

Accessing WebEx

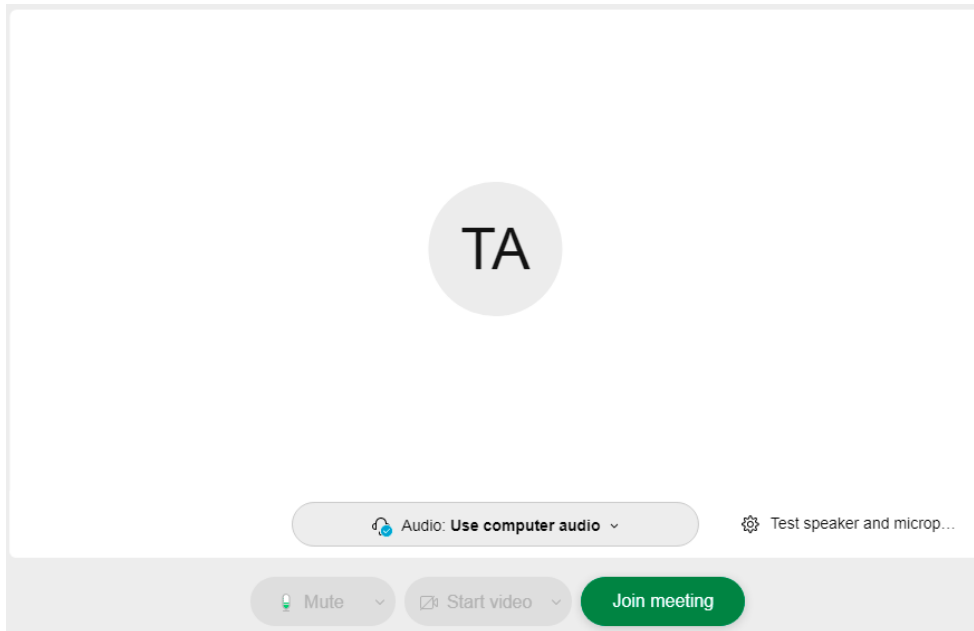
When you click the link for the WebEx meeting, you will be prompted to either download the WebEx application. However, you can click “Join from your browser” on the same page, if you do not want to download the app.

The screenshot shows the top of a WebEx meeting page. In the top left is the Cisco Webex logo. In the top right, it says 'For' followed by the Montana State University Billings logo. The meeting title is 'testing' and the date/time is 'Thursday, Mar 18 2021 | 3:50 PM - 4:10 PM(UTC-06:00)'. The main instruction is 'Open the downloaded Webex Meetings app.' Below this, there are two links: 'Didn't work? [Download the app again.](#)' and 'Having trouble with the app? [Join from your browser.](#)'. A blue callout box with a white dot and arrow points to the main instruction, containing the text 'Open the Webex Meetings app below'. At the bottom of the screenshot, a taskbar shows 'webex.exe' and a 'Share' button.

On the next page, you’ll enter your name and email address in order to join the meeting.

The screenshot shows a form titled 'Enter your information'. It has two input fields: 'Your full name' and 'Email address'. Below the fields is a 'Next' button. At the bottom, there is a link that says 'Already have an account? [Sign in](#)'.

Your video and microphone should be disabled. Then, click “Join meeting,” which will enter you into the main meeting. You will not be able to interact with most of the program, but you will be able to view the video and presentations.



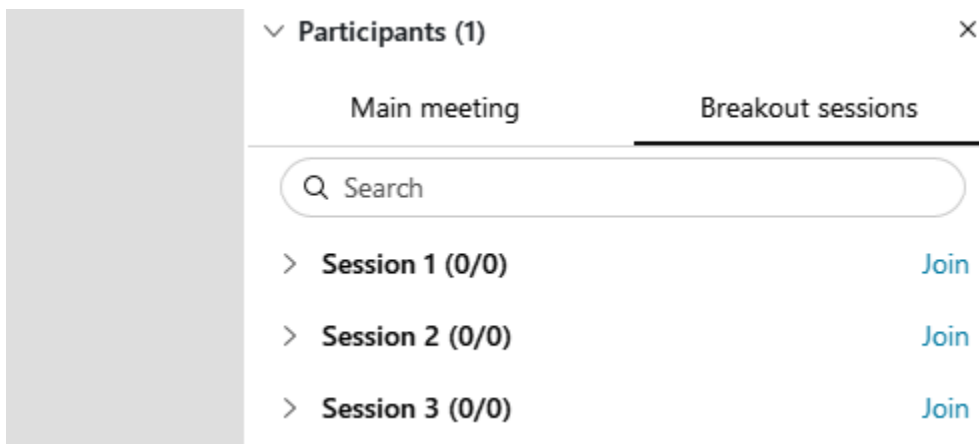
Once the Presentation Sessions start, there will be options to join a breakout session. Please check the schedule on our website to find the list of presentations listed by breakout room.

Breakout Rooms/Sessions

There will be three breakout rooms/Sessions running concurrently on the day of the symposium. These sessions will start at 1:00 PM or immediately following the keynote speaker (if she happens to go a little past 1:00 PM).

The program lists student presenters by session. Once you find the session you want to attend, you can simply click “Join” next to the session name, and you will be let in.

Once in the breakout room, you will still be muted, but able to ask questions via the chat function.



Questions

If you are having problems connecting, please access our [Troubleshooting Guide](#).

We recommend that you test your device's ability to connect to WebEx [on April 14 between the times of 9 AM and 9 PM](#). If you run into problems at this time, you have time to contact MSUB and get them fixed before the day of the conference.

If you are unable to troubleshoot your connection on your own, please send an email to research@msubillings.edu to set up a time to work with IT to fix the problem.