How To Join Dean Candidate Forums On Line

1. **Click on the appropriate link:**

   a. **MAUREEN MCCANN: April 25, 200-300 PM, MU Horizon Room**
      https://oregonstate.webex.com/oregonstate/onstage/g.php?MTID=edd2e53877ff16957898bf6601c6b1c9a
   b. **MARK MCLELLAN: April 26, 130-230 PM, MU Horizon Room**
      https://oregonstate.webex.com/oregonstate/onstage/g.php?MTID=e07c428159b0da8afadd6afc62dccdd83
   c. **ALAN SAMS: May 3, 200-300 PM, MU Horizon Room**
      https://oregonstate.webex.com/oregonstate/onstage/g.php?MTID=e18378cbe70ab37d03a8cb9646297e613
   d. **KITTY CARDWELL: May 7, 100-200 PM, MU Horizon Room**
      https://oregonstate.webex.com/oregonstate/onstage/g.php?MTID=e5c621822004f06d576d4f7b754e29bd7

2. **Enter your contact information**

3. **Click "Join Now"**
   a. You may be required you do a Java app install if first time using WebEx.
   b. If unable to install, click "*Join by browser NEW!*"

4. **Connect to the audio portion of the meeting.** *(Video feed from host will be automatic)*
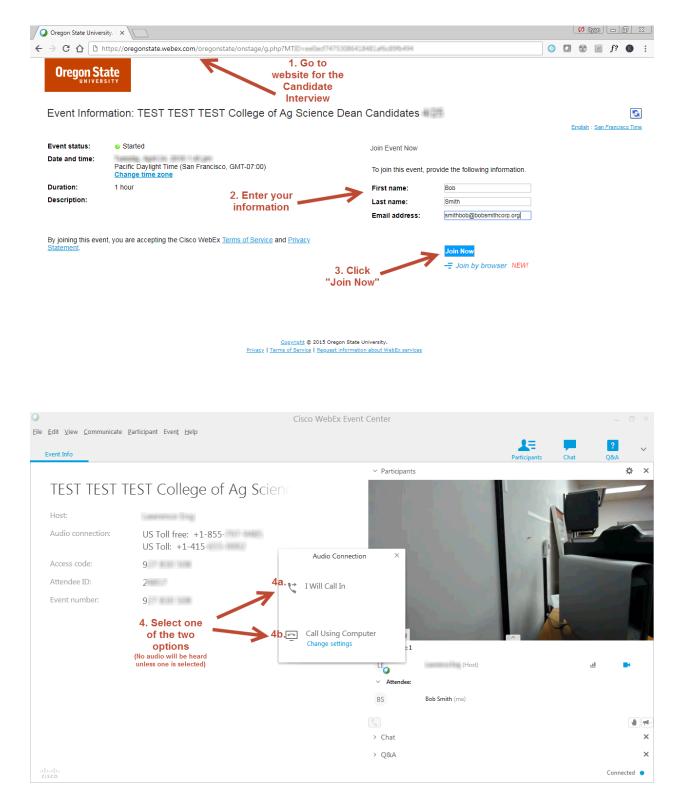
   4a. Select whether you want to use a telephone (4a) to hear the interview
   If selecting this method, use a cell phone, home phone, or office phone and dial-in to the phone number following the audio prompts using the information from the screen.
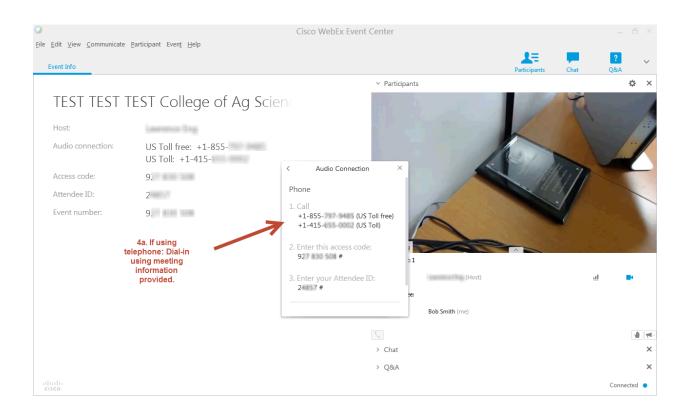
   4b. Or, select whether you would like to use your computer speakers (4b) to hear
   If selecting this method, click "Call Using Computer", select "Start Test" from the pop-up and then click "test." Ensure you hear a tone from your speakers. If you do not, adjust volume and click "test" again. You will be muted for the duration of the meeting, so you can ignore the microphone volumes. Click "OK" when complete, you should get a screen showing "Connected" and begin hearing sound, as long as the host site is unmuted and speaking. It could be that host is muted until the start of the meeting.
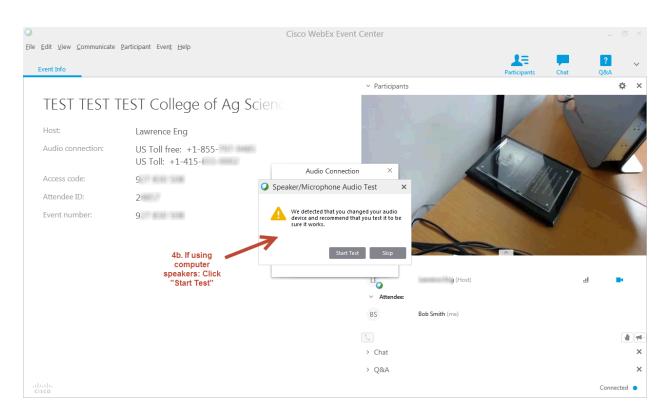
   ## How to Ask the Host Location a Question During Meeting
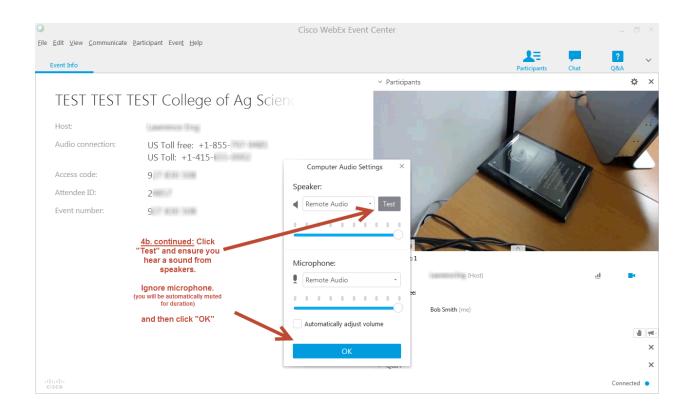
1. Click "Chat" from the lower right corner of your WebEx window.
2. Note, this will collapse/hide the video feed and expand the chat window
3. Select whom you would like to send the question to from the drop down, and then type out your question.

4. Click "Send" when you're ready to send the question
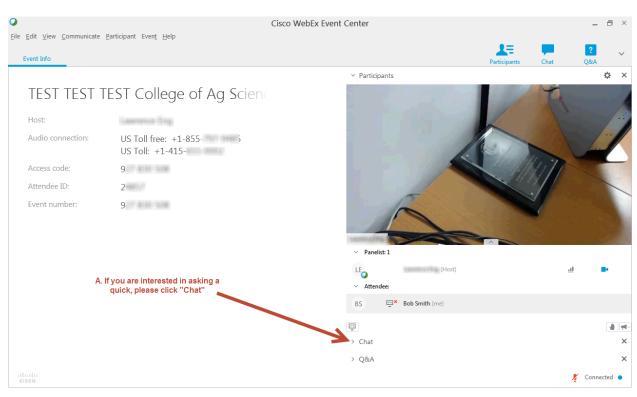5. To get the video feed back onto your screen, click "Participant" on the upper right of your WebEx window.

1. Go to website for the Candidate Interview

Event Information: TEST TEST TEST College of Ag Science Dean Candidates

English : San Francisco Time

Event status:	● Started
Date and time:	Pacific Daylight Time (San Francisco, GMT-07:00)
	Change time zone
Duration:	1 hour
Description:	

Join Event Now

To join this event, provide the following information.

2. Enter your information

First name: Bob
Last name: Smith
Email address: smithbob@bobsmithcorp.org

By joining this event, you are accepting the Cisco WebEx Terms of Service and Privacy Statement.

3. Click "Join Now"

Join Now
≡ Join by browser *NEW!*

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Cisco WebEx Event Center

File Edit View Communicate Participant Event Help

Event Info

Participants   Chat   Q&A

Participants

TEST TEST TEST College of Ag Scien

Host:	
Audio connection:	US Toll free: +1-855-
	US Toll: +1-415-
Access code:	9
Attendee ID:	2
Event number:	9

Audio Connection

4a. I Will Call In

4. Select one of the two options
(No audio will be heard unless one is selected)

4b. Call Using Computer
Change settings

(Host)

Attendee:

BS   Bob Smith (me)

Chat
Q&A

Connected ●

4a. If using telephone: Dial-in using meeting information provided.

4b. If using computer speakers: Click "Start Test"

4b. continued: Click "Test" and ensure you hear a sound from speakers.

Ignore microphone.
(you will be automatically muted for duration)

and then click "OK"

How to Ask the Host Location a Question During Meeting

A. If you are interested in asking a quick, please click "Chat"

B. When you click "Chat" the video feed will collapse, and Chat field

C. Select appropriate person from "Send to" drop down, and type your question and then click "Send"