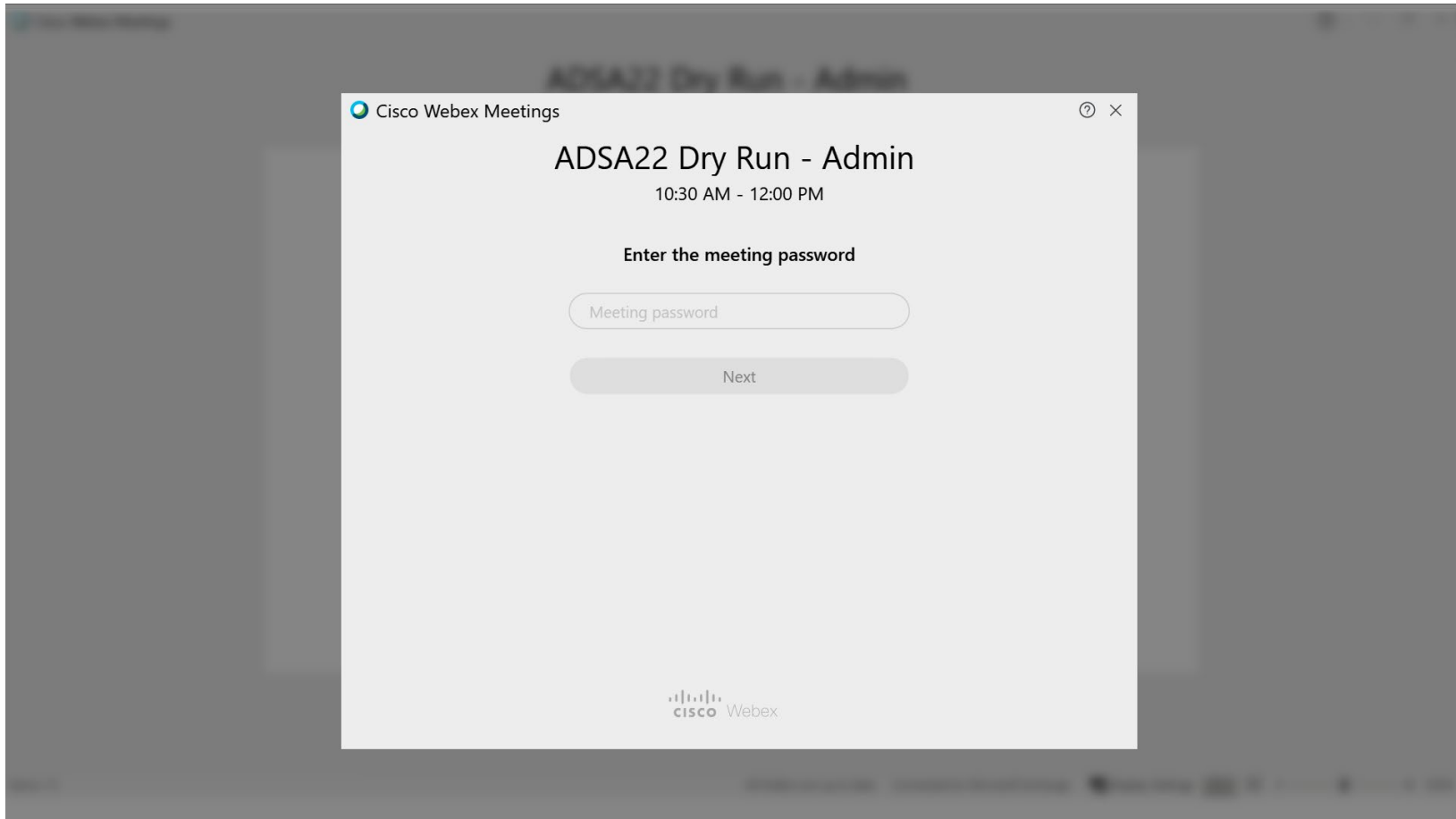
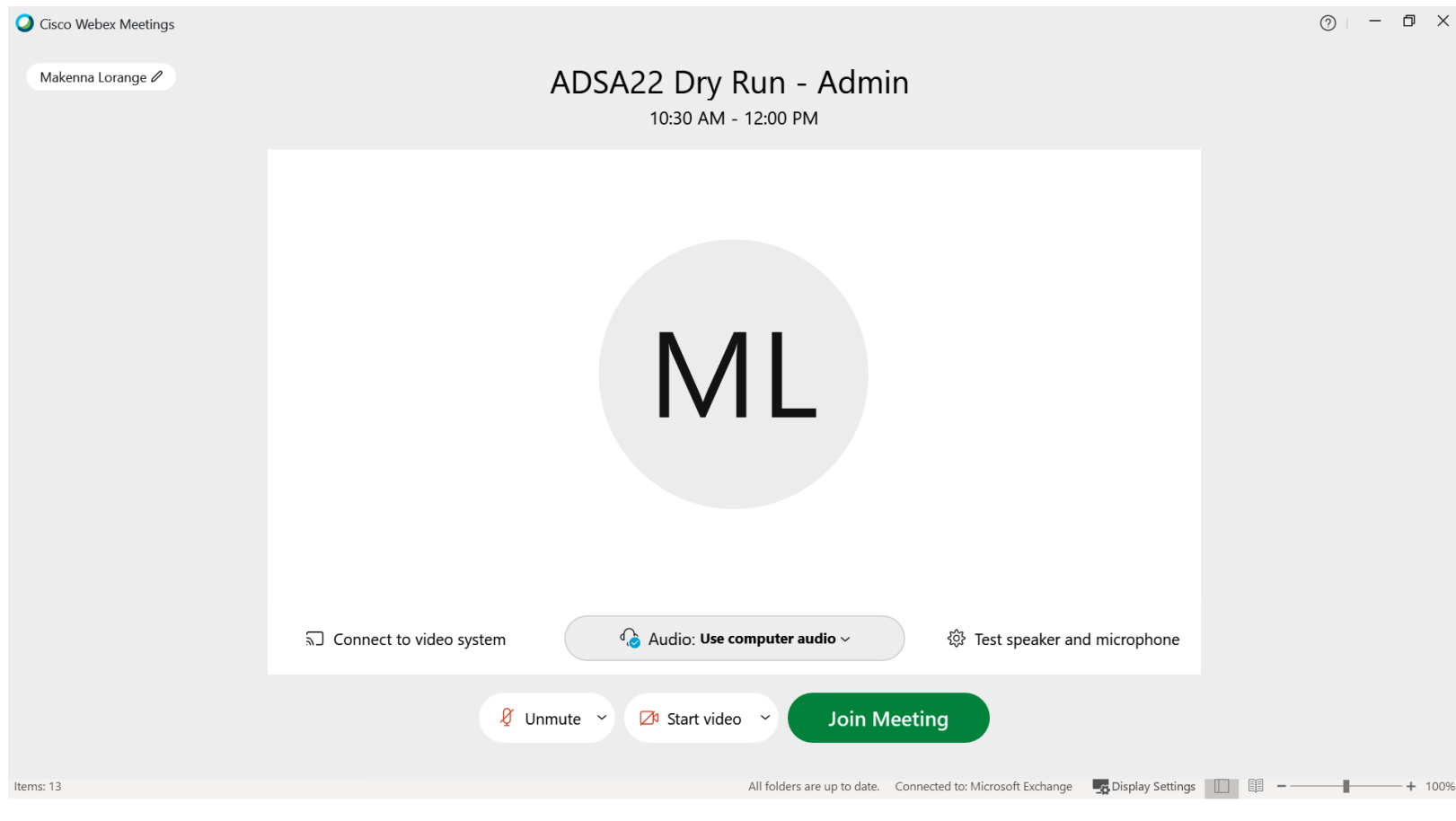


How to connect to WebEx

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 | Meeting Info | Hide menu bar ^" and the status is "Connected". Below the title bar is a menu 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)". The slide content includes:

- Subtitle: "Reducing Operator Cognitive Load in Aviation Security Equipment"
- Date: "November 17th"
- Topic: "Keynote address & TSA perspectives"
- Logo: "ALERT AWARENESS AND LOCALIZATION OF EXPLOSIVES-RELATED THREATS"
- Disclaimer: "The views and conclusions contained in this document are those of the authors and should not be interpreted as necessarily representing the official policies, either expressed or implied, of the U.S. Department of Homeland Security."

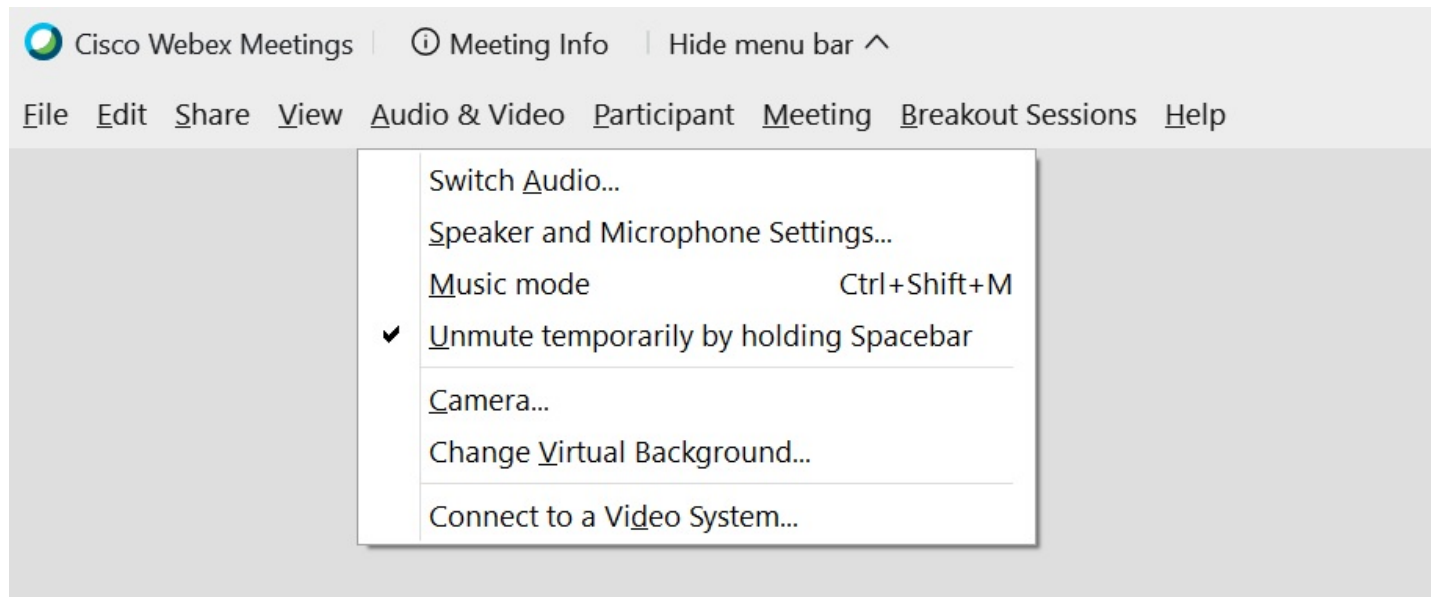
At the bottom of the slide, a small text box reads: "Welcome to ADSA22! Just a friendly reminder to keep yourself on mute at all times and do not share video. If you have any questions, please send a chat to either 'AskQuestions1' or 'AskQuestions2'. You can also raise your hand and a moderator will call on you to be unmuted. If you are experiencing any audio or visual issues, please email Tiffany Lam t.lam@northeastern.edu"

On the right side of the meeting window, there is a sidebar with two sections:

- Participants (5)**: A list of participants including "Gordon-CenSSIS & ALE..." (Host, me), "Makenna Lorange" (Cohost), "AskQuestions2" (Cohost), and "potus". There are "Mute all" and "Unmute all" buttons.
- Chat**: A chat window showing a message from "AskQuestions2" (privately) at 10:32 AM: "Makenna - will be late". A response from "AskQuestions2" (privately) at 10:32 AM says: "Okay, that sounds good." There is a "To:" dropdown menu set to "Everyone" and a text input field "Enter chat message here".

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



6. 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.

