

## **Cancer Survivorship Virtual Class Tips and Tricks**

**In this document you will find instructions on how to:**

- A. Set up your device prior to your virtual program.
- B. Use your device to attend/join your virtual program.
- C. Use tools (microphone, video camera) during the program.

*Once you have decided which device you will use (Apple mobile, Android mobile, or Windows computer) please review the appropriate pages listed in the Table of Contents.*

**Follow these simple steps:**

1. Select which class(es) you would like to attend via the [Cancer Survivorship website](#) or emails.
2. Click the register button or link. You will be redirected to the registration site on Webex.
3. After you complete the registration information, you will receive an email confirmation with the link to attend with the meeting ID and password.
4. Set up the device you want to use before the class. You only need to do this the first time. Follow the set-up instructions below.
5. On the day and time of the class, click on the link in the confirmation/reminder email to join. See joining help below.

**What you will need (1 of the following):**

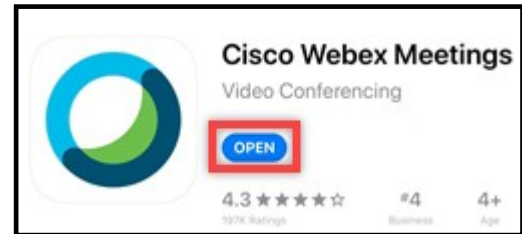
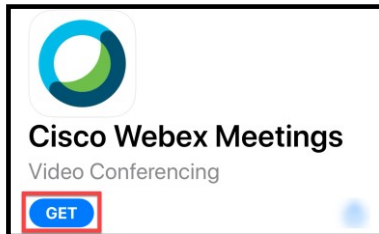
1. Desktop computer
2. Laptop
3. Tablet device (e.g., Kindle, iPad)
4. Smart phone (e.g., iPhone)
5. Regular phone (call-in only option)

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## Prior to Class – Using an iPhone/iPad (*only need to do first time*)

1. Search the App Store for the **Cisco Webex Meetings** application to download.
2. *Tap Get* and wait for download.
3. *Tap Open*.

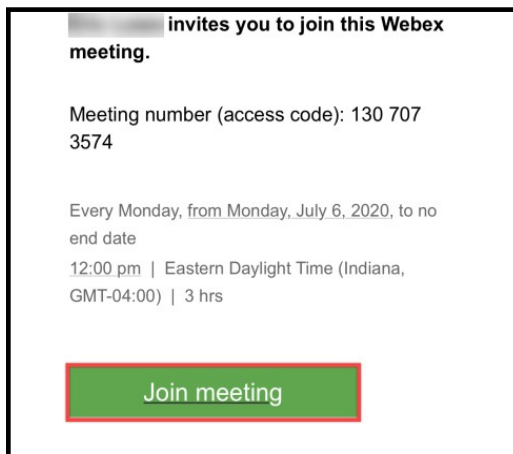


4. After you have read the **Terms of Service** and **Privacy Statement**, *tap I Accept*.
5. *Close the App*.
  - a. You do not need to log in or create an account. The application will open automatically when you click the link that will be emailed to you by the Survivorship team or Webex.

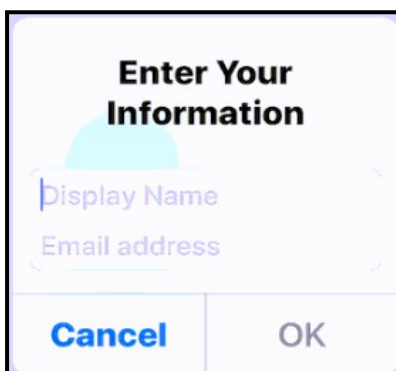
## Day of Class – Using an iPhone/iPad

**Make sure you have completed the “Prior to Class – Using an iPhone/iPad” steps.**

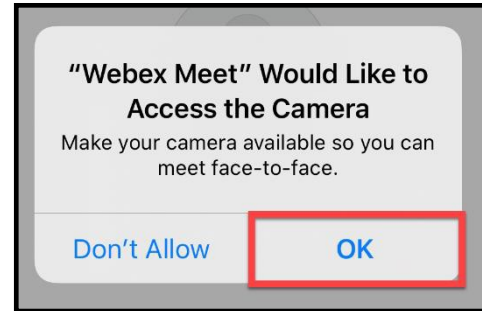
1. *Open* the **email** that was sent by the Survivorship team or Webex.
2. Within the email, *click* the **Join Meeting** green button to jump to the Webex Event. (You will be redirected to the Webex Meet app automatically.)



3. *Enter name* and *email address* and *click OK*.



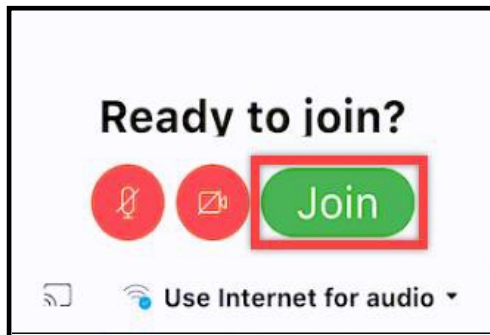
4. Click **OK** on the next two prompts to allow access for your microphone and camera so the Host can see and hear you.






5. Your audio should default to **Use Internet for Audio**. Click **OK**.



6. Click **Join** and you will be placed into the training.

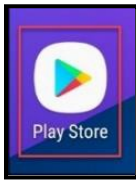


## Webex Tools – Using an iPhone/iPad

<u>Icons</u>	<u>Description</u>
	<b>Mute/Unmute</b> your audio - red means MUTED / gray means UNMUTED.
	<b>Camera</b> - red means camera is OFF / gray means camera is ON.
	<b>Leave the session.</b>

## Prior to Class – Using an Android Device (*only need to do first time*)

1. Go to **Play Store** and search for **Cisco Webex Meetings**.

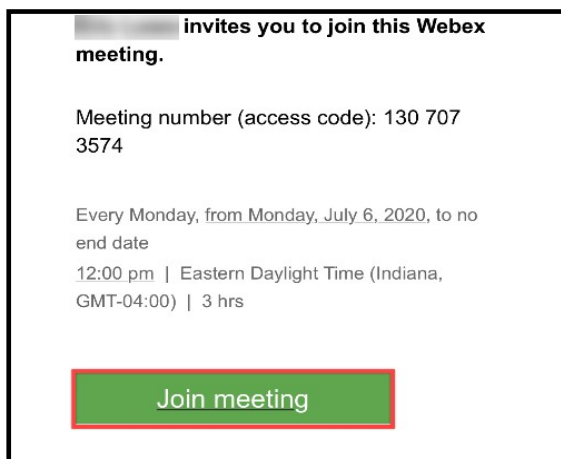


2. Tap **Install** and wait for download.
3. Tap **Open**.
4. Read **Terms of Service and Privacy Statement**. Tap **Accept**.
5. Tap **Ok** to use location for video.
6. Tap **Allow** for next 5 questions.
7. Close the **App**.
  - a. You do not need to log in or create an account. The application will open automatically when you click the link that will be emailed to you by the Survivorship team or Webex.

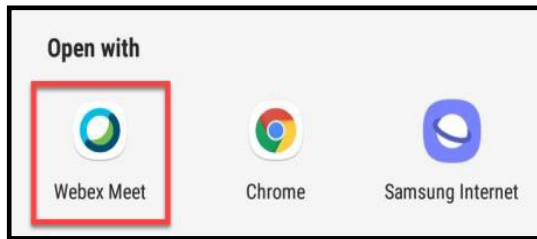
## Day of Class – Using an Android Device

Make sure you have completed the “**Prior to Class – Using an Android Device**” steps.

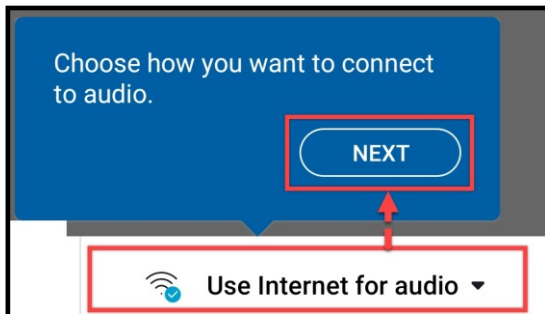
1. Open the **email** that was sent by the Survivorship team or Webex
2. Within the email, tap the **Join Meeting** green button to jump to the Webex Event.
  - a. You will be redirected to the Webex Meet app automatically.



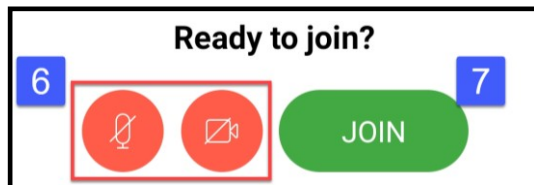
3. A menu appears at the bottom of the screen, *tap Webex Meet*.



4. The Application opens automatically and displays your audio option. Make sure it defaults to **Use Internet for Audio** and *click Next*.



5. *Tap OK* on the connect to Cisco video device prompt.
6. If your microphone and camera icons are **red**, you are **muted**, and your **camera is off**.
- a. *Tap the icons* to unmute your audio and turn on your camera.
7. *Tap Join*.



8. You will then need to type in your name and an email address then click ok

A screenshot of a 'Webex Meetings' registration form. The title 'Webex Meetings' is at the top. Below it are two input fields: 'Name' and 'Email address'. Both fields are outlined with a red border. At the bottom of the form are two buttons: 'CANCEL' in blue text and 'OK' in white text inside a red-bordered box. The entire form is framed by a black border.

## Webex Tools – Using an Android Device

### Icons

### Description



**Mute/Unmute** your audio - red means MUTED / gray means UNMUTED.



**Camera** - red means camera is OFF / gray means camera is ON.



**Leave the session.**

## Prior to Class – Using a Windows Computer (*only need to do first time*)

There are no special steps needed to prepare your computer for class.

We recommend:

Your computer has a microphone and a webcam.

Your laptop battery is fully charged.

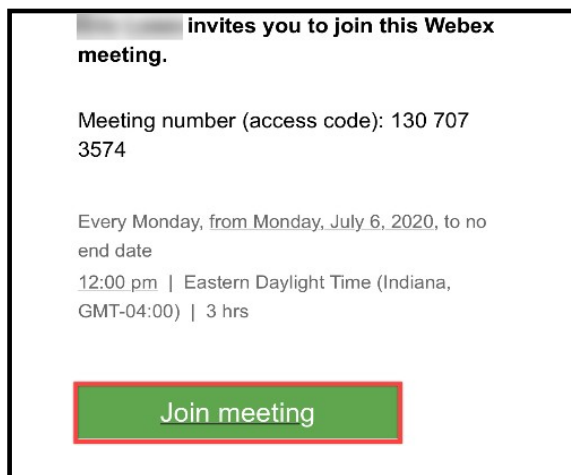
Ensure your internet browser is up to date and any updates are installed prior to class.

- Note: Google Chrome browser works best. Download it at [www.google.com/chrome](http://www.google.com/chrome).

Download Webex to your computer: [chnw.Webex.com](http://chnw.Webex.com)

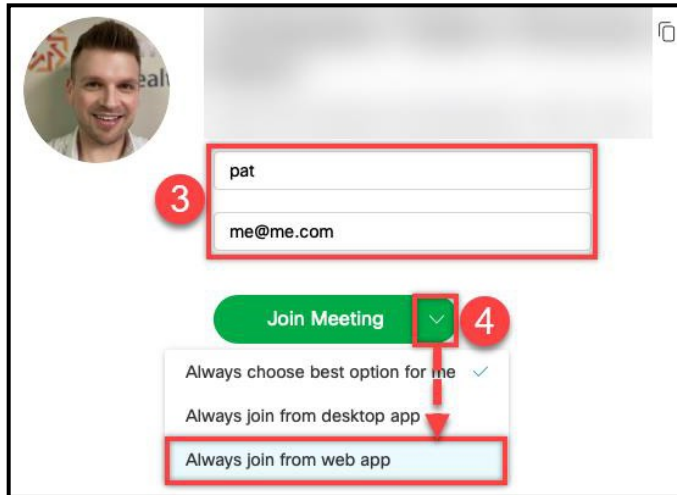
## Day of Class – Using a Windows Computer

1. *Open* the **email** that was sent by the Survivorship team or Webex.
2. Within the email, *tap* the **Join Meeting** green button to jump to the Webex Events.
  - a. You will be redirected to the Webex Meet app automatically.

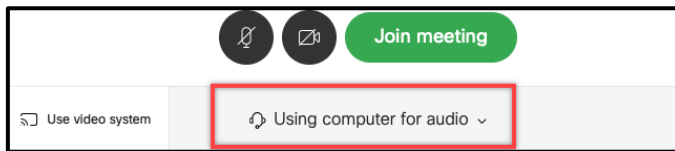


3. *Type* your **First and Last Name** and an **email address**.

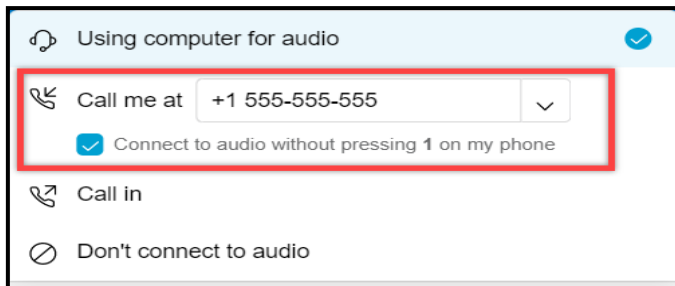
4. When the Join Meeting button turns green, *click the **drop-down arrow** on the button and choose **Always join from the web app**.*



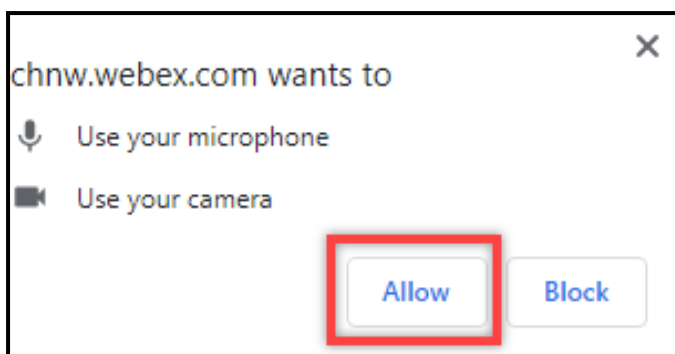
5. *Click **Join Meeting**.*
6. The next window allows you to set up your audio and camera options.
- a. At the bottom of the screen, *click the **drop down arrow** next to Use computer for audio.*



- b. In the Call me at section, *type a **phone number***
- i. Webex will call this number so you can hear the meeting audio and speak during the meeting.



- c. A popup box will appear asking you to allow access to your Camera and Microphone. *Click **Allow**.*



7. *Click **Join meeting**.*

## Webex Tools – Using a Windows Computer

### Icons

### Description



**Mute/Unmute** your audio - red means MUTED / gray means UNMUTED.



**Camera** - red means camera is OFF / gray means camera is ON.



**Leave the session.**



**Options** menu contains other options and features. You can find **Q&A** in this menu and other options that might be available.



**Participants** – Opens the Participant panel so you can see everyone attending the meeting, if available.

## Prior to Class – Using an Apple/Mac Computer (*only need to do first time*)

There are no special steps needed to prepare your computer for class. We recommend:

Your computer has a microphone and a webcam.

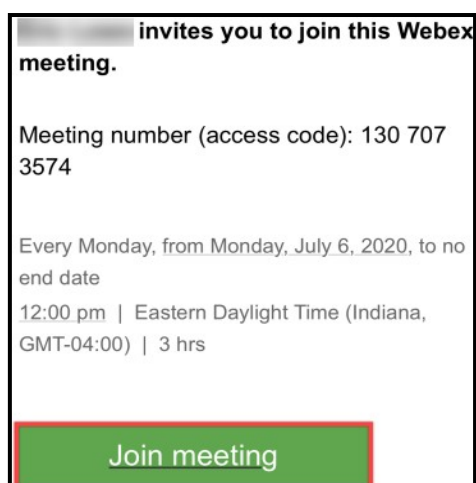
Your laptop battery is fully charged.

You have [Safari](#) or [Google Chrome](#) installed on your Apple computer.

Download Webex from [chnw.Webex.com](https://chnw.Webex.com)

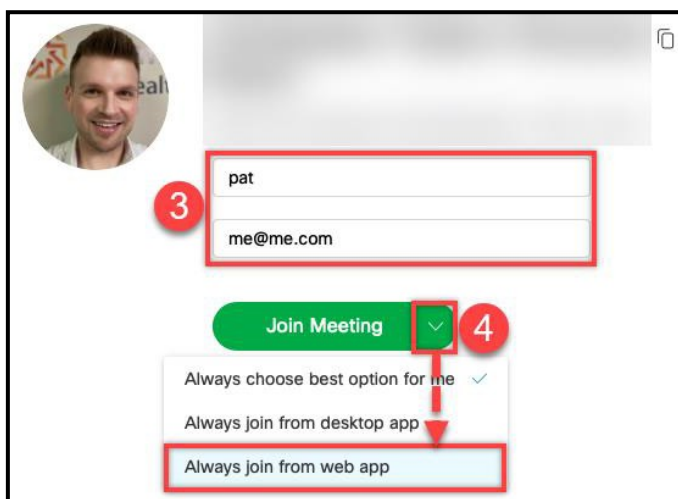
## Day of Class – Using an Apple/Mac Computer

1. Open the **email** that was sent by the Survivorship team or Webex.
2. Within the email, *click* the **Join Meeting** green button to jump to the Webex Event.



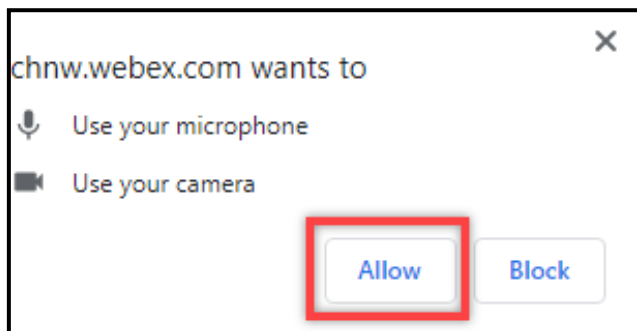


3. Type your **First and Last Name** and an **email address**.
4. When the Join Meeting button turns green, *click* the **drop-down arrow** on the button and choose **Always join from the web app**.

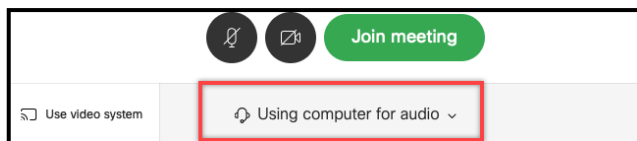


### For Google Chrome Users

5. Click **Join Meeting**.
  - a. The next window allows you to set up your audio and camera options.
6. A popup box will appear asking you to allow access to your camera and Microphone. Click **Allow**.



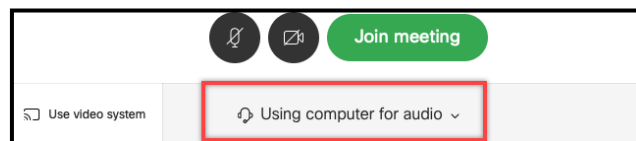
7. At the bottom of the screen, *click* the **drop down arrow** next to Use computer for audio.



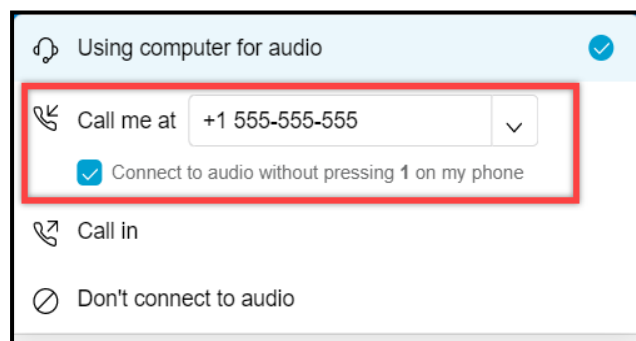
8. In the Call me at section, *type* a **phone number**.

### For Safari Users

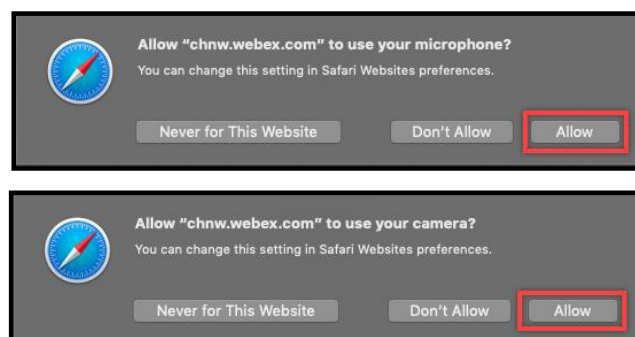
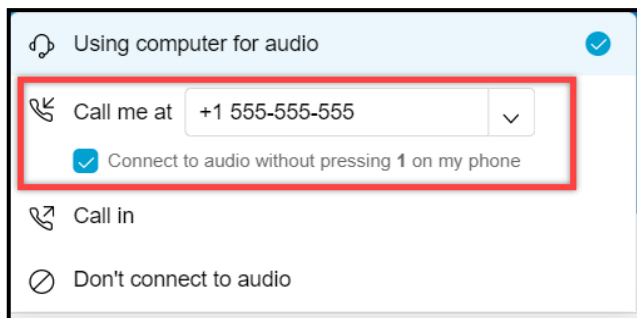
5. Click **Join Meeting**.
6. The next window allows you to set up your audio and camera options.
7. At the bottom of the screen, *click* the **drop-down arrow** next to Use computer for audio.



8. In the Call me at section, *type* a **phone number**.



9. Press **Enter** on your keyboard.
  - a. Webex will call this number so you can hear the meeting audio and speak during the meeting.
10. Click **Join Meeting**.
11. You will see 1-2 individual pop ups asking for access to your Microphone and Camera. Click **Allow** for both.



9. Press **Enter** on your keyboard.
  - a. Webex will call this number so you can hear the meeting audio and speak during the meeting.
8. Click **Join meeting**.

## Webex Tools – Using an Apple/Mac Computer

### Icons

### Description



**Mute/Unmute** your audio - red means MUTED / gray means UNMUTED.



**Camera** - red means camera is OFF / gray means camera is ON.



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