

# How to Use WebEx

When joining WebEx, you will go through a reminder WebEx email link or directly from the Global Genes Webinar Site:

The screenshot shows a web browser window displaying the Global Genes Webinar Series page. The browser's address bar shows the URL <https://globalgenes.org/webinars/>. The page has a dark blue header with the Global Genes Project logo and navigation links: About Us, Get Involved, Supporters, Webinars, Events, Resources, Shop, Donate, Contact, and Blog. The main content area is titled "RARE Webinar Series" and contains the following text: "Global Genes | RARE Project, in partnership with Shire and Bayer, will be hosting a series of educational webinars geared towards educating patient advocates and caregivers on a variety of topics. Please join subject matter experts in discussions about pressing issues that affect rare disease patient advocates regardless of disease. There is a lot to be learned and many benefits to creating a platform for sharing best practices." Below this, it states: "This RARE Educational Webcast Series is an important resource for those looking to become more involved and empowered around topics related to rare disease advocacy." The "Upcoming Webinars" section lists two events: "Caregiver Support and Resource Webinar" (November 21, 2013, 11:00 am PT) and "World Rare Disease Day 2014 Planning Webinar" (December 11, 2013, 11:00 am PT). A red arrow points to a "Register today!" button under the first webinar. The right sidebar includes a "Submit Your Story" section with a "Share Your Story of hope." graphic, a "Search" box, and a "Blog Topics" list containing: Breaking News, Global Genes | RARE Project, 7000 Bracelets, Events, GG News, Press Releases, and Rare Meetups. The Windows taskbar at the bottom shows the system tray with the date and time: 12:34 PM, 11/14/2013.

If you have registered, you can just join the event (once it has started). The password for all of our webinars is **Rare**:

The screenshot shows a web browser window displaying a Cisco WebEx event page. The browser's address bar shows the URL: <https://globalgenes.webex.com/mw03071/myw>. The page title is "Event Information: Caregivers Webinar: Taking Care of Yourself While Taking Care of Your Loved Ones".

Registration is required to join this event. If you have not registered, please do so now.

English - San Francisco Time

**Event status:** Not started ([Register](#))

**Date and time:** Thursday, November 21, 2013 11:00 Pacific Standard Time (San Francisco, GMT-08:00) [Change time zone](#)

Thursday, November 21, 2013 13:00 Central Standard Time (Chicago, GMT-06:00)

Thursday, November 21, 2013 14:00 Eastern Standard Time (New York, GMT-05:00)

**Program:** RARE Webinar Series

**Duration:** 1 hour

**Description:** In celebration of Caregiver Month (November), this session will explore the psycho/social aspects of caregiving and provide resources, ideas, and practical advice on how to strike a balance between caring for others and caring for yourself.

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

**Join Event Now**

You cannot join the event now because it has not started.

First name:

Last name:

Email address:

Event password:

[\(Clear my information\)](#)

A red arrow points to the "Event password" field.

To avoid any technical problems, please go through WebEx 's internet site first (if able) and then connect to the audio:

The screenshot shows a web browser window displaying the Cisco WebEx event page. The browser's address bar shows the URL: <https://globalgenes.webex.com/mw03071/myw>. The page title is "Event Information: Caregivers Webinar: Taking Care of Yourself While Taking Care of Your Loved Ones".

Registration is required to join this event. If you have not registered, please do so now.

English | San Francisco Time

**Event status:** Not started ([Register](#))

**Date and time:** Thursday, November 21, 2013 11:00 Pacific Standard Time (San Francisco, GMT-08:00) [Change time zone](#)

Thursday, November 21, 2013 13:00 Central Standard Time (Chicago, GMT-06:00)

Thursday, November 21, 2013 14:00 Eastern Standard Time (New York, GMT-05:00)

**Program:** RARE Webinar Series

**Duration:** 1 hour

**Description:** In celebration of Caregiver Month (November), this session will explore the psycho/social aspects of caregiving and provide resources, ideas, and practical advice on how to strike a balance between caring for others and caring for yourself.

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

**Join Event Now**

You cannot join the event now because it has not started.

First name:

Last name:

Email address:

Event password:

[\(Clear registration information\)](#)

A red arrow points to the "Join Now" button.

# After you log in to WebEx, you will see a pop-up, requesting that you connect to the teleconference through your phone:

The screenshot displays the Cisco WebEx Event Center interface. The main window shows a 'Topic: Demo' and a 'Record' button. A 'Teleconference' pop-up window is centered, containing the following text:

Use your phone to join this teleconference.

**Use Phone**

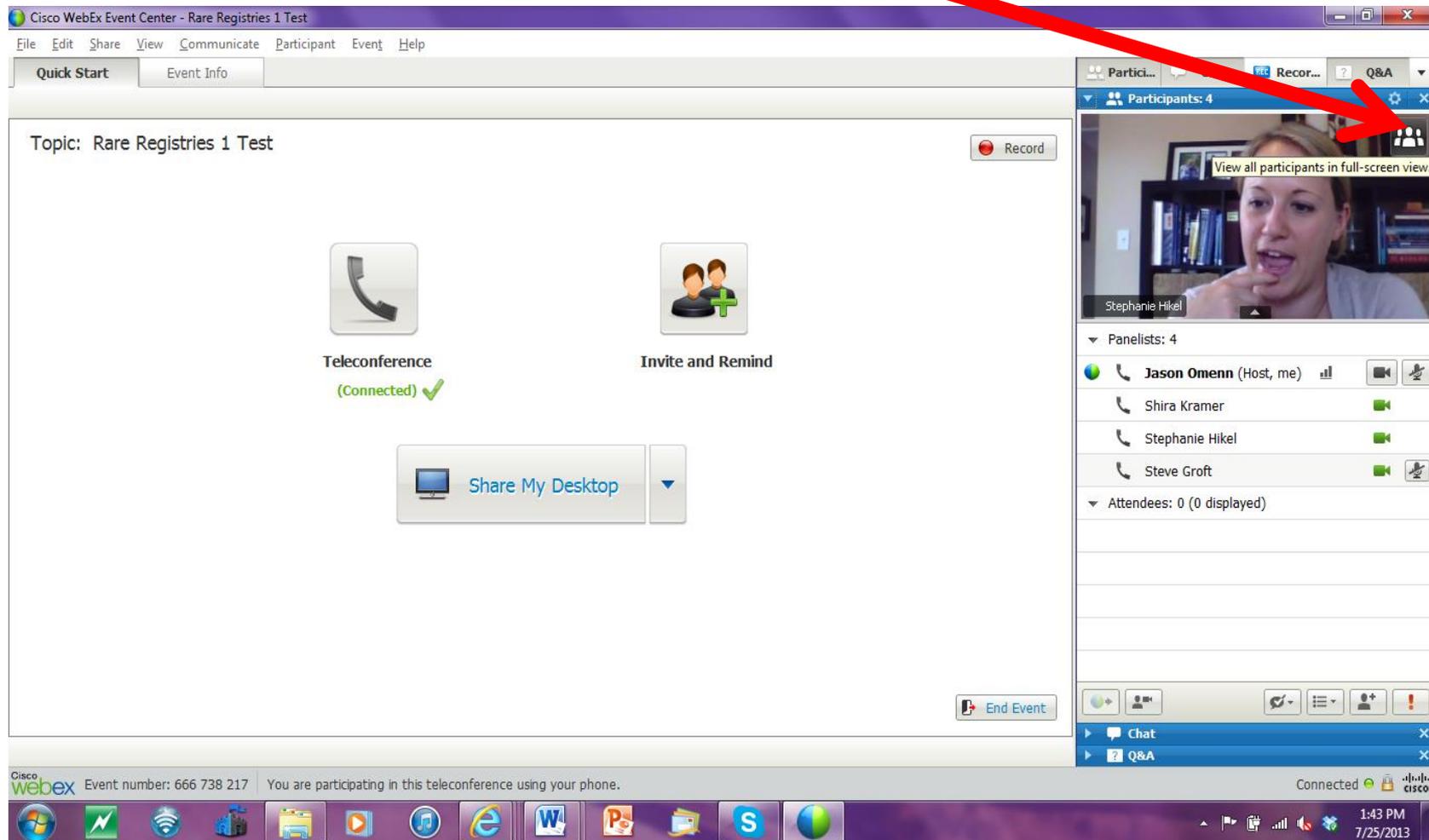
1. Call in to the event:  
**+1-415-655-0001 (US TOLL)**
2. Enter the access code:  
**669 915 974 #**
3. Enter your Attendee ID:  
**1 #**

A red arrow points from the right side of the screen towards the phone icon in the 'Use Phone' section of the pop-up. The background interface includes a 'Quick Start' tab, 'Event Info', and a sidebar with 'Participants: 1' (listing Jason Omenn), 'Chat', and 'Q&A' sections. The bottom status bar shows 'Event number: 669 915 974' and 'Connected'.

On the day of the webinar, you will join as a muted attendee but you will be able to see and listen to the panelists:

The screenshot displays the Cisco WebEx Event Center interface for a webinar titled "Rare Registries 1 Test". The main window shows a "Quick Start" section with two primary options: "Teleconference (Connected)" and "Invite and Remind". A red arrow points from the "Teleconference" option to the "Attendees" list in the right-hand sidebar. The sidebar shows a list of participants: Jason Omenn (Host, me), Shira Kramer, Stephanie Hikel, and Steve Groft. Below them, it says "Attendees: 0 (0 displayed)". The bottom status bar shows "Connected" and the time "1:43 PM 7/25/2013".

You will be able to view panelists while they speak. To expand your view of them, click the icon with 3 figures in the top right:



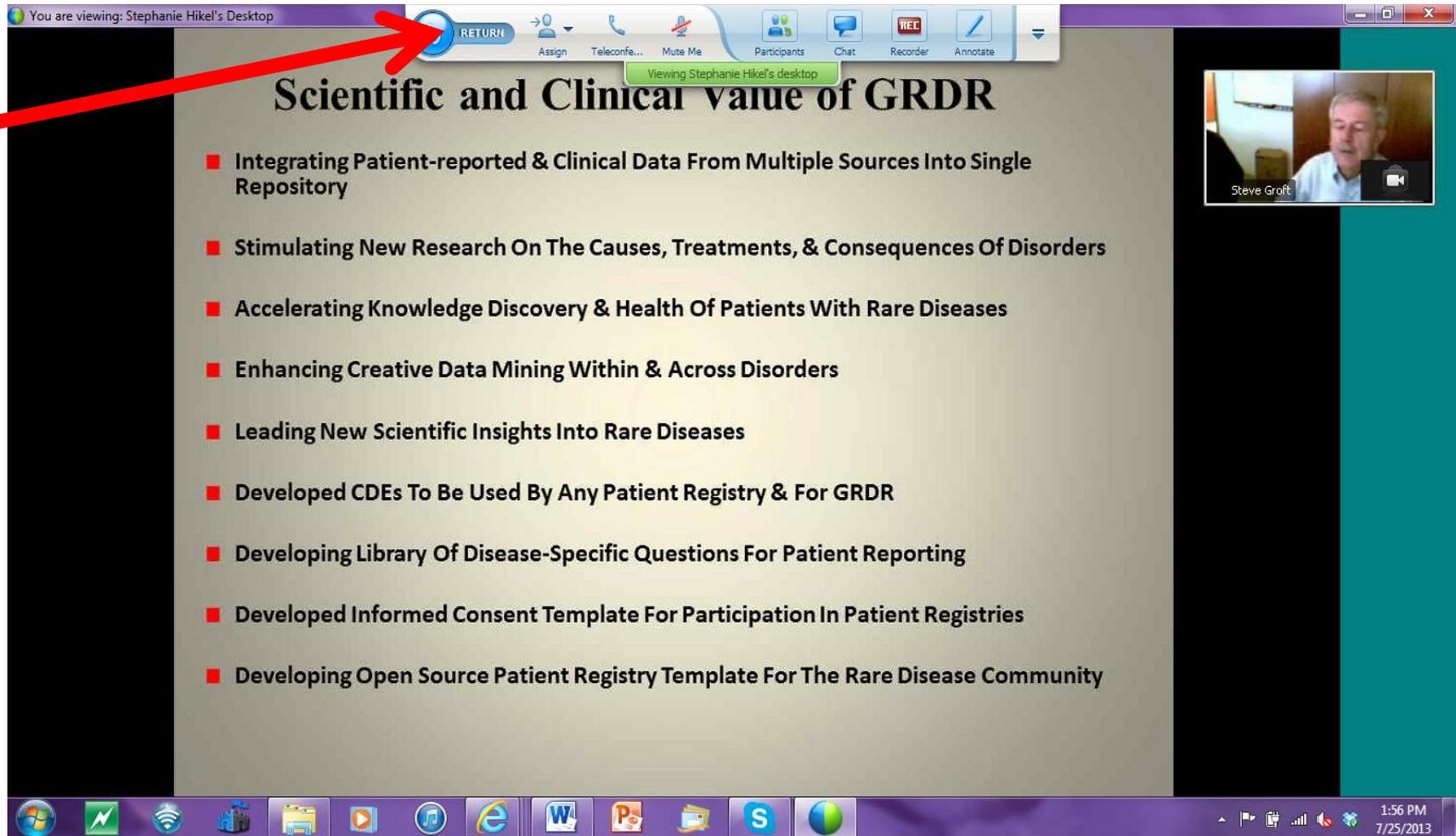
After clicking this icon, the panelists' videos will expand to full screen.  
The person speaking will be the one enlarged:



Returning out of this viewing option, you can ask questions to the panelists or moderator through the Q&A section:

The screenshot displays the Cisco WebEx Event Center interface for a session titled "Rare Disease Registries Test". The main content area shows options for "Teleconference (Connected)" and "Invite and Remind", along with a "Share My Desktop" button. On the right side, a sidebar contains navigation tabs for "Participants", "Chat", "Recording", and "Q&A". The "Q&A" tab is selected and expanded, showing a list of questions and a text input field at the bottom. A large red arrow points to this input field. The bottom status bar indicates the event number (662 907 620) and the user's connection status (Connected).

Throughout this presentation, panelists will be using a PowerPoint. When it is shared (as it is now), it will appear on your screen suddenly. To return to the other features, click the “return button” at the top of the screen:



The screenshot shows a Zoom meeting interface. At the top, a toolbar contains several icons: a blue circular 'RETURN' button, 'Assign', 'Teleconf...', 'Mute Me', 'Participants', 'Chat', 'Recorder', and 'Annotate'. A red arrow points to the 'RETURN' button. Below the toolbar, a green notification bar says 'Viewing Stephanie Hikel's desktop'. The main content is a slide with the title 'Scientific and Clinical value of GRDR' and a list of nine bullet points. On the right side, there is a video thumbnail for 'Steve Graft'. The Windows taskbar is visible at the bottom, showing various application icons and the system tray with the time '1:56 PM' and date '7/25/2013'.

You are viewing: Stephanie Hikel's Desktop

RETURN Assign Teleconf... Mute Me Participants Chat Recorder Annotate

Viewing Stephanie Hikel's desktop

## Scientific and Clinical value of GRDR

- Integrating Patient-reported & Clinical Data From Multiple Sources Into Single Repository
- Stimulating New Research On The Causes, Treatments, & Consequences Of Disorders
- Accelerating Knowledge Discovery & Health Of Patients With Rare Diseases
- Enhancing Creative Data Mining Within & Across Disorders
- Leading New Scientific Insights Into Rare Diseases
- Developed CDEs To Be Used By Any Patient Registry & For GRDR
- Developing Library Of Disease-Specific Questions For Patient Reporting
- Developed Informed Consent Template For Participation In Patient Registries
- Developing Open Source Patient Registry Template For The Rare Disease Community

Steve Graft

1:56 PM  
7/25/2013

To return back to the PowerPoint, click the “Return to Sharing” in the Desktop Share pop-up:

The screenshot displays the Cisco WebEx Event Center interface for a session titled "Rare Registries 1 Test". A "Desktop Share" pop-up window is visible in the center, containing the text "You are no longer viewing the presenter's shared content." and a "Return to Sharing" button. A red arrow points to this button. Below the pop-up, there is an "Invite and Remind" icon and a "Share My Desktop" button. The right sidebar shows a video feed of Shira Kramer, a list of panelists (Jason Omenn, Stephanie Hikel, Shira Kramer, Steve Graft), and attendees. The bottom status bar shows the event number 666 738 217 and the time 1:57 PM on 7/25/2013.

During the webinar, we have the opportunity to administer poll questions. Please answer these (if prompted) to the best of your ability:

The screenshot shows the Cisco WebEx Event Center interface. The main window displays the event title "Topic: Demo2" and several control buttons: "Teleconference (Connected) ✓", "Invite & Remind", and "Share My Desktop". A red arrow points from the "Invite & Remind" button towards the poll question in the right-hand sidebar. The sidebar contains a "Polling" section with the following question and options:

**Poll Questions:**

1. Who are you?

- A. Individual/Family with Rare Disease
- B. Advocacy/support organization
- C. Health Care Provider (clinician, hospital, etc.)
- D. Industry
- E. Policy maker/lobbyist/advocacy
- F. Regulator
- G. Researcher
- H. Other

At the bottom of the sidebar, it states "Your poll has been submitted." and shows "Remaining time: 04:33" and "Time limit: 05:00". A "Submit" button is also visible.

# Reminders

- Please register for the webinar in advance
- Please join the webinar on time to avoid missing anything important
- Direct technical questions to Katie ([Katiem@rareproject.org](mailto:Katiem@rareproject.org))
- Webinar slides and recording will be available after the webinar

# THANK YOU!



*hope. it's in our genes.™*

[www.globalgenes.org](http://www.globalgenes.org)

hope.

**RA?E**