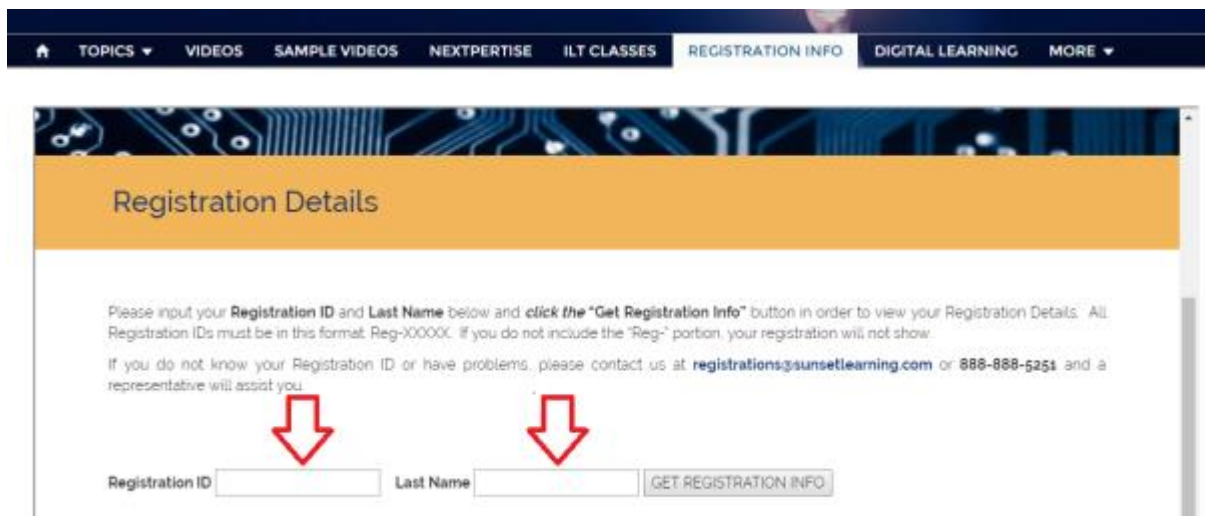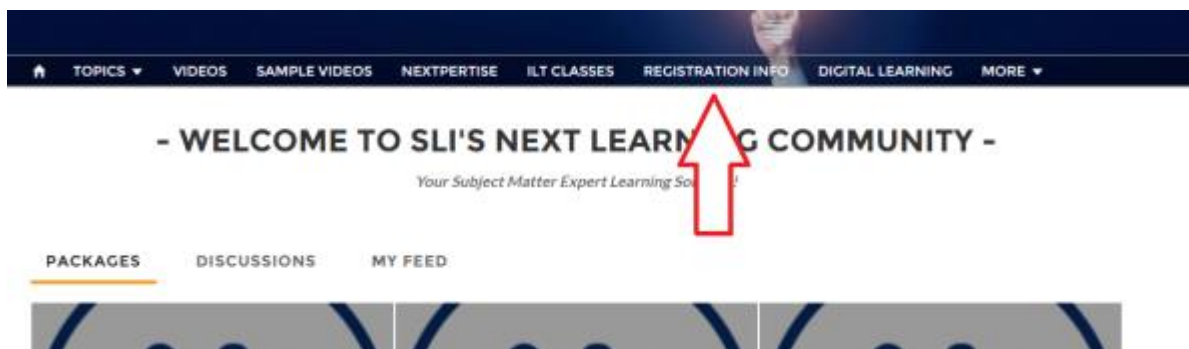# How to Test and Use the Cisco WebEx Client

Introduction

When you register for one of our classes, all of the information you'll need to attend the class, access labs and reach out for support are centralized in our **Registration Info** Tab in the SLI Community. Upon registration, you will receive an email providing (1) a link to our SLI Community, (2) instructions on how to login and set up a password, (3) and your unique Registration ID. Once you're in the Community, you will use this Registration ID to access all of your course information*.

Once you receive your Registration ID and have created a password for your Community username, go to the community login page. To get to the SLI community login page follow this link: https://sunsetlearning.force.com/ and click on the **Registration Info** tab, enter your information, and verify all of the details for your upcoming class and test your ability to connect to your HD-ILT classroom.

*if you're having trouble retrieving these emails or logging into the Community, contact Allie at asonevytsky@sunsetlearning.com or 303-729-1048
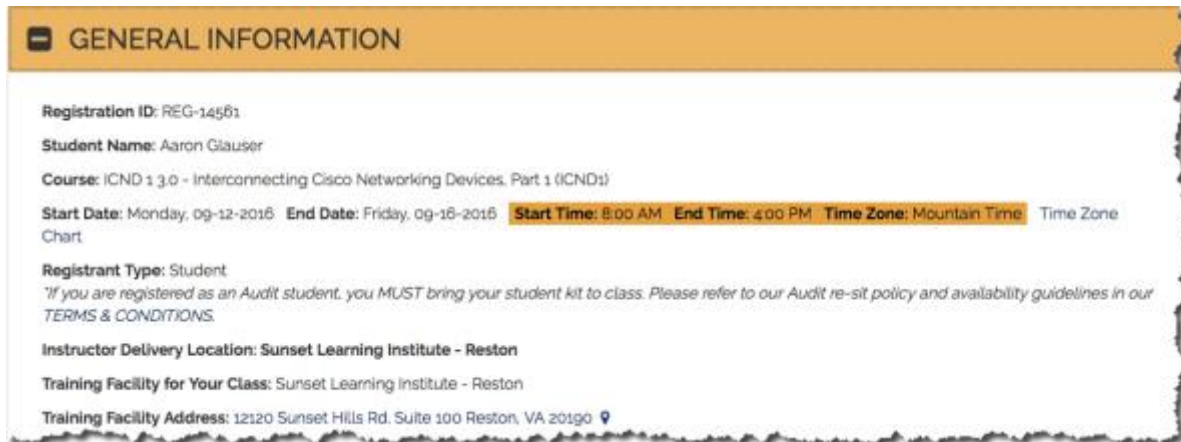

How to Test and Use The Cisco WebEx Meeting Center Client
Revised: Tuesday, October 31, 2017

How to Test and Use the Cisco WebEx Client
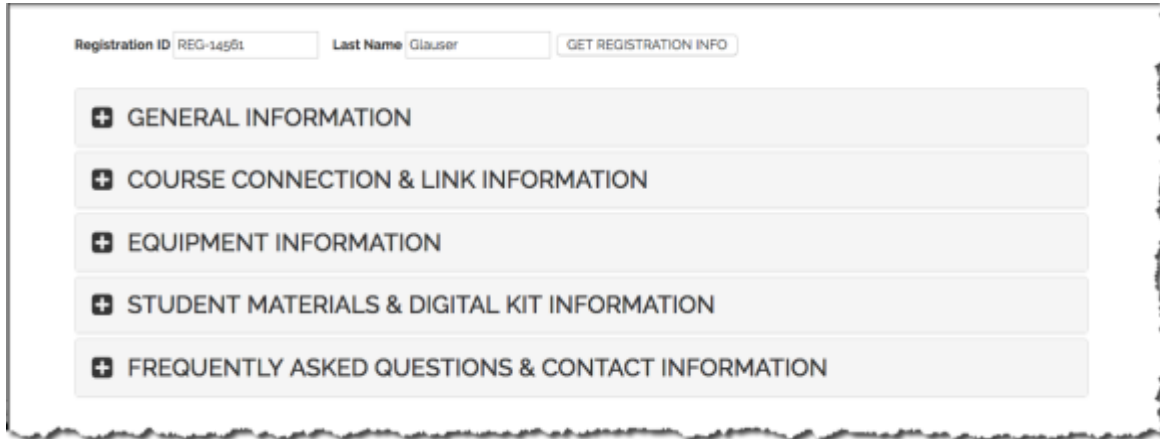
Once the page refreshes you will see multiple selections on the page where you can get more information.

By clicking on the General section you will see:
- A summary of the course you are attending including the course dates, and hours in the Mountain time zone, please be sure to adjust for your time zone.
- Where you will be attending class from, and where the Instructor will be delivering the class from, these will often be different locations.
- A summary of options for how you can attend class – please contact your sales consultant if you would like to change this

Sunset Learning uses Cisco's cloud-based Collaboration Meeting Room (CMR) platform to provide a rich educational experience for students that prefer to attend training from remote

locations. A number of hardware platforms, operating systems and SIP clients are supported by CMR, enabling students to use the device of their choice when attending our classes.

If you have chosen to attend your classroom using our Virtual Remote option, you will be using the Cisco WebEx client. The focus of this document is to show you how to test Cisco WebEx client to ensure your equipment is appropriately configured to access class. That information is under the **Course Connection and Link Information** selection.

Note that the first link provided will help you test your WebEx client to help ensure that you can connect to your virtual training room on the day of class.

When you click on this link, you will be taken to the Cisco WebEx Test a Meeting web page.

Enter your first name and email address (or make one up, the system doesn't validate this information), then click the green test a meeting button.

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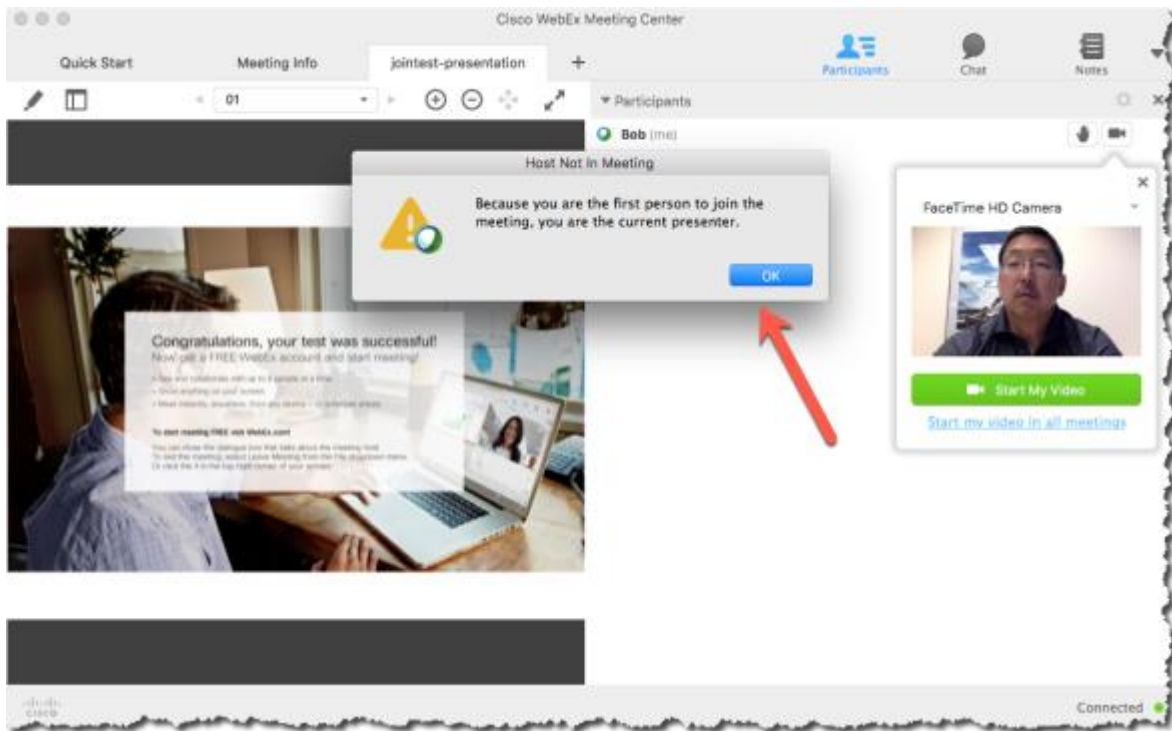
You can clear the dialog box indicating that you are the first participant in the meeting by clicking the OK button. You have now successfully tested your WebEx client.

If the test was not successful and you would like additional assistance, please click on the **Frequently Asked Questions and Contact Information** selection on your personal registration page and contact our HD-ILT support team for assistance prior to class.

Congratulations! Now that you have successfully tested your client and resolved any technical issues you are ready to attend your class.

How to Test and Use the Cisco WebEx Client

How to Join Your HD-ILT Classroom
Now that you have successfully tested your client and resolved any technical issues you are
ready to attend your class.

On the day of class, return to your personal registration page and navigate to the Course
Connection and Link Information section.

You will notice that the URL for Remote Connection using Browser Client link is now populated
with a link you can click on, or copy and paste into the browser of choice.

How to Test and Use the Cisco WebEx Client

Upon clicking on the link, or pasting the link into your browser and hitting the enter or return key, you will be taken to your meeting room page.
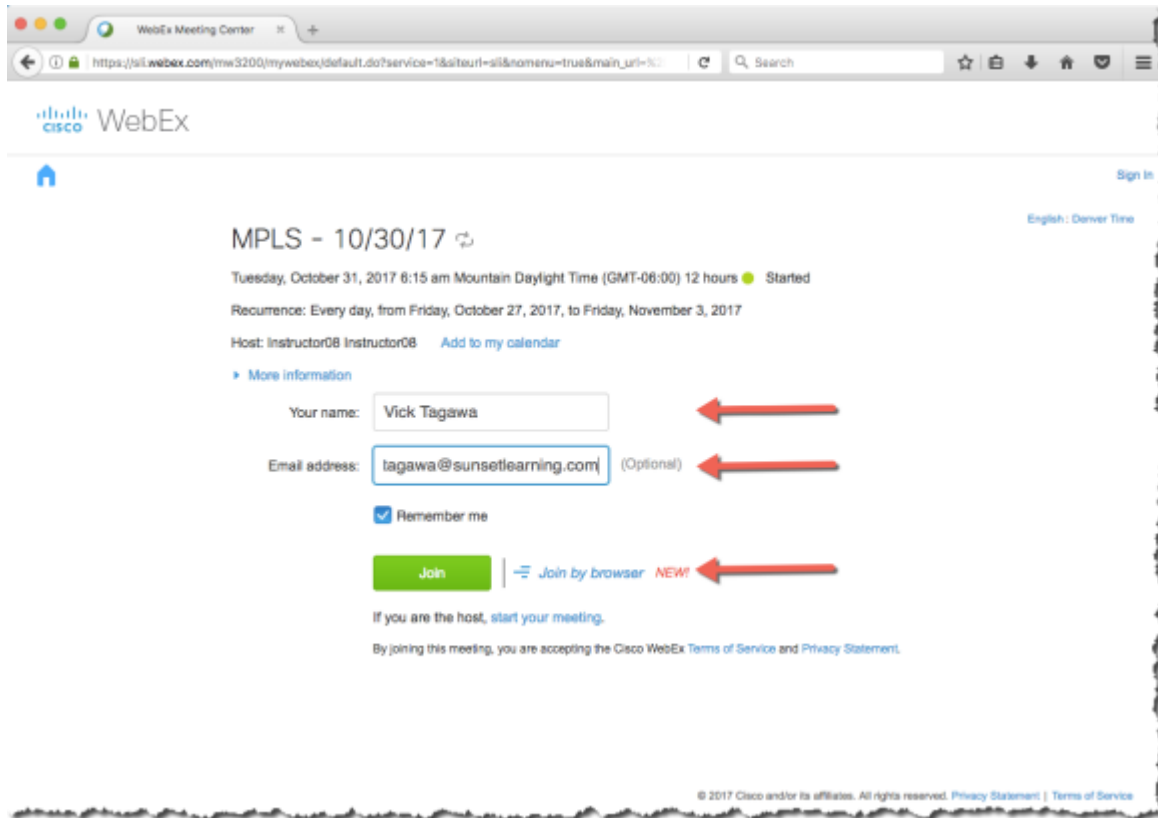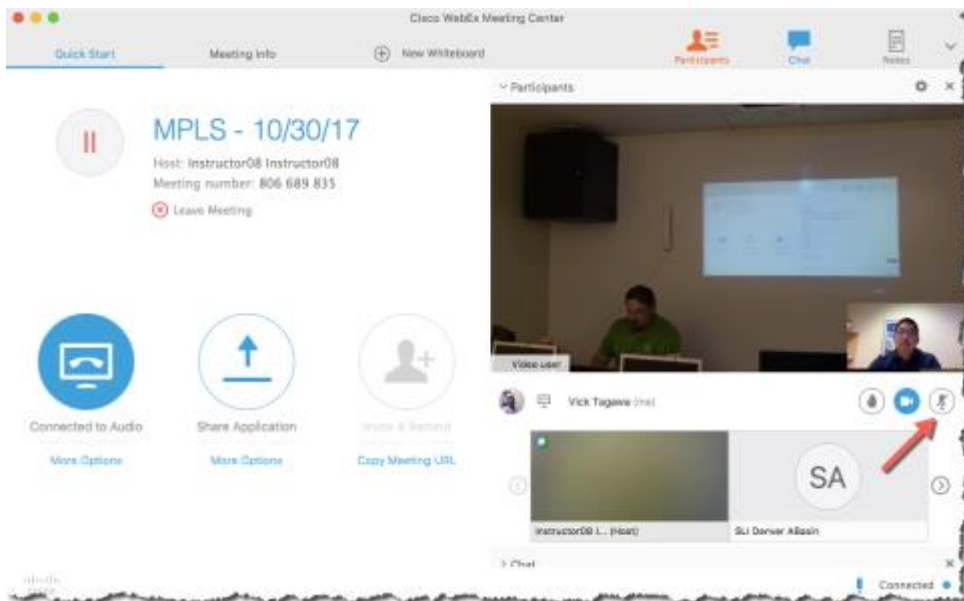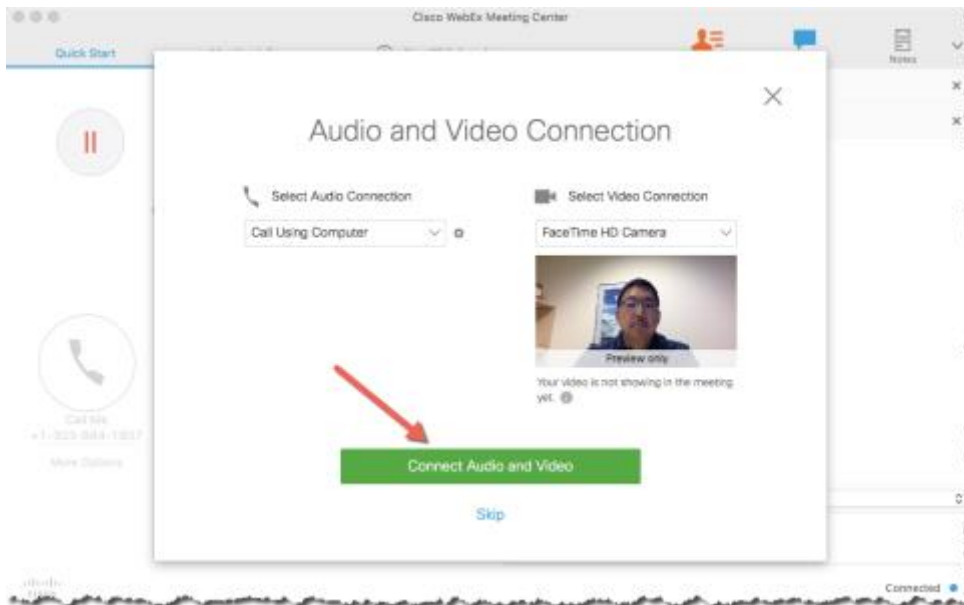

Verify that this is the class you signed up for and fill in your name and email address, then click on the Join button.

How to Test and Use the Cisco WebEx Client

Upon joining the meeting you will be prompted to select your audio and video connections and click on the green Connect Audio and Video Button

Note: that you have the ability to mute both your audio by using the buttons to the right of your name in the participant list. Keep these buttons in mind so that you can mute yourself when asked by the instructor, or when you have noise in your background that may disrupt others in the classroom.

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