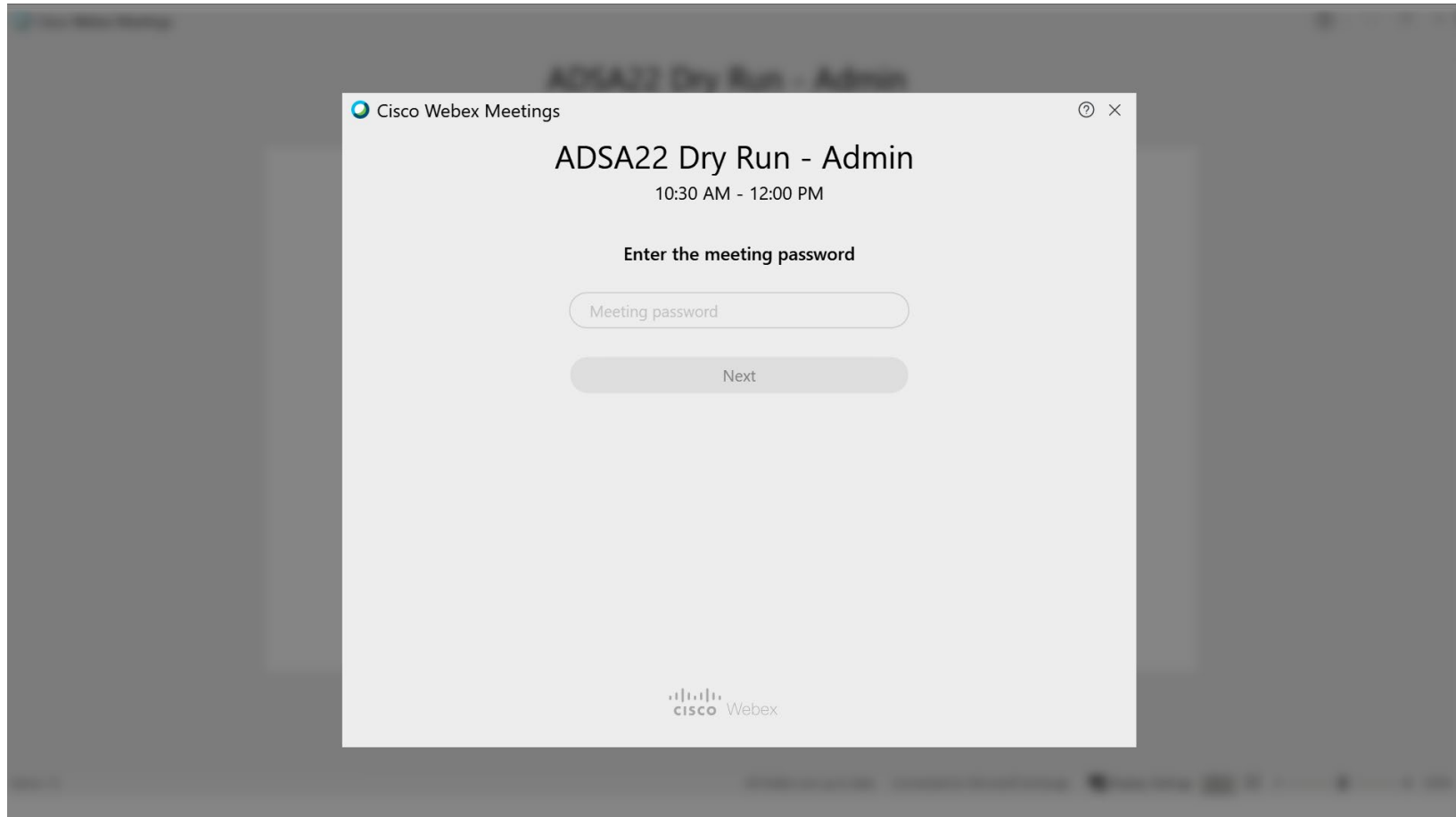
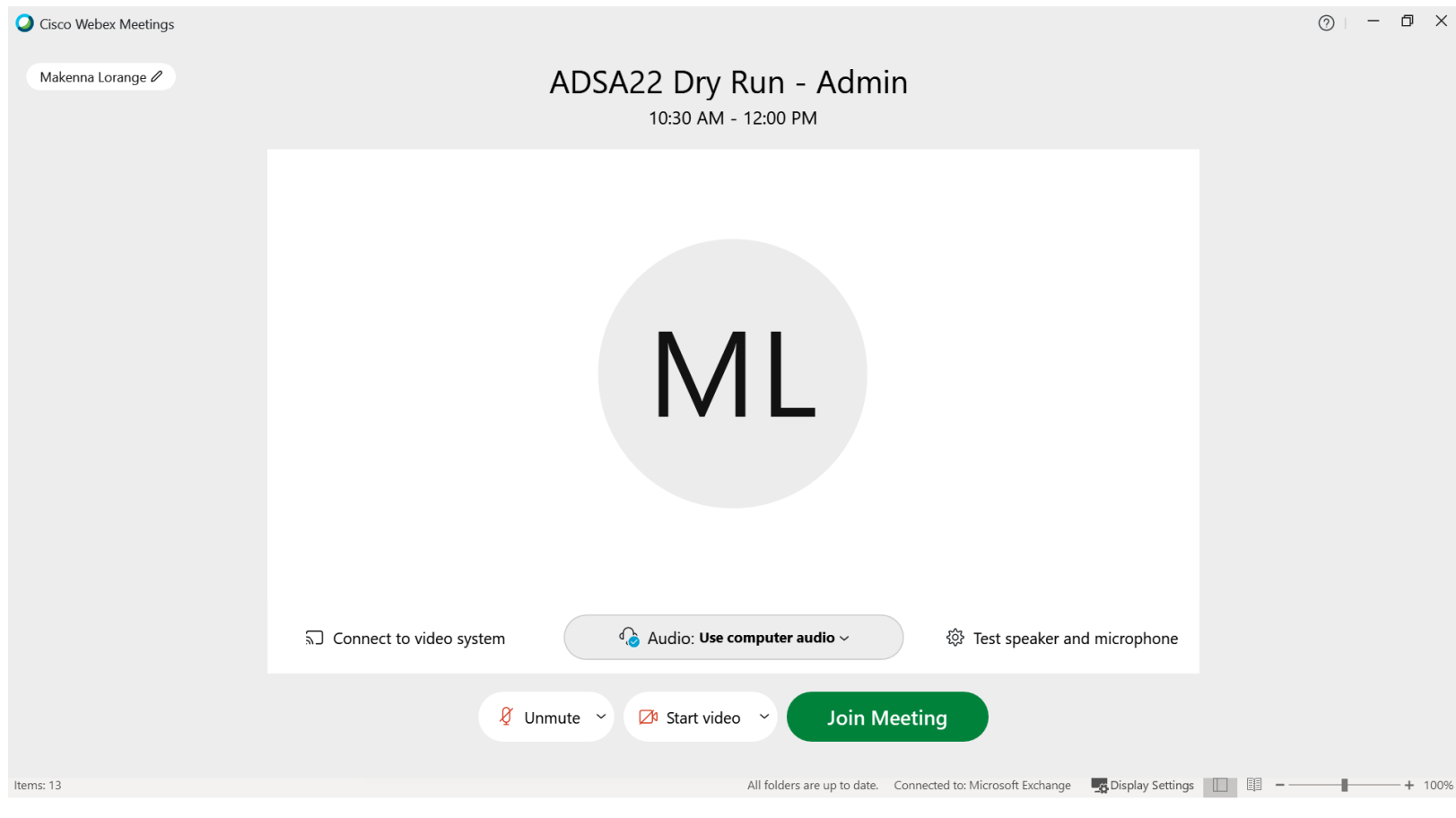


How to connect to WebEx

1. Click on the meeting link in the email sent from alert-coe@northeastern.edu
2. Enter your full name, email address, and password in order to enter the meeting



3. Once you enter the meeting information, you will be directed to a “preview” page. Please MUTE yourself and DO NOT share video. Hit the green “JOIN MEETING” button when you are ready to join the meeting.



4. Once you enter the meeting, you should see the following screen.
 - a. Don't see the participants list or the chat?
 - i. On the bottom right corner, you should see a "participants" and "chat" button. Simply click on these buttons and the participants list and chat should appear.

The screenshot displays a Cisco Webex Meeting window. At the top, the title bar reads "Cisco Webex Meetings" and "Meeting Info". Below the title bar is a menu bar with options: "File", "Edit", "Share", "View", "Audio & Video", "Participant", "Meeting", "Breakout Sessions", and "Help". The main content area shows a presentation slide titled "Twenty-Second Advanced Development for Security Applications (ADSA22)" with the subtitle "Reducing Operator Cognitive Load in Aviation Security Equipment". The slide also mentions "November 17th", "Keynote address & TSA perspectives", and the "ALERT" logo (Awareness and Localization of Explosives-Related Threats). A disclaimer is visible at the bottom of the slide. The top of the meeting window shows a participant gallery with five participants: "Gordon-CenSSIS & ALE..." (Host, me), "carl crawford", "Makenna Lorange" (Cohost, highlighted with a blue border), "AskQuestions2" (Cohost), and "potus". On the right side, there is a sidebar with two sections: "Participants (5)" and "Chat". The "Participants" section includes a search bar and a list of participants with their names and roles. The "Chat" section shows a message from "AskQuestions2" (privately) at 10:32 AM, stating "Makenna - will be late" and a response from "AskQuestions2" (privately) at 10:32 AM, stating "Okay, that sounds good." At the bottom of the meeting window, there is a control bar with buttons for "Unmute", "Start video", "Share", "Record", and "Participants" and "Chat" buttons.

5. To ask a question or make a comment to the speaker, direct your question to “01AskQuestions” or “02AskQuestoins” in the chat area.

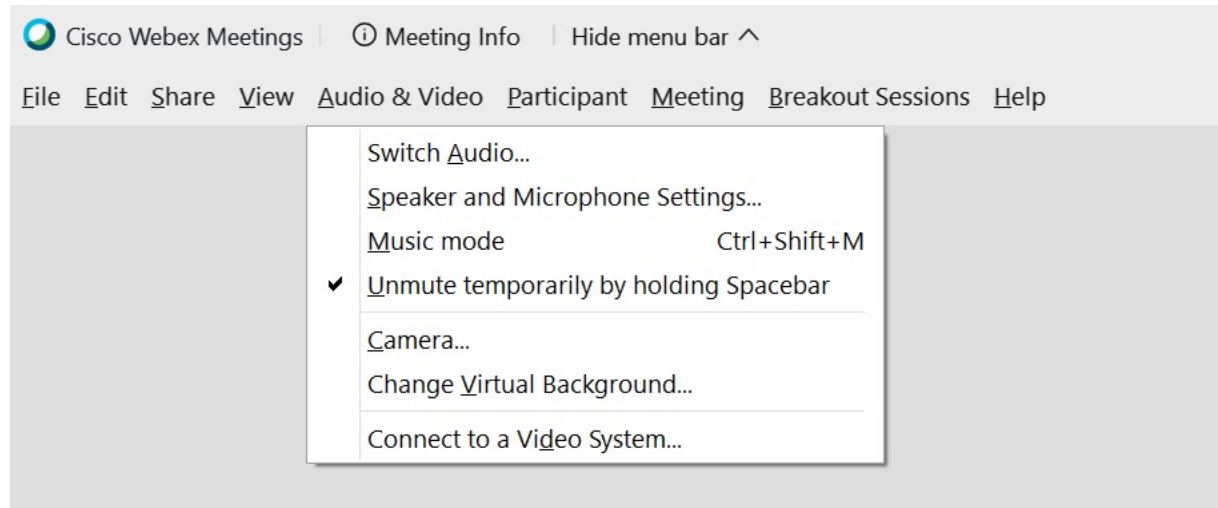
The screenshot displays the Cisco Webex Meetings interface for a meeting titled "AskQuestions (Cohost)". The main content area shows the text "AskQuestions Cohost" and a video feed of a participant named "carl crawford". The bottom toolbar contains controls for "Mute", "Start video", "Share", and "Participants".

The right sidebar is divided into two sections:

- Participants (5):** Lists participants with their names and roles: Makenna Lorange (Cohost, me), Gordon-CenSSIS & ALERT (Host), AskQuestions (Cohost), and AskQuestions2 (Cohost). It includes search, mute/unmute all, and a menu icon.
- Chat:** Shows a chat history with two messages: "to AskQuestions (privately): 10:37 AM ?" and "to AskQuestions (privately): 10:37 AM What color is the sky?". A "To:" dropdown menu is set to "AskQuestions".

The bottom status bar shows "Items: 13", "All folders are up to date.", "Connected to: Microsoft Exchange", "Display Settings", and a volume slider at 100%.

6. If you need to switch your audio and call-in instead, go to the menu bar, “Audio & Video” and select “Switch Audio”



7. In “Audio Connection”, you can either have WebEx call you or select the Call In option and you will receive a set of instructions and Dial-In numbers.

