Ohio | **Bureau of Workers' Compensation**

How to Join a WebEx Session and Connect Your Audio

1. Once you register for one of BWC's Division of Safety & Hygiene facilitated webinars or virtual training classes, you should receive an email from WebEx. This is the confirmation email for your enrollment and provides the link to join the session at the specific date and time. The email should look like the one below:

messenger@webex.com   ● Blevings, Kaylee

[External Email] You are registered for the training session: Office Ergonomic Tips for Teleworkers

BWC Information Security Warning: This is an external email. Do not click on links or open attachments unless you trust this sender and message.

Hello Kaylee Blevings,

Your registration for the following training session is accepted:

Topic: Office Ergonomic Tips for Teleworkers
Host: Angel Johnson
Date: Wednesday, February 17, 2021
Time: 1:30 pm, Eastern Standard Time (New York, GMT-05:00)
Registration ID: 917588
Session number: 141 646 4833
Session password: DSHETSC

This section will have the details for the session you registered for.

Make note of the session information here, it may be needed later.

To join the training session
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1. Go to https://stateofohiobwc.webex.com/stateofohiobwc/k2/j.php?MTID=t3388e2656de8351d42c089cf7b8ee690
2. Enter your name and email address (or registration ID).
3. Enter the session password: DSHETSC
4. Click "Join Now".
5. Follow the instructions that appear on your screen.

To view in other time zones or languages, please click the link
https://stateofohiobwc.webex.com/stateofohiobwc/k2/j.php?MTID=td5c73373e55bc4097f9d1a212dd38eca

This is the link you will use to join on the day and time of the session.

To join the session by phone only

To receive a call back, provide your phone number when you join the training session, or call the number below and enter the access code.
US Toll:+1-415-655-0003

Having trouble dialing in? Try these backup numbers:
USA Toll Free:1-844-740-1264
US Toll:+1-415-655-0003
Global call-in numbers: https://stateofohiobwc.webex.com/stateofohiobwc/globalcallin.php?MTID=t29d69e2cb2d46fd58d7658913f45271c
Show toll-free dialing restrictions: https://www.webex.com/pdf/tollfree_restrictions.pdf
Access code: 141 646 4833

For assistance

You can contact Angel Johnson at:
angel.j.1@bwc.state.oh.us

Can't join the training session?
https://collaborationhelp.cisco.com/article/qg8vzfb

To add this session to your calendar program (for example Microsoft Outlook), click this link:
https://stateofohiobwc.webex.com/stateofohiobwc/k2/j.php?MTID=t0c4c07ec574e0553f824d54ad1cc213b

These are the call-in numbers to listen to the session via phone only.

You cannot use this feature if you want to receive credit(s) for attending the session. You must connect with your computer and participant in the session.

This will allow you to add the event to your email calendar to have easy access the link when it is time for the session.

2. When you are ready to join the webinar or virtual training session, find the email above and click on the link to be connected. We recommend joining the session at least 10 minutes before it is scheduled to start so there is time to work out any issues.

Please email **dshcc@bwc.state.oh.us** if you have problems connecting.

3. The link will likely take you to a webpage and the WebEx login screen. The session information is on the left and the login box is on the right. If the Training Center Host has not yet started the session, the WebEx login box will be grayed out and you cannot join, see below.

4. Once the Training Center Host has started the session, the login box will be typable. Sometimes WebEx automatically fills in the registration ID and session password, sometimes is does not. It may ask for your name and email. Please enter any information that is needed and click "Join Now."

This is where you may need the session password and/or registration ID listed in your confirmation email.

5. When you click **"Join Now"** your computer should automatically connect to the WebEx session. It may take a few minutes and show a loading screen, similar to the one below. If it does not connect, or spins for a while, click on the "run a temporary application button" or try connecting with a different browser. Please use Google Chrome or Microsoft Edge.

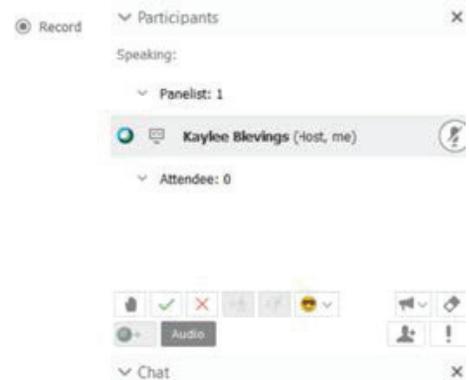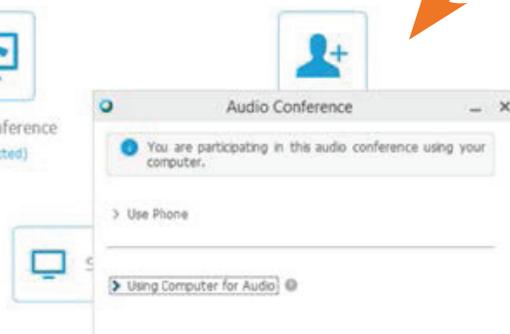6. As soon as your computer connects to the session you should see a screen like the one below. The **"Audio Conference"** box should pop up. You must tell WebEx how you want to connect your audio for each session.
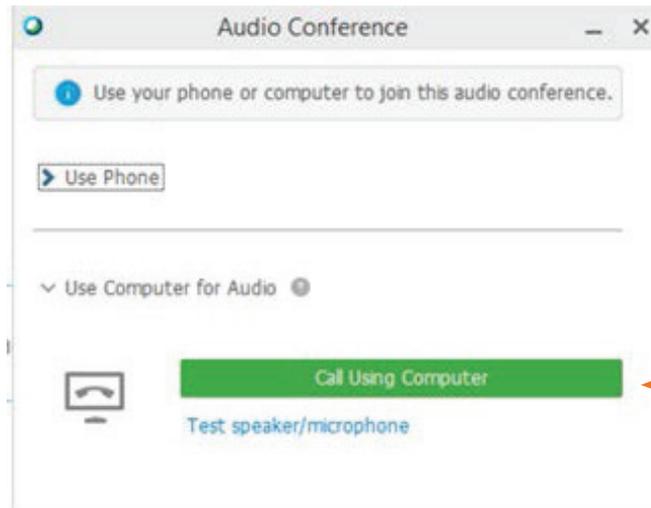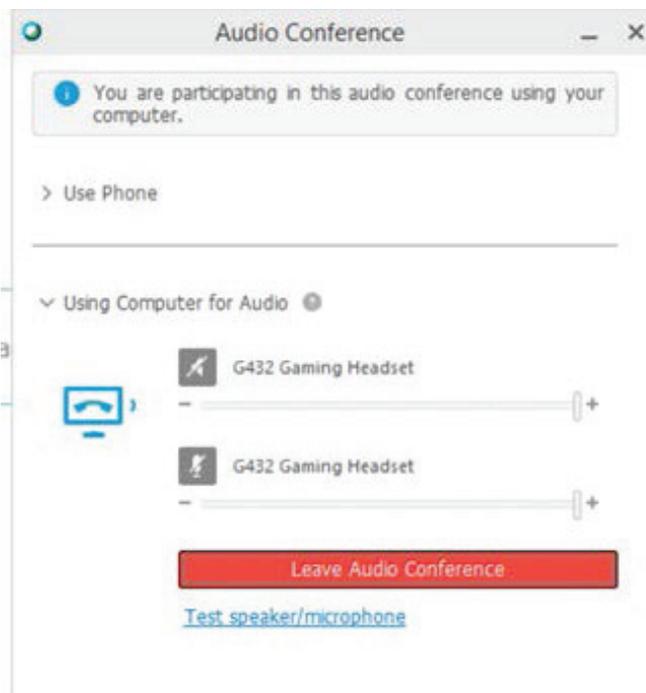
7. You can use your computer for audio if you have a speaker/microphone/headset. Click **"Use Computer for Audio,"** then the green **"Call Using Computer."**

8. The box will then connect to your system and show which device it is using for audio and microphone. The G432 Gaming Headset is the model of headset used in this example.

9. You can click to test the speaker/microphone to make sure your audio is working. You can also change what WebEx is using as your speaker and microphone by clicking the **drop-down** menu indicated in each section. Click **"OK"** when finished.
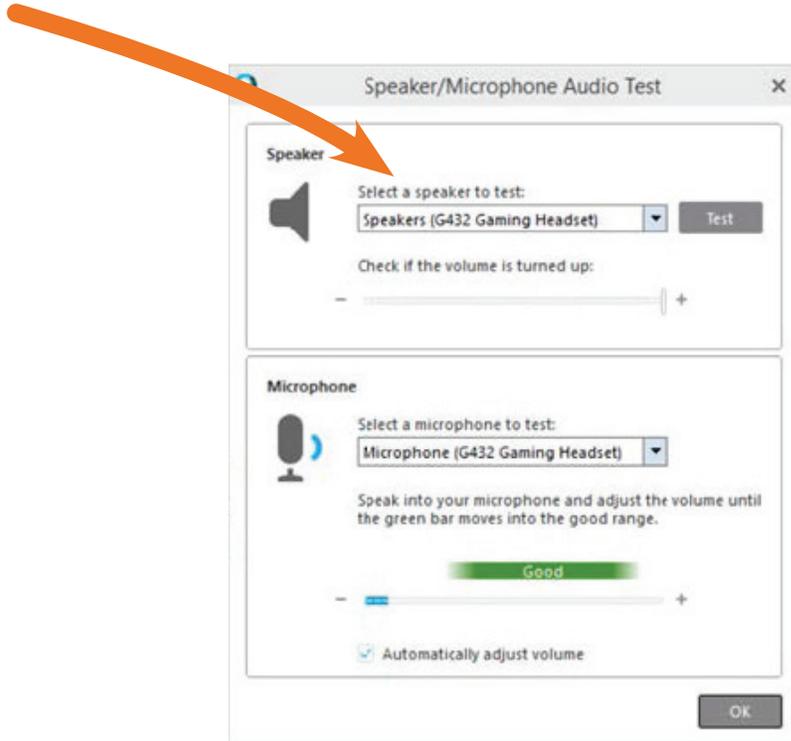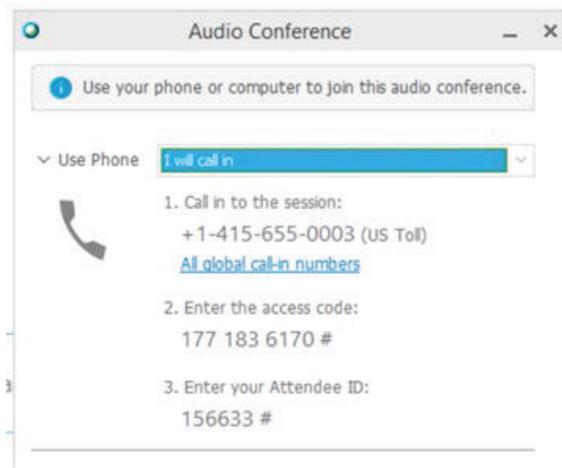

10. If you don't have a speaker or microphone on your computer, you can choose to connect your audio via phone. You can have WebEx call you by entering in your phone number or you can choose to call in and WebEx will provide you with the required information.

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11. Once you are connected with your audio, the "Audio Conference" box may close on its own. If not, please click the **"X"** in the top right-hand corner.

12. If you need to adjust the audio settings or change your connection during the WebEx session, you can reopen the "Audio Conference" box at any time by clicking the gray **"Audio"** button in the middle of the panel on the right side of the WebEx screen.
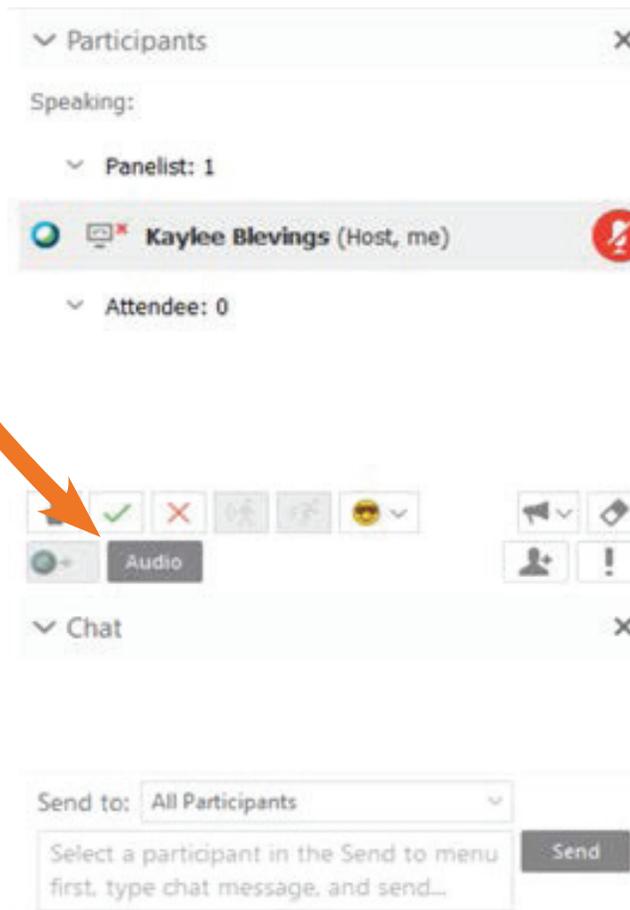
13. WebEx does offer a call-in option and provides a call-in number in the confirmation email, noted above. You cannot use this feature if you want to receive credit(s) for attending the session. You MUST connect with your computer, participate in the session, and complete the knowledge assessment within the time allotted to be eligible for credits.

    If you have questions or issues connecting to a WebEx session, please email the assigned Training Center Host directly, or dshcc@bwc.state.oh.us.