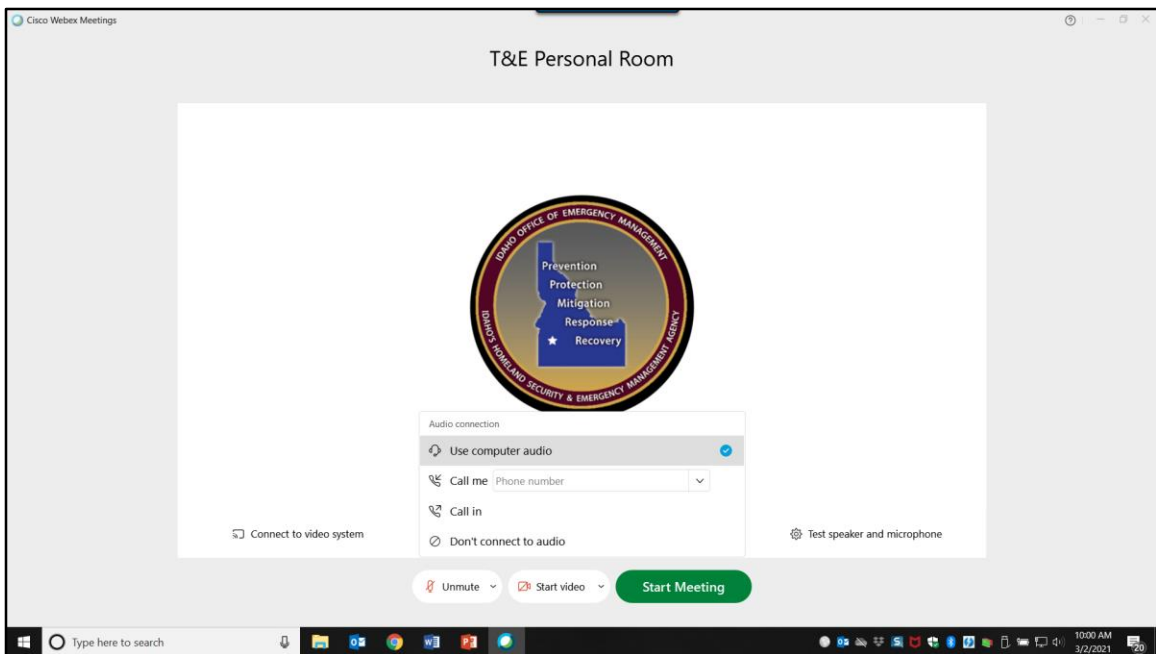


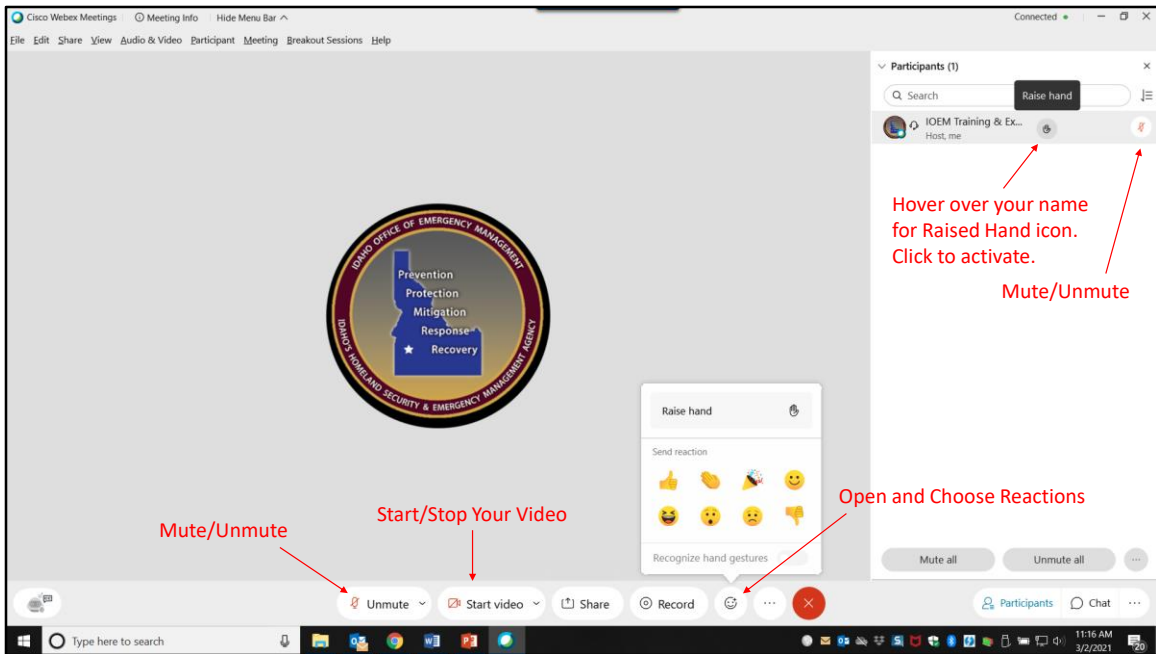
Webex Instructions

Please review the following Webex instructions before joining the training session:

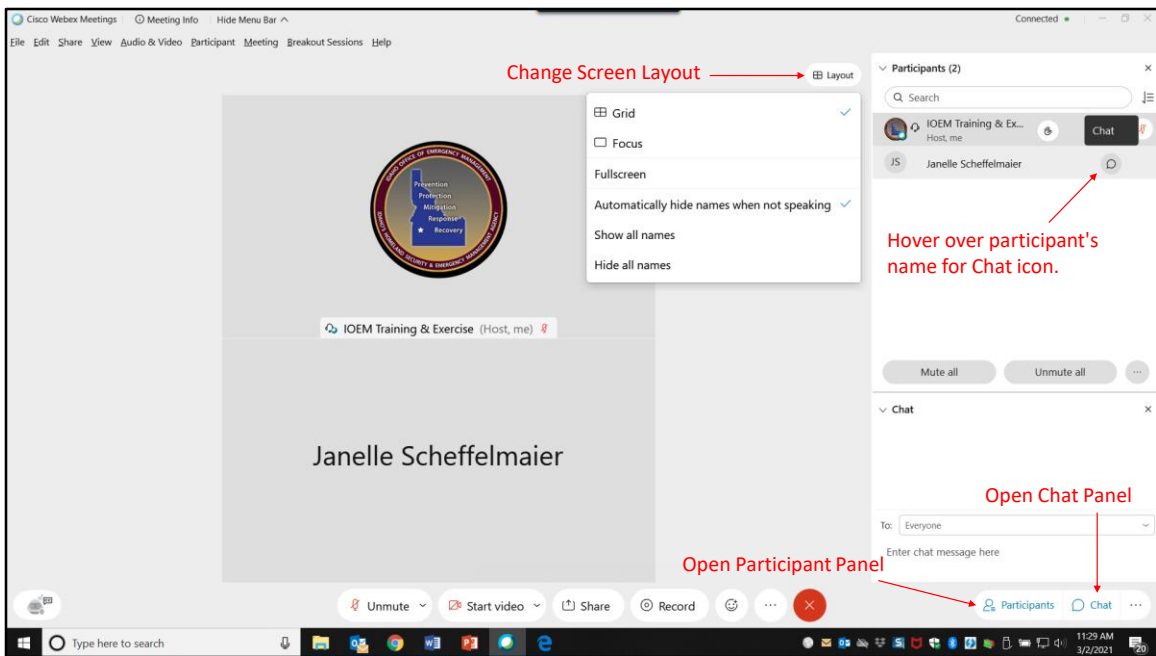
- Students are required to use an electronic device that has a speaker, microphone, and camera, as well as an internet connection capable of streaming video and audio. Please use a computer rather than a smartphone to log into the training session.
- Each student must have their own electronic device; students are not permitted to share a device with another student and receive credit for attending the course. Only the individual logged in will receive credit.
- Students must attend at least 90% of the training to receive credit. Periodic attendance checks will be held
- Join the training session using the Webex link in the email invitation.
- You will be asked if you prefer to join through the Webex app or your browser. We recommend using the Webex app for the best user experience. Some functions are not available in the browser.
- Join the training session early to perform a communications test. We will open the training session at least 15 minutes early to allow time to test connections and audio.
- If you have questions or concerns at any point during the training session, send a chat to the meeting host – IOEM Training & Exercise or call or email the meeting host offline at the contact information provided in the email invitation.



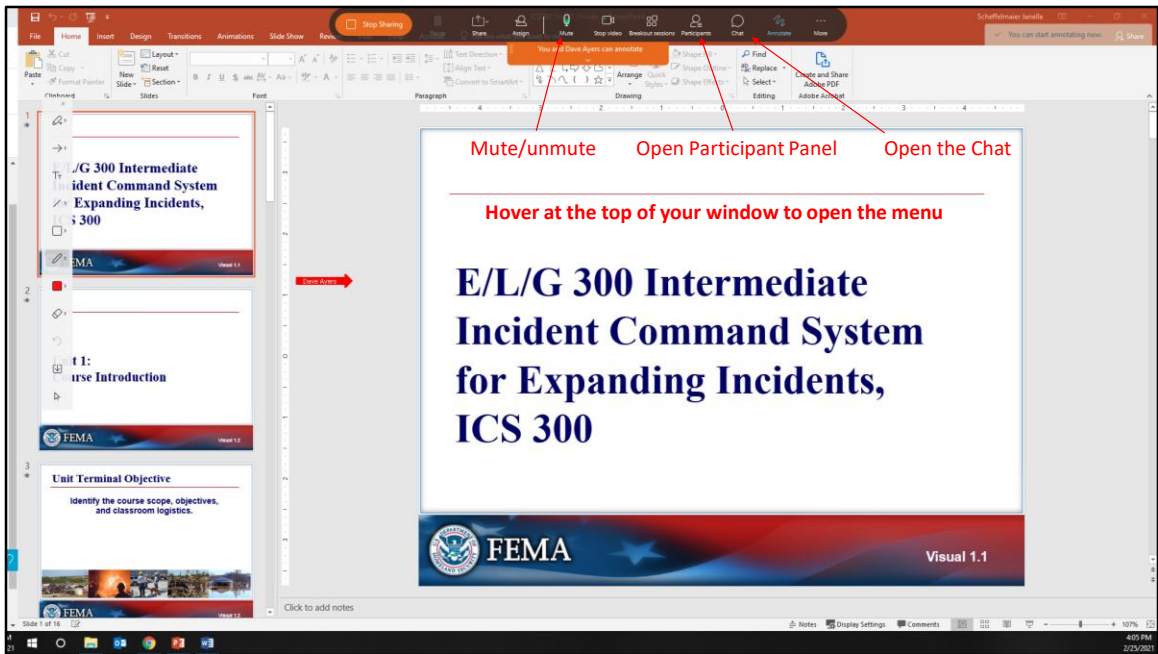
- When you join the training session, you will be prompted to select whether you would like to connect to audio through your computer or use your phone for audio. Whenever possible, please use audio through your computer. If you choose to call in to connect audio, ensure you the Access Code and Attendee ID given.
- Click Join Meeting. You will be prompted to enter how you would like your name to appear. Please enter your full name.



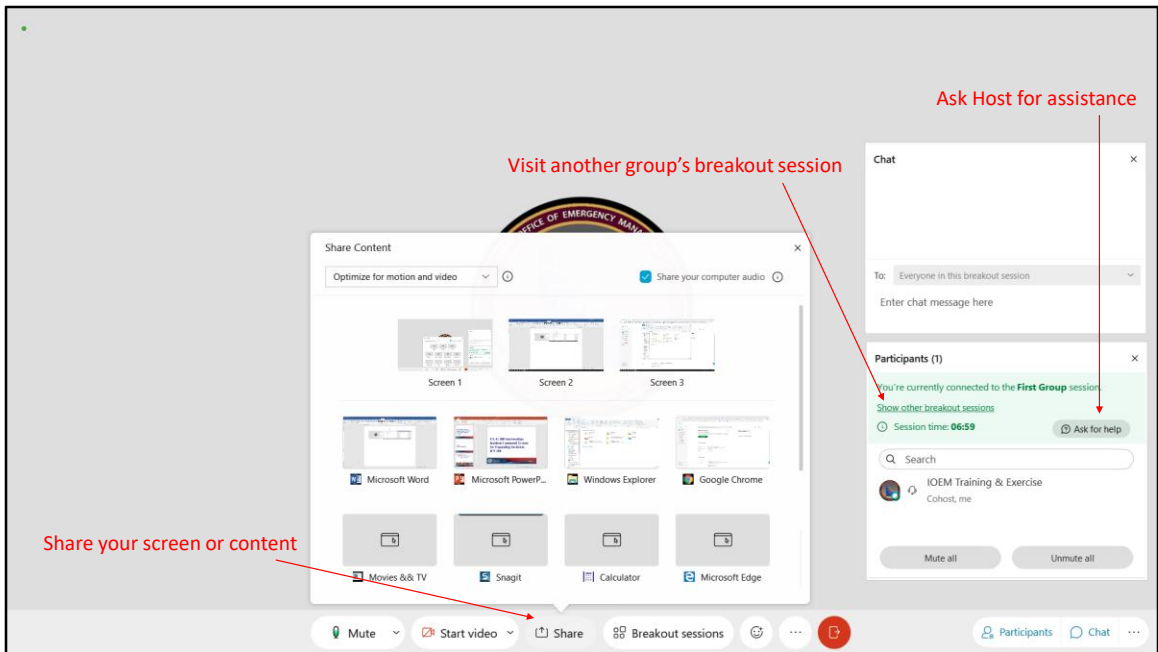
- Participants are muted upon entry. Unmute your microphone in Webex to speak. Please make sure you keep your microphone muted when you are not speaking.
- Video is not required in the main sessions. You may choose to use your video when you are speaking.
- Use the Raise Hand feature to ask questions of the instructors.
- Use the Reactions to answer questions posed by instructors.



- Click Participants in the bottom right corner to open the Participant panel and view a list of attendees. Chat with individual attendees, instructors, or the host by click in the Chat icon that appears when you hover over their name.
- Mute and unmute yourself with the microphone icon by your name.
- Click Chat in the bottom right corner to open the Chat panel. Choose who you would like to chat with from the dropdown menu.
- Change the layout of your screen by clicking Layout by the Participant panel.



- Instructors will share their screens to share presentations and other class materials. Access Participant Panel, Chat Panel, Mute/Unmute by hovering at the top of your window while screen sharing is taking place.



Breakout Sessions

You will be split into breakout sessions with other students for small group activity/discussion. During breakout sessions, all communication methods available in the main room (chat, audio, video, etc.) are all switched to your breakout room. In breakout rooms, you can:

- Share your screen or an open program/application with other group members to work collaboratively
- Ask meeting the meeting host for assistance
- Visit other breakout sessions to speak with other groups

Once the breakout session has ended, the instructor(s) may ask groups to share content from their breakout session with all meeting participants. You can share your screen or an open program/application with the entire group as you did in the breakout session by clicking Share.