



BTL – Language Training via videoconferencing

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USE OF WEBEX FROM CISCO SYSTEMS

Instructions for mini-test of WebEx to be completed before your first class

Dear BTL trainee,

You are about to begin a cycle of lessons with BTL, using a videoconference tool called WebEx by Cisco.

What you will need in order to participate in distance learning via videoconferencing:

- A computer with an internet connection and sound card
- Access to your email (to access the email invitation that will be sent from your teacher)
- A headset to communicate directly with your teacher in the meeting center (if not, you can speak by phone whilst benefitting from the meeting center).

Before your first class begins, we suggest that you run this short test on your computer in order to make sure that you'll be able to connect to your videoconference with no problems.

This test takes approximately 2 minutes.

If you experience any problems during your test, please contact Mark Harris, our Pedagogical Coordinator :

By email : assistance@btl.fr,

By phone on : + 33 (0) 1 42 93 45 45.

... but this should not be necessary.

Please follow the instructions below...



BTL – Language Training via videoconferencing suite

To start the mini test, please click on the link below:

<https://www.webex.com/test-meeting.html>

A screen will appear that says « testing your system ».

A few seconds later, a new page appears (see below). You will then be invited to join a test meeting. There is no one in this meeting; it's only to check your connection to a Webex meeting. Please type in your name and email address and click on 'Test a meeting'.

Test a WebEx meeting on your device. Then start hosting your own meetings – free!

To test your WebEx meeting follow this step by step guide:

1. Choose your desktop or mobile device.
2. Enter your name.
3. Enter your email address.
4. Click on Test a Meeting button.
5. Follow any additional the instructions.

Test a Meeting



If you are using Chrome, you will see the following screen :

Step 1 of 2: Add WebEx to Chrome

Follow this one-time process to join all WebEx meetings quickly.

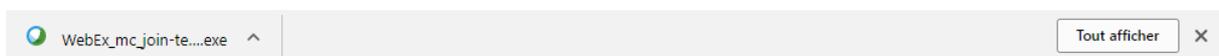
- Select **Add WebEx to Chrome**.
- Select **Add**.

Add WebEx to Chrome

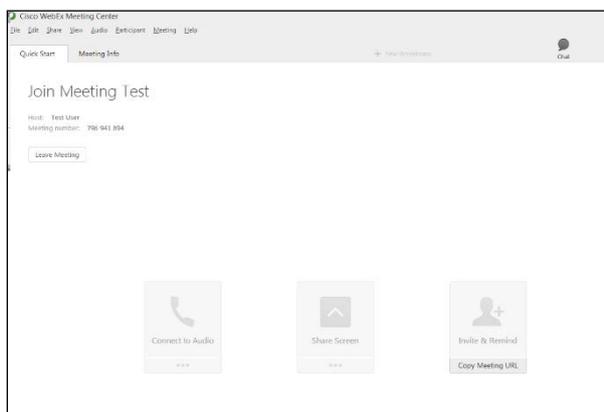
Don't want to use an extension? [Run a temporary application](#) to join this meeting.

Rather than adding WebEx to Chrome (which requires an administrator), just click on 'Run a temporary application' to open the WebEx meeting.

You will see either a pop-up appear or a message at the bottom of your screen. Click to open and run the file.

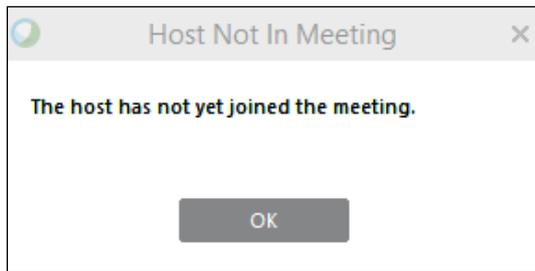


You will then see a Cisco screen telling you that you have joined the meeting:





If you see this message, just click the cross to close it.



Finally, you should see this screen appear:



Congratulations! You're in the meeting room!

You are now ready to begin your language training via videoconference.
Your teacher will send you an invitation a few moments before your class is to begin.

For more information, please consult the confirmation of your course sent by: Planningbtl@btl.fr

We wish you an excellent training cycle with BTL!