

Step 1

1. When you click on the link provided in the email, you will be taken to the screen below
2. Provide your information, enter the event password and click “Join Now”

Event Information: Post 2015 Learning Hub

Event status: ● Started

Date and time: Monday, 20 October 2014 15:00
Europe Summer Time (Rome, GMT+02:00)
[Change time zone](#)

Duration: 3 hours

Description:

By joining this event, you are accepting the Cisco WebEx [Terms of Service](#) and [Privacy Statement](#).

Before you join the event, please [click here](#) to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the event.

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**Provide your information here,
enter the event password
and click “Join Now”**

Step 2

The screenshot shows the Cisco WebEx Event Center interface. The main content area displays event information for "Post 2015 Learning Hub". A dialog box titled "Audio Conference" is overlaid on the screen, offering two options: "I Will Call In" and "Call Using Computer". The "Call Using Computer" option is highlighted with a red box, and a large red arrow points from the text "Please select 'Call Using Computer'" to this option. The event details include:

- Host: UN System Staff College
- Audio conference: Call-in toll-free number (UK): 0800-051-3810
Call-in toll number (UK): +44-203-478-5280
[Show all global call-in numbers](#)
- Access code: 956 318 068
- Attendee ID: 3
- Event number: 956 318 068

At the bottom of the interface, there is an "Ask:" section with a dropdown menu set to "All Panelists" and a "Send" button. A status bar at the bottom right indicates "Connected" with a green dot and a lock icon.

Please select "Call Using Computer"

Step 3

The screenshot displays the Cisco WebEx Event Center interface for a meeting titled "Post 2015 Learning Hub". The top menu bar includes "File", "Edit", "Share", "View", "Communicate", "Participant", "Event", and "Help". The "Communicate" menu is highlighted with a red box. Below the menu, there are tabs for "Quick Start" and "Event Info". The main content area shows event details such as Host (UN System Staff College), Audio conference numbers, Access code (956 318 068), Attendee ID (1), Event number (956 318 068), and Host key (712697). A "Speaker/Microphone Audio Test" dialog box is open in the center, highlighted with a red border. This dialog box has two sections: "Speaker" and "Microphone". The "Speaker" section allows selecting a speaker to test (currently "Speakers (Realtek High Definition Audio)") and includes a volume slider. The "Microphone" section allows selecting a microphone to test (currently "Microphone (Webcam Pro 9000)"), includes a volume slider, and a checkbox for "Automatically adjust volume" which is checked. A large red arrow points from the dialog box towards the right. At the bottom of the interface, there is a text input field for Q&A with a 256-character limit and "Send" and "Send Privately..." buttons. The status bar at the bottom right shows "Connected" with a lock icon.

**Test your headset and your microphone
(please visit the section “Communicate”
in the top left corner of your screen)**

Step 4

Cisco WebEx Event Center

File Edit Share View Communicate Participant Event Help

Quick Start Event Info

Post 2015 Learning Hub

Host: UN System Staff College

Audio conference: Call-in toll-free number (UK): 0800-051-3810
Call-in toll number (UK): +44-203-478-5289
[Show all global call-in numbers](#)

Access code: 956 318 068

Attendee ID: 1

Event number: 956 318 068

Host key: 712697

Participants (1)

Speaking:

Panelists: 1

UN System Staff College (Host, me)

Attendees: 0 (0 displayed)

Chat

Send to: All Participants

Select a participant in the Send to menu first, type chat message, and send...

Q&A

All (0)

Select a question, and then type your answer here. There is a 256 character maximum.

Send Send Privately...

Connected

Click on "Participants" to see who is participating in the session

Step 5

Cisco WebEx Event Center

File Edit Share View Communicate Participant Event Help

Quick Start Event Info

Post 2015 Learning Hub

Host: UN System Staff College

Audio conference: Call-in toll-free number (UK): 0800-051-3810
Call-in toll number (UK): +44-203-478-5289
[Show all global call-in numbers](#)

Access code: 956 318 068

Attendee ID: 1

Event number: 956 318 068

Host key: 712697

Participants (1)

Speaking:

Panelists: 1

UN System Staff College (Host, me)

Attendees: 0 (0 displayed)

Chat

Send to: All Participants

Select a participant in the Send to menu first, type chat message, and send...

Send

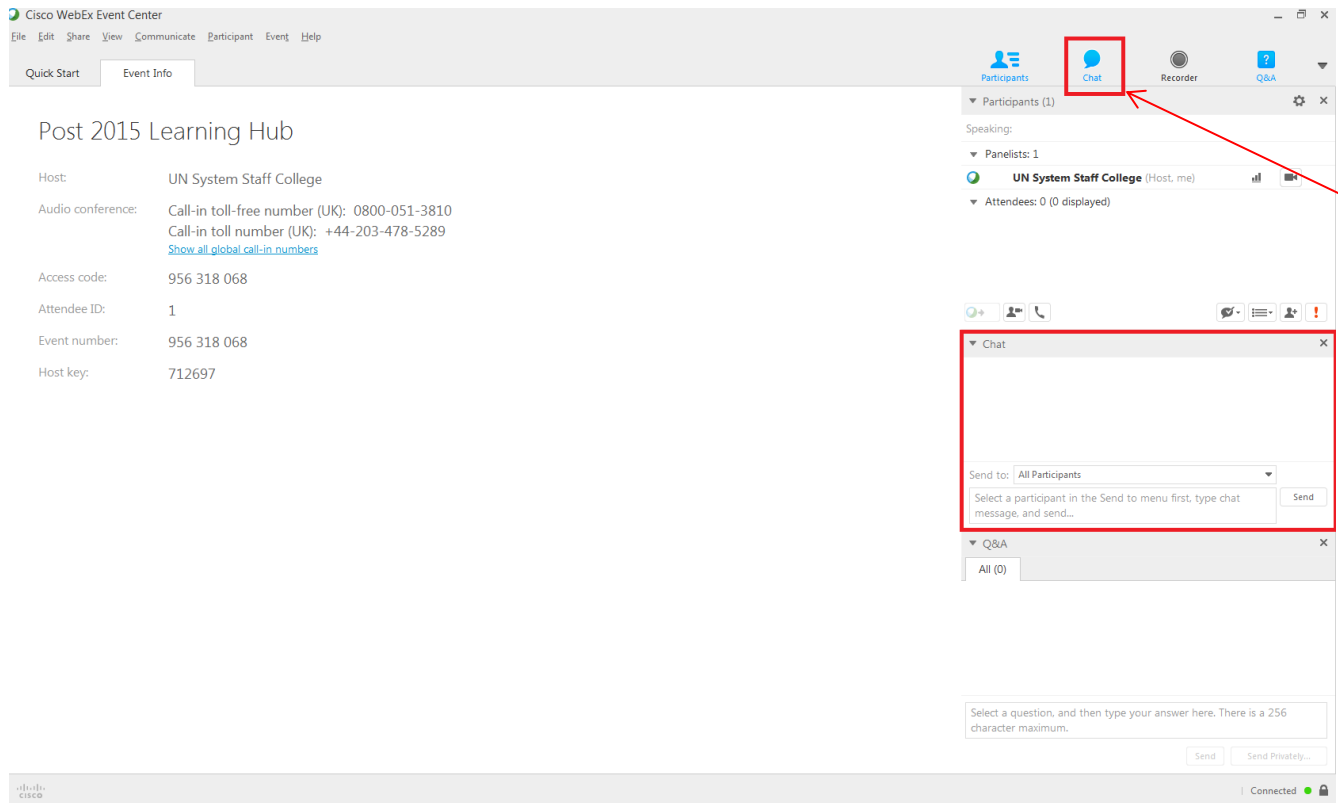
Q&A

All (0)

Select a question, and then type your answer here. There is a 256 character maximum.

Send Send Privately...

Connected



Click on "Chat" to exchange messages with colleagues