

Euro Challenge WebEx User Guide

In order to give a Virtual Preliminary Round presentation, teams **MUST** have a computer with a functioning webcam and Internet access. Teams must **ALSO** have access to a telephone with a **SPEAKER**.

1) Test your System Configuration

BEFORE THE DAY of the Preliminary Round, your students should test the system on the computer they will be using for their presentation to ensure the WebEx system is compatible. To test the system configuration, please follow the steps below:

Step 1: Visit <http://www.webex.com/test-meeting.html>.

Step 2: Enter ANY name and email address and select: **Test a Meeting**. If the computer does not have the WebEx application, the application will need to be downloaded as prompted by the browser.ⁱ

Step 3: A popup message will appear saying “The host has not yet joined the meeting.” Click **OK** in the pop up box and a message should appear saying “Congratulations, your test was successful!” This means the computer is compatible with the WebEx system.

If your students are unable to connect while testing their configuration, call 1-866-229-3239 and choose Option 1.

2) Join a WebEx Meeting

ON THE DAY of the Preliminary Round Presentation, students **MUST** join a WebEx meeting before they can make their presentation. To join the meeting, they will need to have access on their computer screen to the WebEx invitation email that will be **EMAILED** to the faculty advisor either by w!se or the school’s Euro Challenge regional coordinator at least one week prior to the date of the Preliminary Round. To join a meeting, students must a) Launch the WebEx meeting center, b) Connect to the Audio Conference **AND** c) Start their camera in the WebEx meeting.

A: Launching the WebEx Meeting Center

Step 1: Open the email invitation and click **Join WebEx Meeting**. *The Meeting Information page will appear.*

Step 2: Under Join Meeting Now, enter **YOUR ASSIGNED TEAM NUMBER** and email address

(NOTE: If the designated host of the meeting (lead judge, regional coordinator or w!se staff member) has not yet joined the meeting, you will not be able to complete Step 2 until they have joined.)

Step 3: Click **Join Now**. If the team has not downloaded the application as described in 1) Testing Your System Configuration, the application **MUST** be downloaded now before the presentation can begin. *The students will then be connected to the meeting.*


B: Connecting to the Audio Conference

After joining the meeting, the students must dial into the audio conference line:

Step 1: Once in the WebEx Meeting Center, click on the Icon on the left-hand side with the blue phone image that says “I Will Call In”.

Step 2: Dial the phone number listed, and when prompted enter the Access Code listed followed by the Attendee ID listed.

C: Starting your Camera

To activate the webcam for the meeting, click on the camera icon  next to YOUR TEAM NUMBER on the right hand side of the screen. When connected, the icon turns green, and a video screen will appear. Students will be able to see themselves in the video screen. The judges will also appear if they have already joined the meeting.

3) Deliver your Euro Challenge Virtual Presentation

A: Making your Presentation

To share the slides they **MUST**:

Step 1: Open the presentation file on the computer, **BUT DO NOT START THE SLIDE SHOW**

Step 2: On the menu bar at the top left of the WebEx Meeting Center screen, click **Share**

Step 3: Click **Application** in the Share menu

Step 4: Click on the application (e.g. PowerPoint, Keynote, etc.) to share the presentation with the judges

(NOTE: When the presentation application is shared, the Meeting Center will disappear to the top of the screen AND the video screen will shift to the upper right-hand corner of the screen.)

Step 5: Once invited to begin the presentations, students **MUST START THE SLIDE SHOW**

B: Questions and Answers

After students have completed their presentation, they **MUST** hover the mouse over the top of the screen and select **Stop Sharing**. They will then automatically return to the WebEx Meeting Center and the video screen will replace the presentation slides. This will allow the students to address the judges' questions.

Browser Instructions to Download the WebEx Application

- **For Chrome:** Click the green button that says "Add WebEx to Chrome" and when prompted, click on Add Extension and follow the instructions on the screen to download the application. If your computer will not allow you to use this method, click on "Run a Temporary Application" and follow the instructions on the screen.
- **For Internet Explorer:** Click on "Install" as prompted on the bottom of the screen and follow the instructions on the screen to download the application. If you are unable to use this method, click on "Run a Temporary Application" and follow the instructions on the screen.
- **For Firefox:** Click on the green button that says "Download and Agree" and follow the instructions to download the application. If your computer will not allow you to use this method, click on "Run a Temporary Application" and follow the instructions on the screen.

If you have problems, please consult the school's technical support department.