Questions During the Session

Chat is available during the Webinar session. Using the panels on the lower-right side of the Session window, you can chat with moderators, and start a question-and-answer dynamic. See image:



Moderators will save all questions. Presenters will do their best to answer most of the question during the Session. Note this might not be possible due to time-limitations.

If you have any doubts or need further help, please don't hesitate to contact the Global Green and Healthy Hospitals team at: [globalnetwork@hcwh.org](mailto:globalnetwork@hcwh.org)

Thank you!  
The GGHH Team