Cisco Webex Events

INTRO

Cisco Webex Events is an application help you create a live online event which support up to a thousand attendees to join a live online event, discussing, presentation sharing, presenter switching, polling, result reporting, event recording, Q&A, private chatting.

This guide will teach you step by step from start until the end.
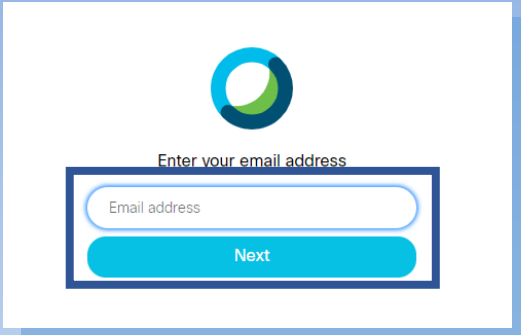
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How to Set up and prepare
for an event
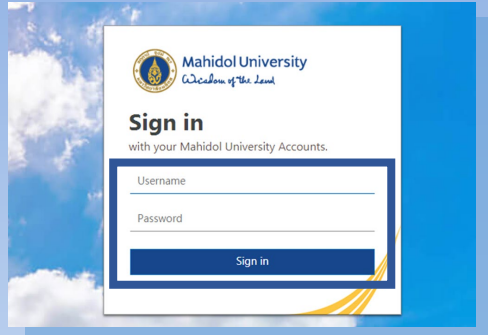
Cisco Webex Events

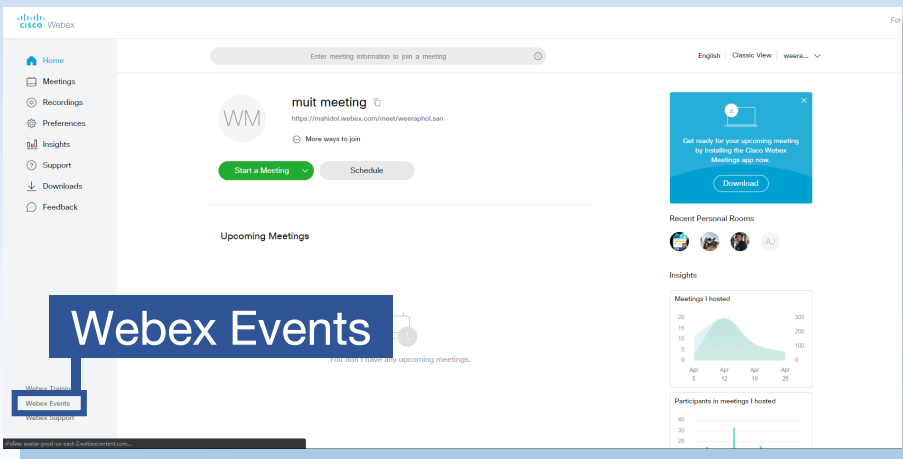1. Go to mahidol.webex.com and Enter your MU email address (ex. Name.Sur@mahidol.ac.th) Click Next
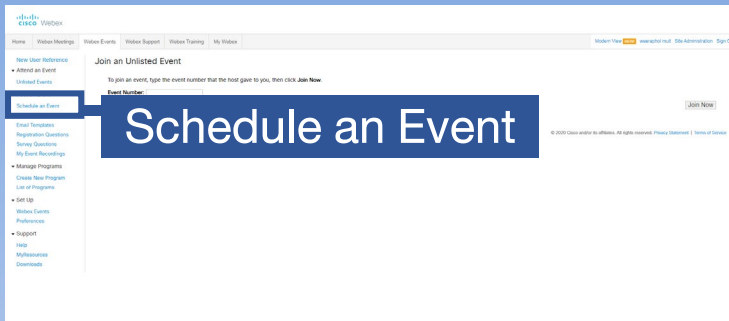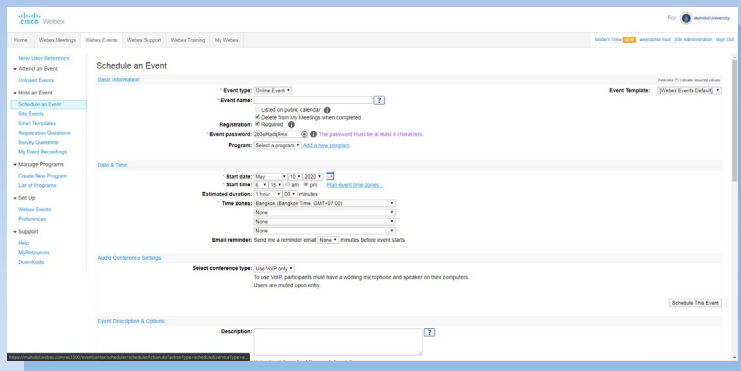

2. Sign in with your Name.Sur and Password

3. Select Webex Events on the bottom left navigation bar

Webex Events

4. Select Schedule an Event on the left menu

5. Schedule an Event page will let you set event information

6. Basic Information

Event type : Online Event

Event name : Enter your event name

Listed on public calendar : Anyone can see your event on public calendar

Delete from My Meetings when completed : This event information will be deleted
when it's over

Registration : Required The attendees are required to register

Event password : The system generate an Auto-Password
or you can enter your own password

Program : Select a program or add a new program

7. Date & Time topic

Start date : select your event date

Start Time : select your time by host and attendees time zone

Date & Time:

* **Start date:**	May ▾ 11 ▾ 2020 ▾	
* **Start time:**	9 ▾ 15 ▾ ⦿ am ○ pm	Plan event time zones...
Estimated duration:	2 hours ▾ 00 ▾ minutes	
* **Time zones:**	Bangkok (Bangkok Time, GMT+07:00) ▾	
	Bangkok (Bangkok Time, GMT+07:00) ▾	
	London (GMT Summer Time, GMT+01:00) ▾	
	None ▾	
Email reminder:	Send me a reminder email 30 ▾ minutes before event starts	

8. Or you can change or add Start Time by another time zone if your attendees are in another country by selecting Plan event time zone…then select participants time zone

* **Start time:** 9 ▾ 15 ▾ ⦿ am ○ pm   Plan event time zones...

Select Time Zones

Select the time zone for the event and for your participants, then click Show Time. For additional participant time zones, click "+" to add more time zones.

Event Time Zone:
Bangkok (Bangkok Time, GMT+07:00)

Participants Time Zone:
Bangkok (Bangkok Time, GMT+07:00) ⊞

☑ Save participants time zones   Show Time   Cancel

9. You can add participants time zone up to 3 then click Show Time to compare the time zones

Select Time Zones

Select the time zone for the event and for your participants, then click Show Time. For additional participant time zones, click "+" to add more time zones.

Event Time Zone:
Bangkok (Bangkok Time, GMT+07:00)

Participants Time Zone 1:
Bangkok (Bangkok Time, GMT+07:00)

Participants Time Zone 2:
Bangkok (Bangkok Time, GMT+07:00)
Halifax (Atlantic Daylight Time, GMT-03:00)
Montevideo (Uruguay Time, GMT-03:00)
Recife (S. America Eastern Time, GMT-03:00)
Newfoundland (Newfoundland Daylight Time, GMT-02:30)
Mid-Atlantic (Mid-Atlantic Time, GMT-02:00)
Nuuk (Greenland Daylight Time, GMT-02:00)
Cape Verde (Cape Verde Time, GMT-01:00)
Azores (Azores Summer Time, GMT)
Reykjavik (Greenwich Time, GMT)
London (GMT Summer Time, GMT+01:00)
Windhoek (West Africa Time, GMT+01:00)
Amsterdam (Europe Summer Time, GMT+02:00)
Berlin (Europe Summer Time, GMT+02:00)
Brussels (Europe Summer Time, GMT+02:00)
Cairo (Egypt Time, GMT+02:00)
Madrid (Europe Summer Time, GMT+02:00)
Oslo (Norway Summer Time, GMT+02:00)
Paris (Europe Summer Time, GMT+02:00)

Select Time Zones

Select the time zone for the event and for your participants, then click Show Time. For additional participant time zones, click "+" to add more time zones.

Event Time Zone:
Bangkok (Bangkok Time, GMT+07:00)

Participants Time Zone 1:
Bangkok (Bangkok Time, GMT+07:00)

Participants Time Zone 2:
London (GMT Summer Time, GMT+01:00)

Show Time

☑ Save participants time zones   Show Time   Cancel

10. Time Zone Planner will show the table to help you select the most suitable time for your event.
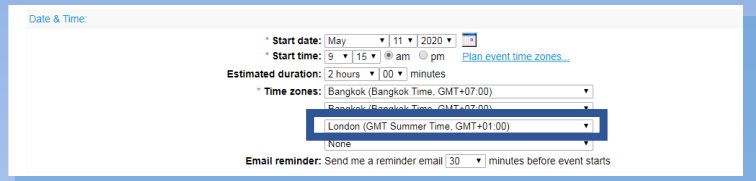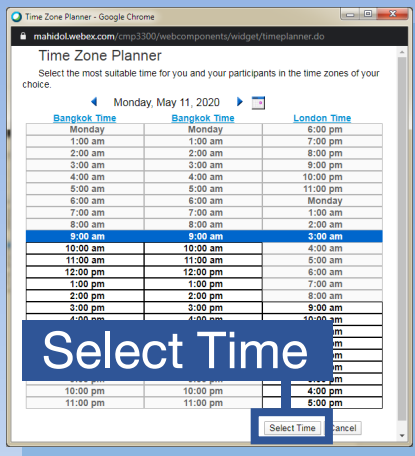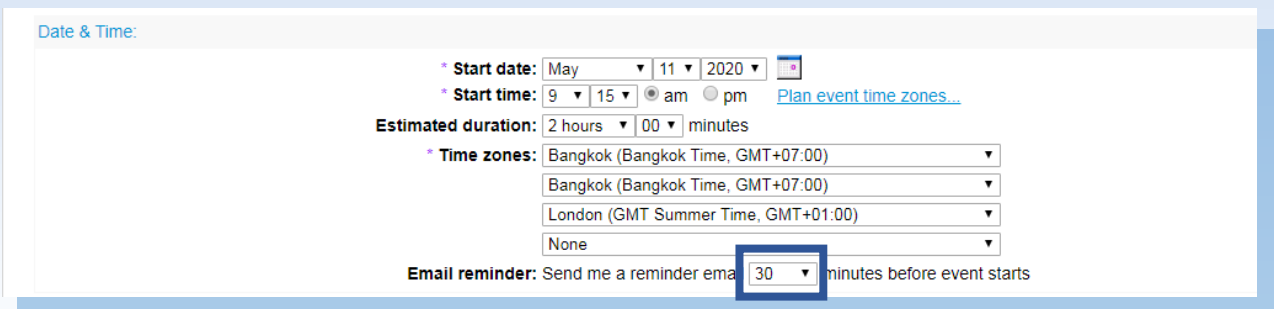

11.

Estimated duration : select your estimated duration

Time Zone : the selected time zones for host and attendees

Email reminder : select time before event starts

12. Audio Conference settings

Select Conference type : Use VoIP only

To use VoIP, participants must have a working microphone and speaker on their computers. Users are muted upon entry.

13. Event Description & Options

14. Event Description & Options

Description : enter description of the event

Click on Upload

15. Upload Your Picture page will show up then select your picture from your computer
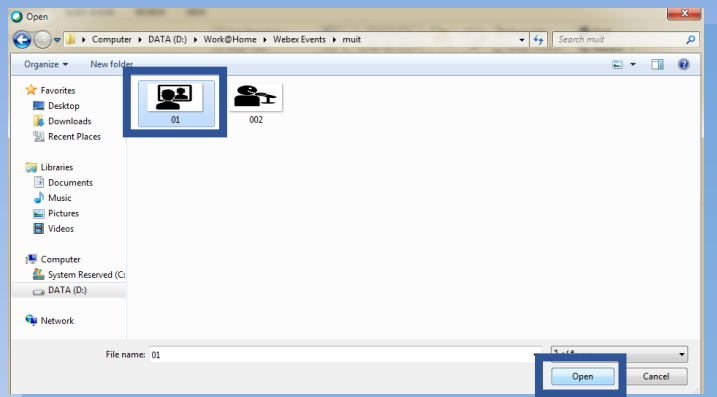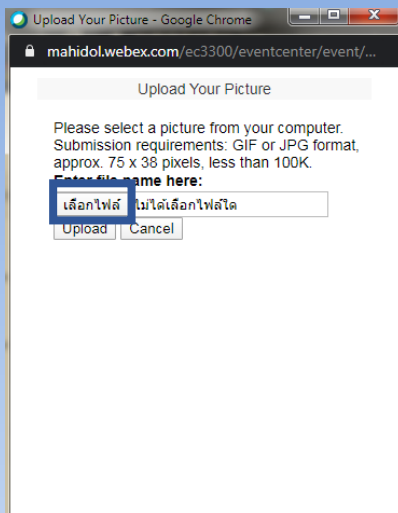
16. Click on Upload button

You will see your uploaded picture
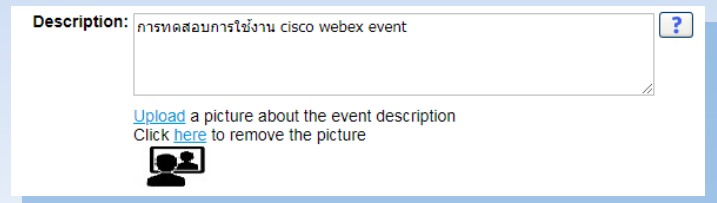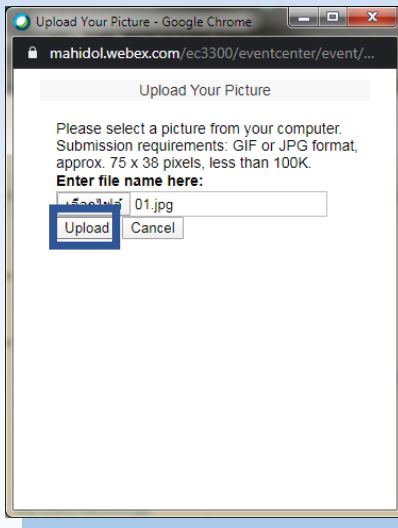
17. Host image upload a host or presenter picture of this event by clicking Upload
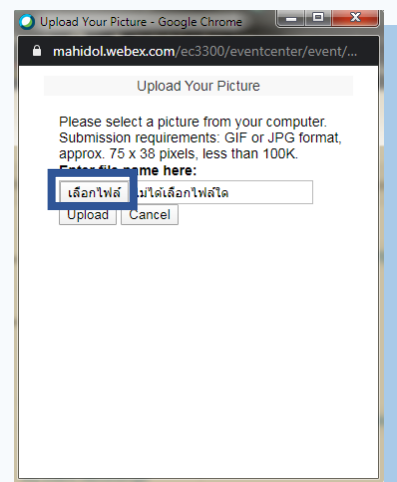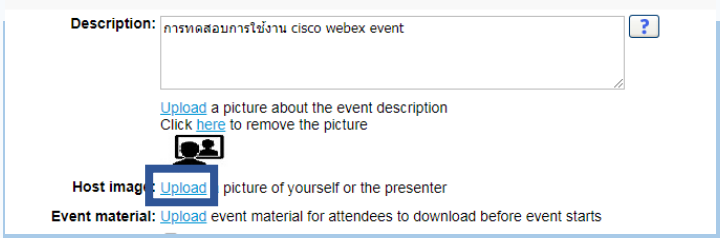
18. Click on Choose file button to Select your picture from your computer then click Upload button
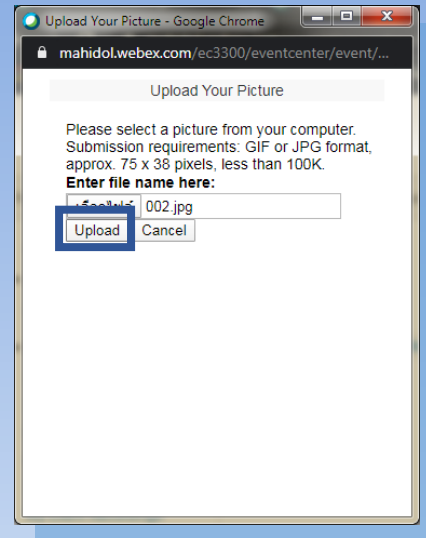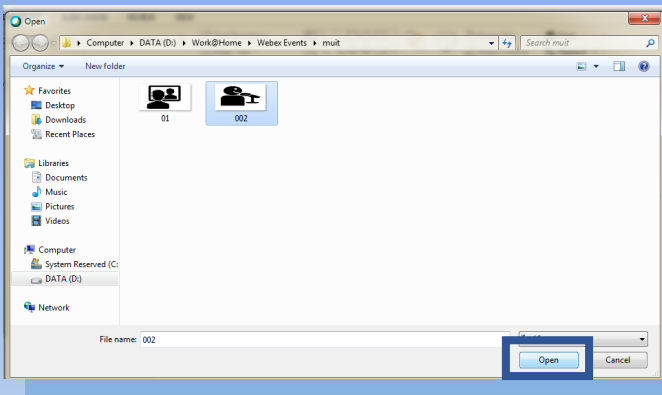
19. You will see your uploaded picture
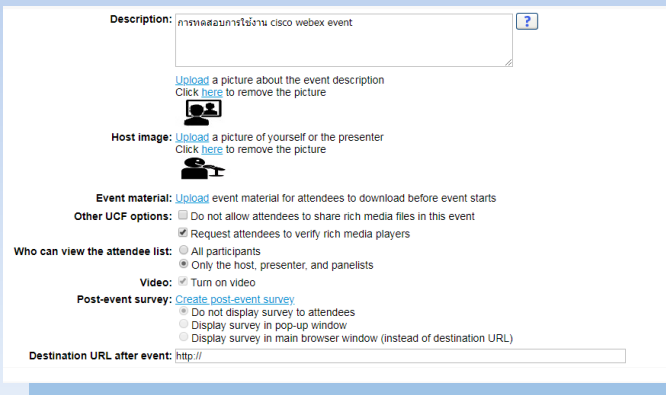
20. Event material

Upload your event material files from your computer

By clicking Choose file button to select your file then click Open button
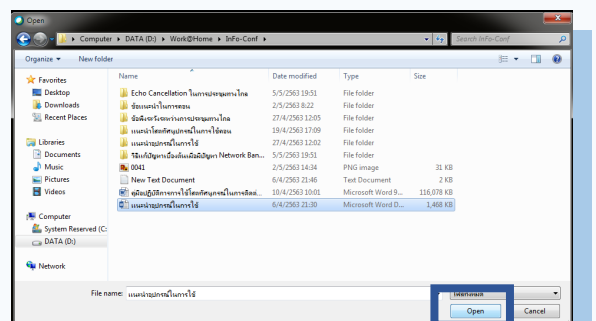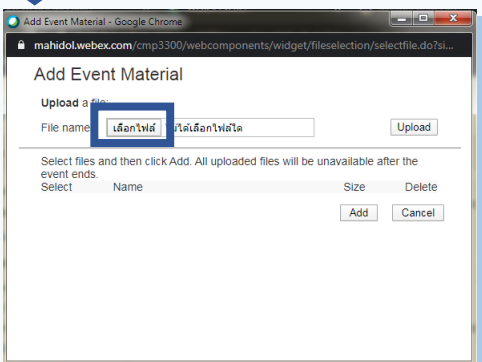
21. Then Click Upload button on the right side of file name
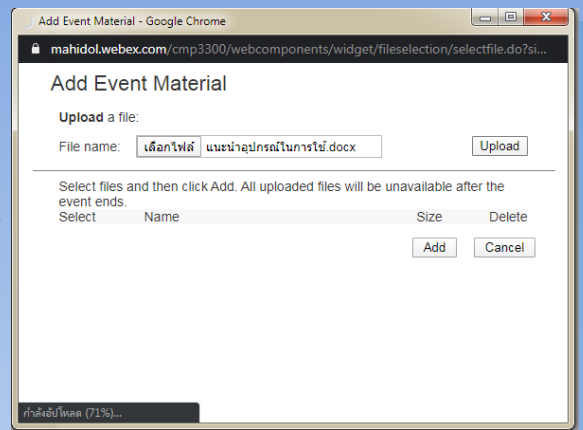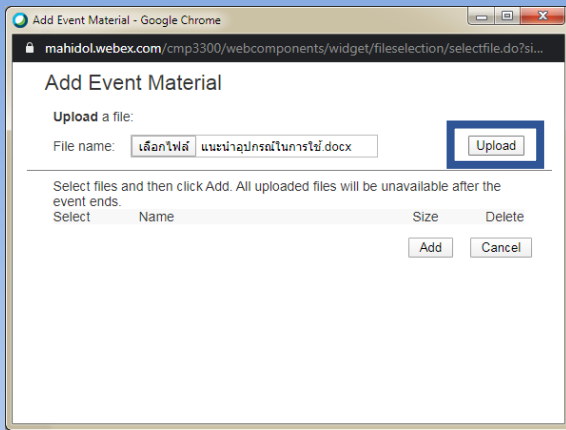
You will see your file(s) in the list below, make sure you select the file(s) then click Add button
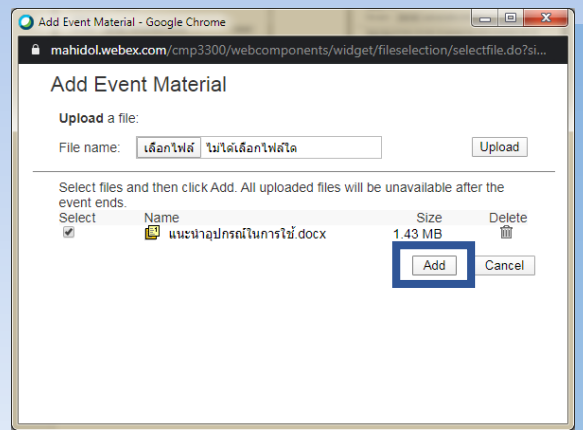
22. Your Uploaded file(s) will appear below the Event material topic

23. Other UCF options : Select an option

UCF (Universal Communications Format)

24. Who can view the attendee list : Select an option

Who can view the attendee list: ○ All participants
                                  ● Only the host, presenter, and panelists

25. Video : Auto-Select Turn on video

Video: ☑ Turn on video

Post-event survey : Select an option about survey

Post-event survey: Create post-event survey
                   ● Do not display survey to attendees
                   ○ Display survey in pop-up window
                   ○ Display survey in main browser window (instead of destination URL)

Destination URL after event : enter your URL after event

Destination URL after event: http://

(after testing, available for using https://mahidol.webex.com/ only)

26. Attendees & Registration

Attendees & Registration:

Attendees:	Create invitation list
	View invitation list
Invite friends:	☑ Allow registrants to invite friends to this event
Maximum number of registrants:	10000
Registration form:	Click here to customize your registration form
Destination URL after registration:	http://
Approval required:	○ Yes ● No Set up approval rules
Registration password:	○ Yes, specify password:
	● No
Registration ID required:	○ Yes ● No
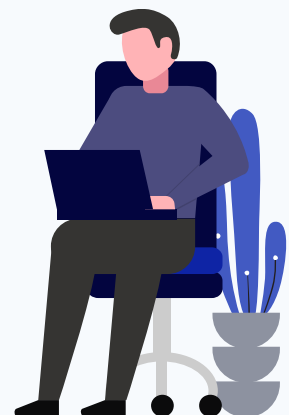
27. Attendees: click Create invitation list , Create Attendee Invitation List will appear then click Select Contacts button
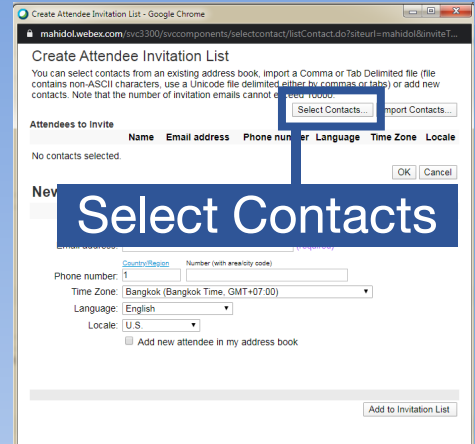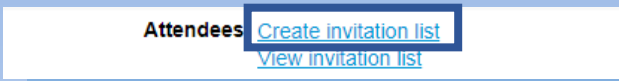
28. Your contacts list will show up on the page which you can select attendees then click Add Attendees button
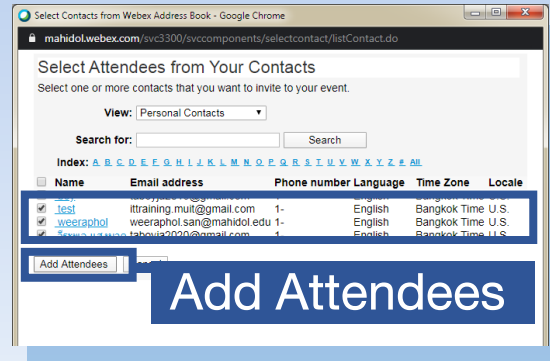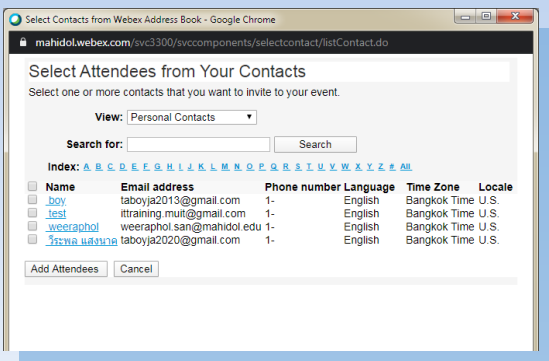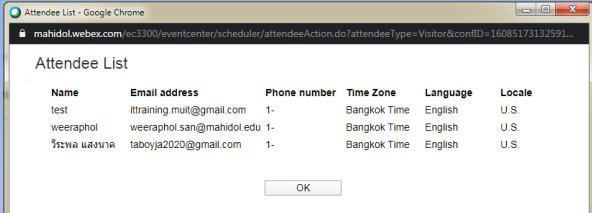
29. Your selected contacts list will appear then Click Select All button then click Invite button to send an invitation
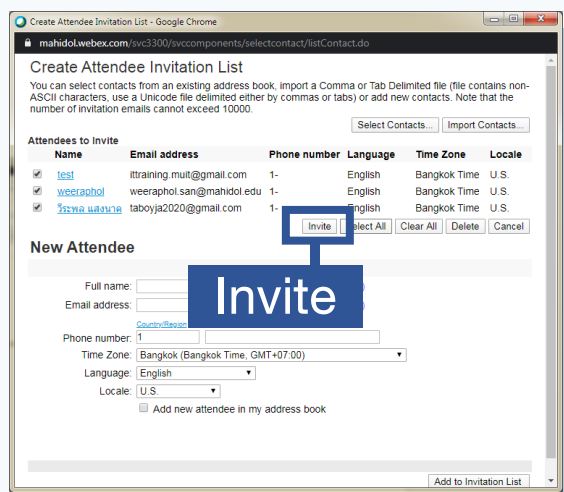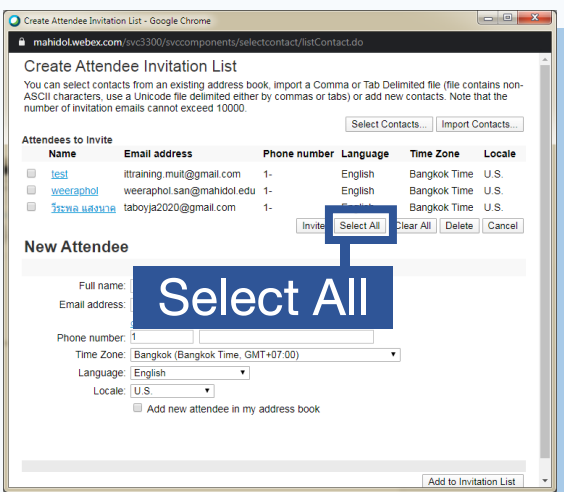
30. Back to Attendees menu, if you'd like to check on your attendees list just click View invitation list

31. Invite friends : check Allow registrants to invite friends to this event box to allow invited attendees invite their friends to join this event

Maximum number of registrants: enter maximum number of registrants

32. Registration form: click here to customize your registration form

33. Customize Registration Questions page shows you choices of your registration questions
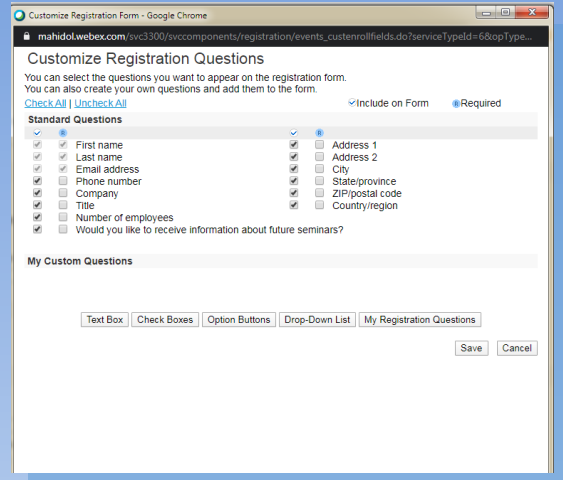
34. For Example: Your registration requires First name, Last name and Email. Click Save button then click Close button
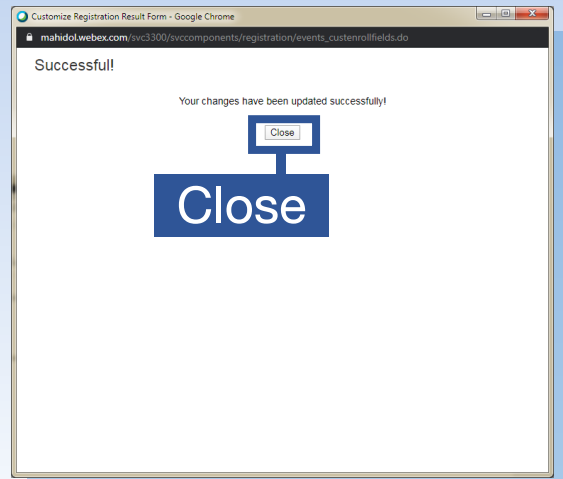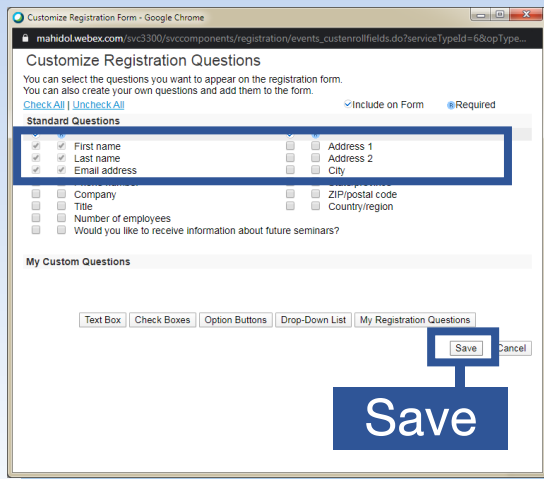
35. Destination URL after registration :

Enter URL after registration

(after testing, available for using https://mahidol.webex.com/ only)

Approval required : Select Yes box to set rules

36. Click OK button

> Do you also want to require attendees to use a unique registration ID when joining your event to ensure that only attendees with approved registration can join?
>
> Cancel   **OK**

Click Set up approval rules

you will see Approval Rules **to**

make conditions

Set Up Approval Rules - Google Chrome

🔒 mahidol.webex.com/ec3300/eventcenter/approval/approval.do

Approval Rules

First Name ▼
Does not Contain ▼ the words [   ] Then Reject ▼ Add Rule
☐ Match case

Rules	Match Case	Action	Delete
		Save	Cancel

Notes:
* Rules are executed in the order listed.
* Once a rule has been applied to a registration record, then subsequent rules will not be applied to the same registration record.

Approval required: ⦿ Yes ○ No   Set up approval rules

37. Registration password

Select Yes, specify password: **enter your registration password in a box**

Registration password ⦿ Yes, specify password: ••••
                        ○ No

Registration ID required : **leave system selection**

Registration ID required: ⦿ Yes ○ No

38. Presenters & Panelists :

Presenters & Panelists:

Panelists: Create invitation list
          View invitation list
Panelists info: [   ] [?]
          ☐ Allow panelists to upload documents associated with the event.
Panelist password: [   ] (recommended)
Confirm password: [   ]
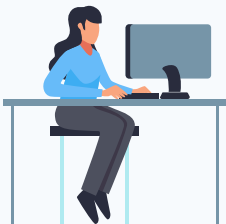
39. Panelists

Click Create invitation list you will see

Create Panelists Invitation List

then Click Select Contacts button to

select from your contact list
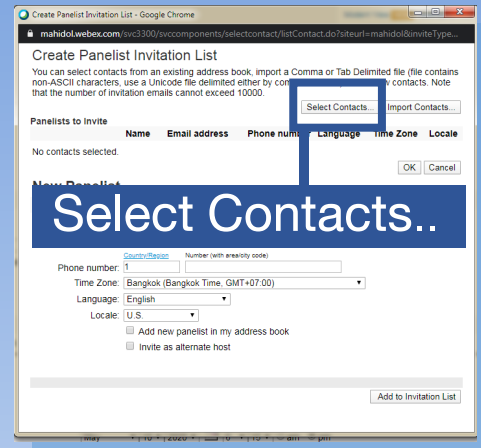
40. Select Panelists from your contact list then click Add Panelist button
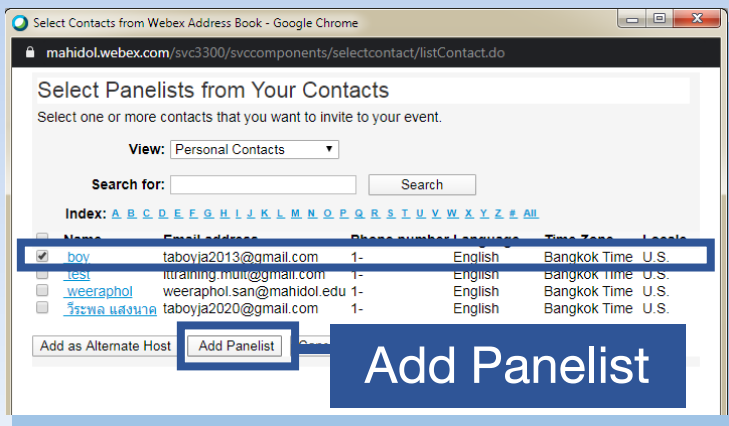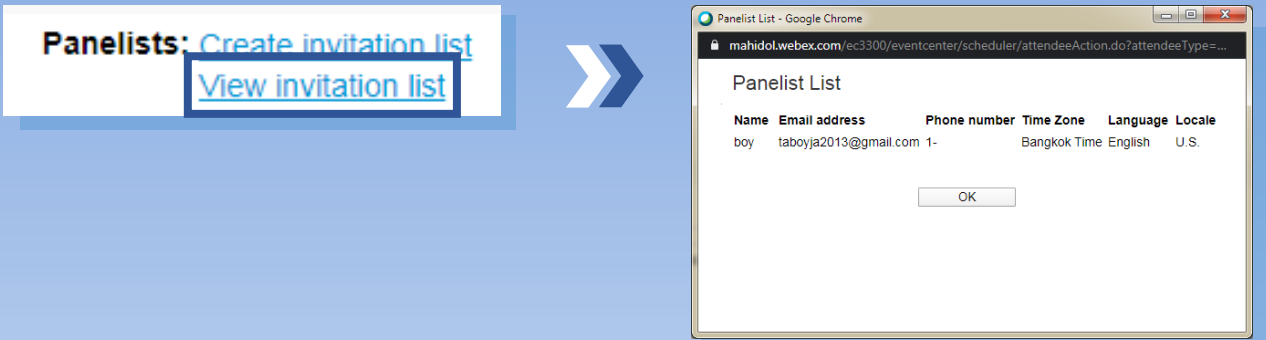
41. Back to Create Panelists Invitation List

You will see your selected panelists, click Select All and Invite button
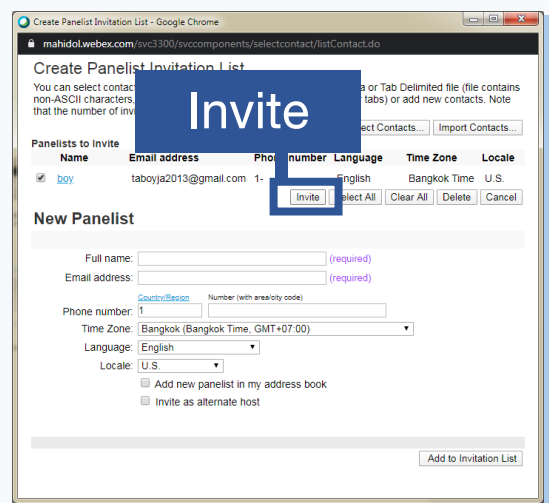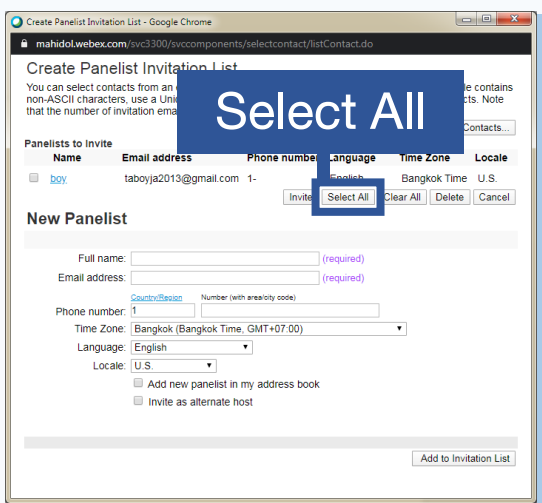
42. Back to Panelists menu

Click View invitation list, you will see the selected Panelists list
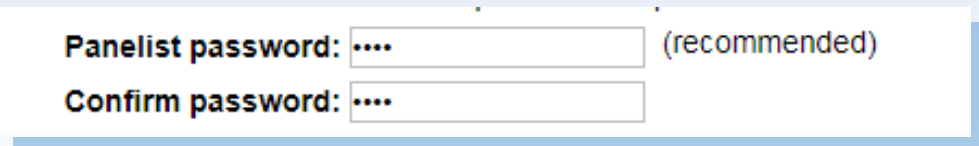
43. Panelists info : enter panelists information in space

If panelists have presentation or file, you can select Allow panelists to upload documents associated with the event.
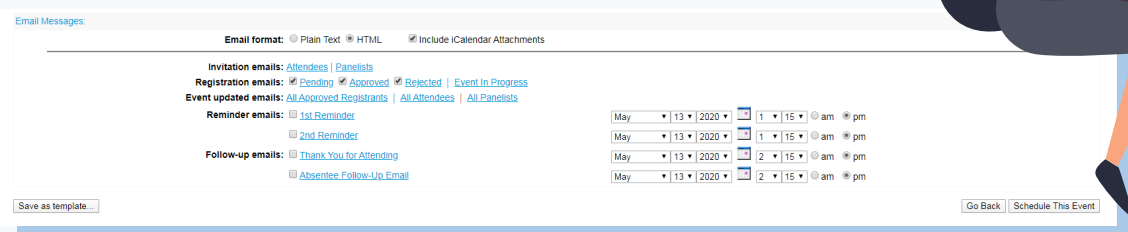
Set Panelist password and Confirm password

44. Email Messages

for example: Invitation email

45. Invitation emails

Click Attendees, you will see draft of invitation email which you can edit by clicking Edit button
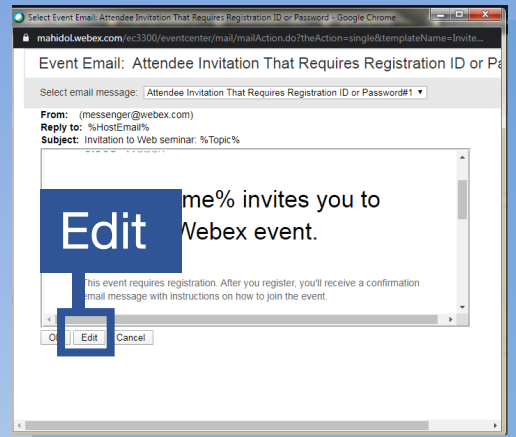
46. To edit event email attendee invitation

you can edit in this block or use text editor as Notepad by copying code
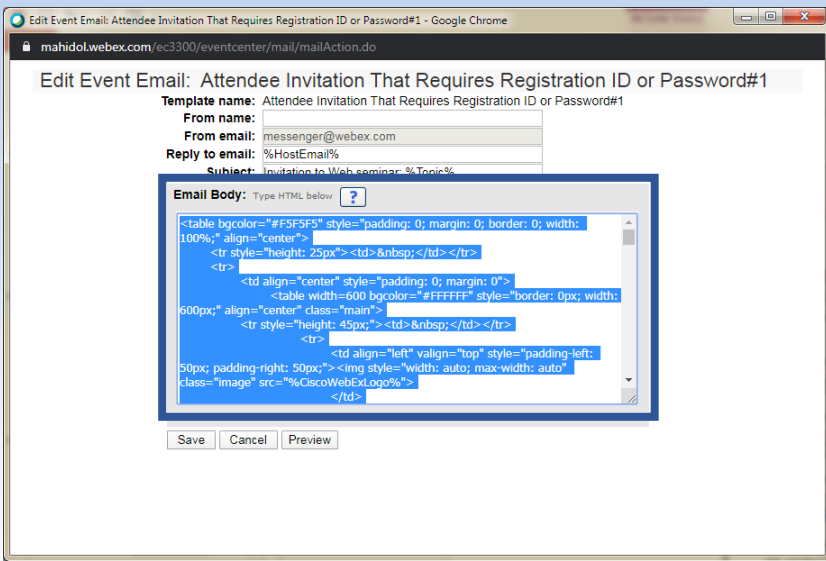
47. Paste on Notepad(text editor app)

48. Edit text which related the event

```
        <td style="color: #000000;font-family: Arial;font-size: 34px;1
        <!--   %HostName% invites you to attend a Web seminar using We
ทางหน่วยงาน... ขอเชิญทุกท่านร่วมงานสัมมนาออนไลน์
        </td>
    </tr>
    <tr style="height: 36px"><td> </td></tr>
```

```
    </tr>
    <tr style="height: 36px"><td> </td></tr>
        <tr>
        <td style="color: #666666;font-family: Arial;font-size: 14px;line-height: 19px;">
        <!--   %HostName% invites you to attend a Web seminar using Webex. This event requ
การสัมมนาออนไลน์เรื่อง การทดสอบการใช้งานโปรแกรมcisco webex event.
        </td>
    </tr>
```

When you done editing, copy all code

```
Invitation email - Notepad
File  Edit  Format  View  Help
                        <table width=600 bgcolor="#FFFFFF" style="border: 0px; width: 600px;" align=
                <tr style="height: 72px"><td> </td></tr>
                        <tr>
                                <td style="height: 24px; color: #000000; font-family:Arial;
                                </td>
                        </tr>
                <tr style="height: 44px"><td> </td></tr>
                        </table>
        </td>
    </tr>

        <tr>
                <td align="center" style="padding: 0; margin: 0">

        <table width=600    style="width:600px;margin:0;" class="footer">
                <tr style="height: 12px"><td> </td></tr>
                <tr style="margin:0;">
                        <td style="font-size:9px; font-family:Arial; color:#666" align="center">
                                <span>&copy; %YearReserved% Cisco and/or its affiliates. All rights reserved.</span>
                                <a style="text-decoration:none;line-height: 24px; font-family:Arial; color: #049FD9;
                                </span>
                                 |                         <span><a style="text-decoration:none; line-hei
                                </span>
                        </td>
                </tr>
                <!--F10940_MEETSIMPLE_EC_MAIL_PLACEHODER_DONT_CHANGE_DONT_DELETE-->
        </table>
                </td>
    </tr>
</table>
```

49. Back to Edit Event Email Attendee Invitation…page

Delete all code in Email body block
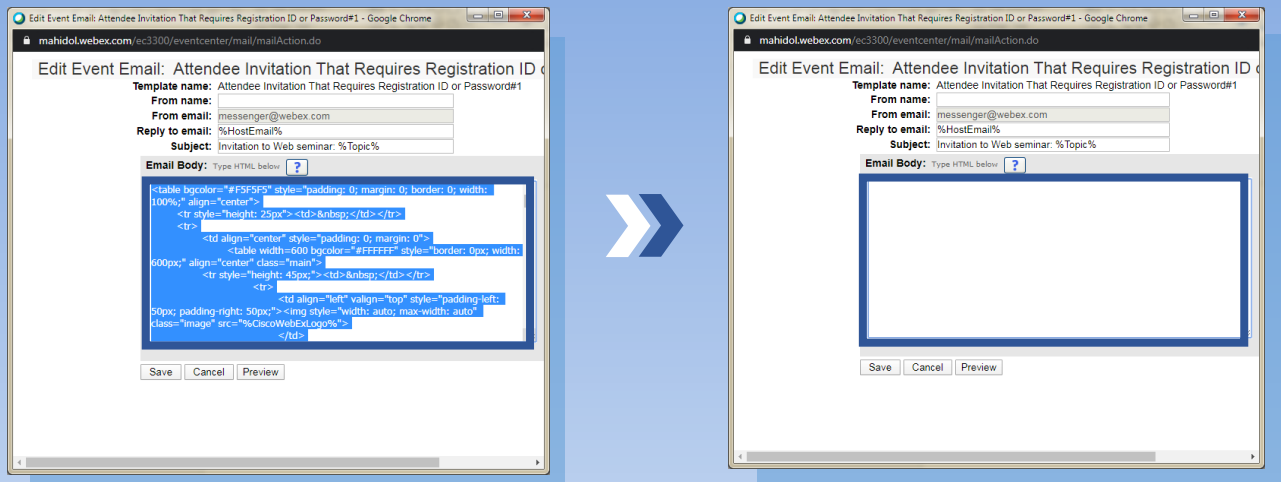
Then copy and paste code from Notepad

Click Preview button to see your edited invitation email
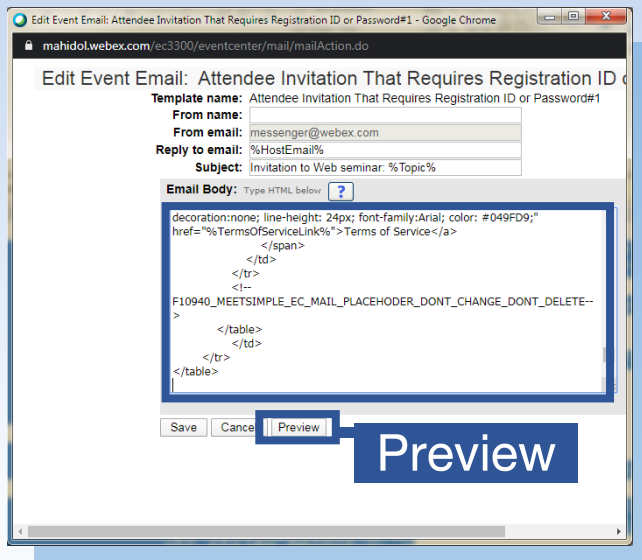
50. Invitation email preview. Click Close button when you done checking
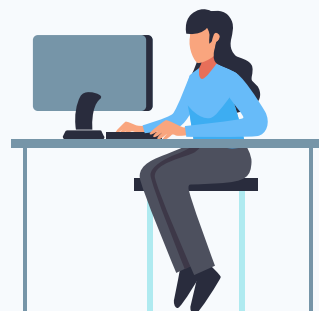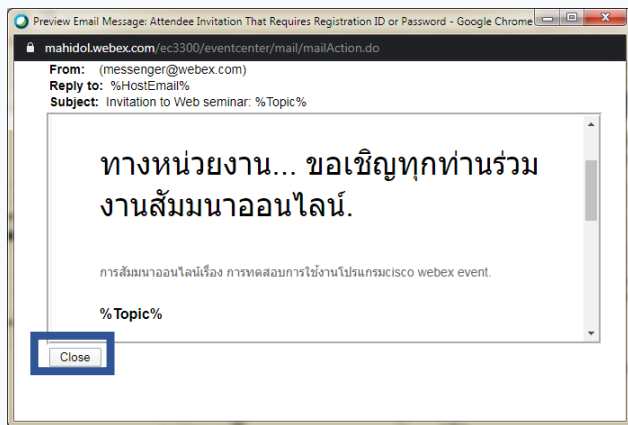
51. Back to Edit Event Email Attendee Invitation…page

Click save to finish your invitation editing
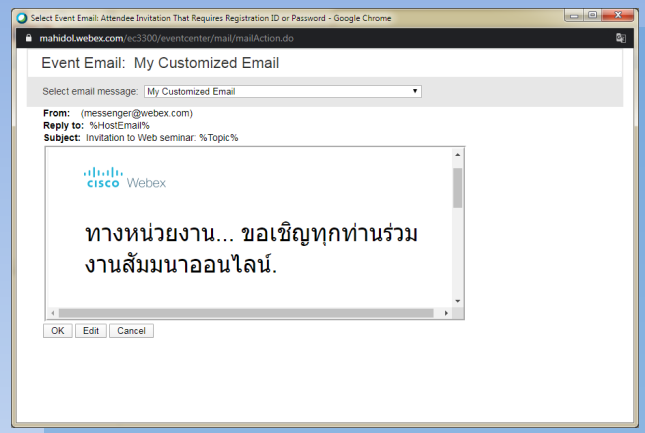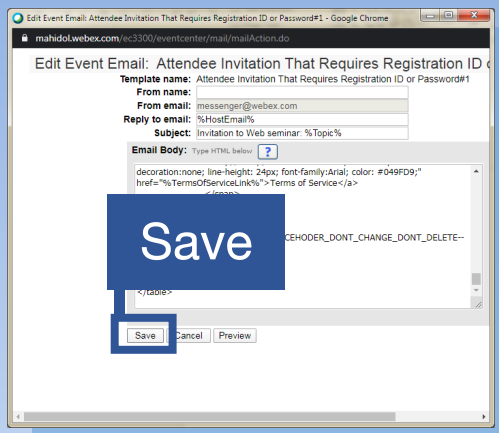
52. Back to main setting page. Click Schedule This Event
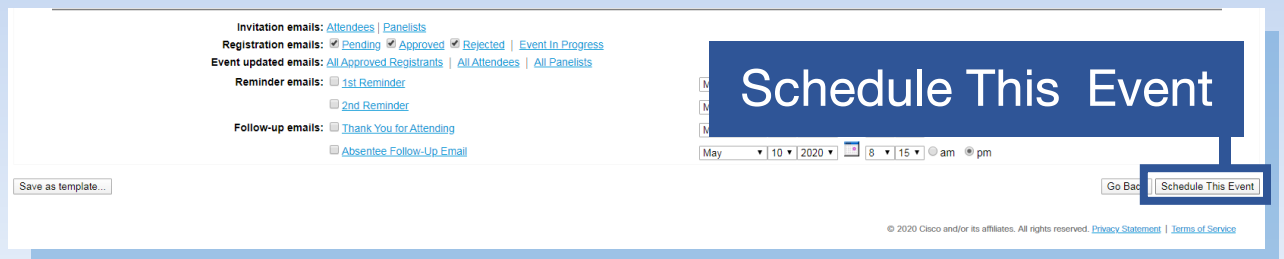
53. you will see Send Event Emails setting in this page
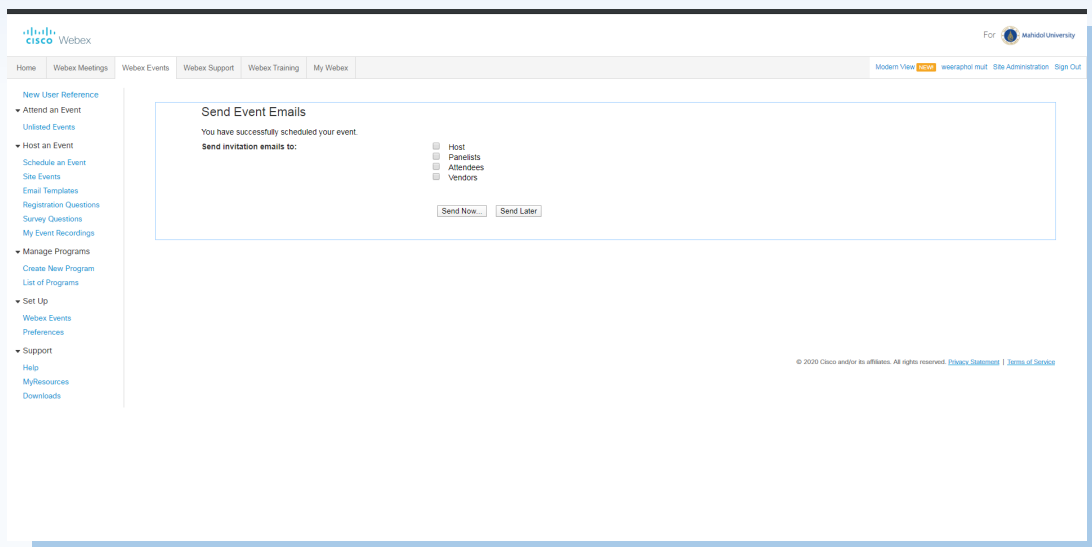
54. Select email recipient(s) then click Send Now

Send Event Emails

You have successfully scheduled your event.

Send invitation emails to:

Host
☑ Panelists
☑ Attendees
Vendors

Send Now...   Send Later

You will see a confirmation then click OK button

mahidol.webex.com บอกว่า

The system is going to send the following emails:

Invitation emails

You will receive a confirmation email message at
weeraphol.san@mahidol.ac.th.
Do you want to continue?

ตกลง   ยกเลิก

55. Click Continue button

Email confirmed

The following email(s) have been sent to the selected recipients:

Invitation emails

You will receive a confirmation email message.

Continue

Continue

56. This page show event information

Click Manage Registrations button to review registrants

57. Manage Registrations : Page

You can review registrants on this page

Manage Registrations: muit

Event on Sunday, May 10, 2020 7:15 pm

English : Bangkok Time

| Pending (0) | Approved (0) | Rejected (0) | All (0) |

Maximum registrations allowed: 10000   Total registrations: 0

Go Back
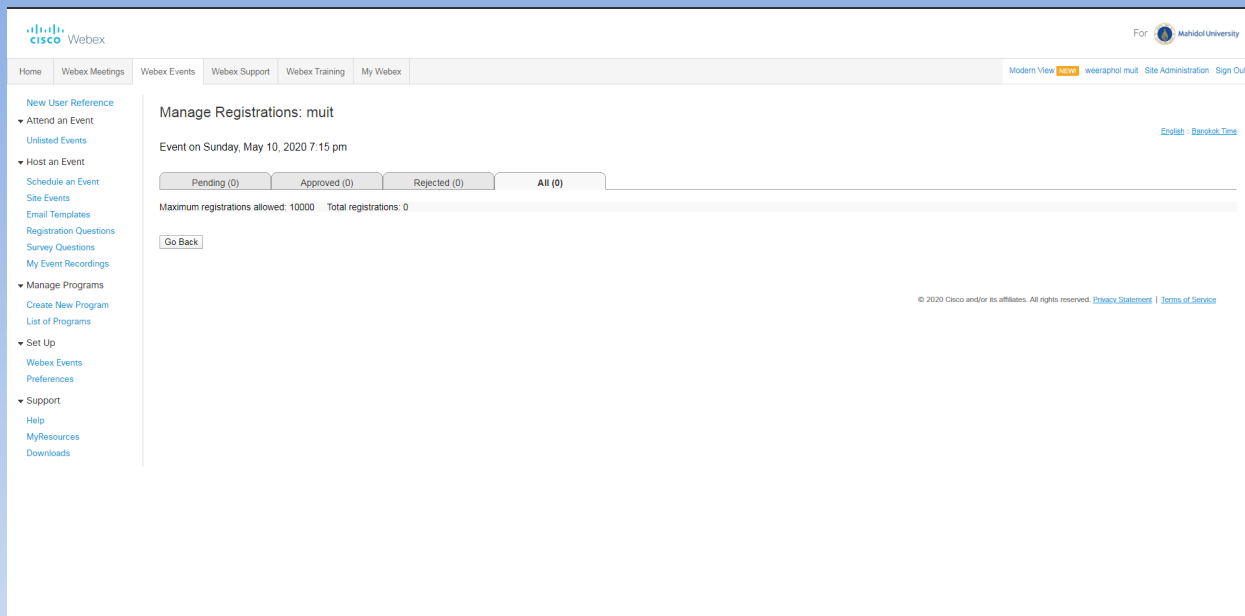
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Cisco Webex Events

How to register for an event

Cisco **Webex** **Events**

1. When you got an invitation email to join Web seminar as a panelist

Click Join event button
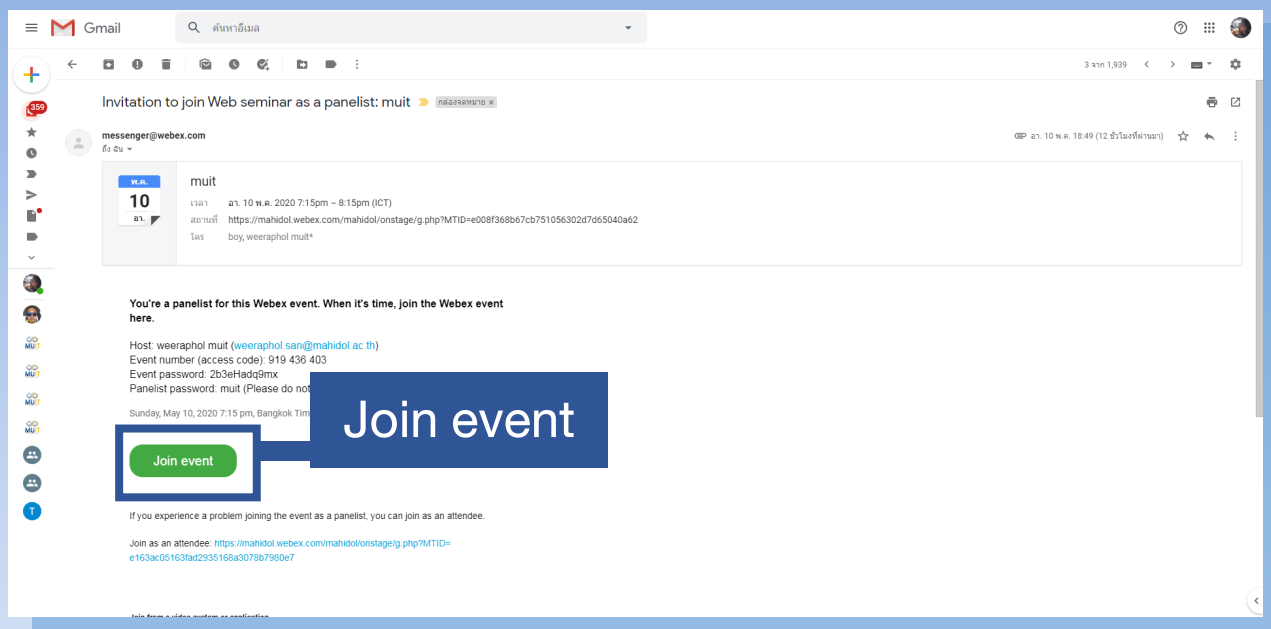
2. After click join event

Page will show you an Event Information
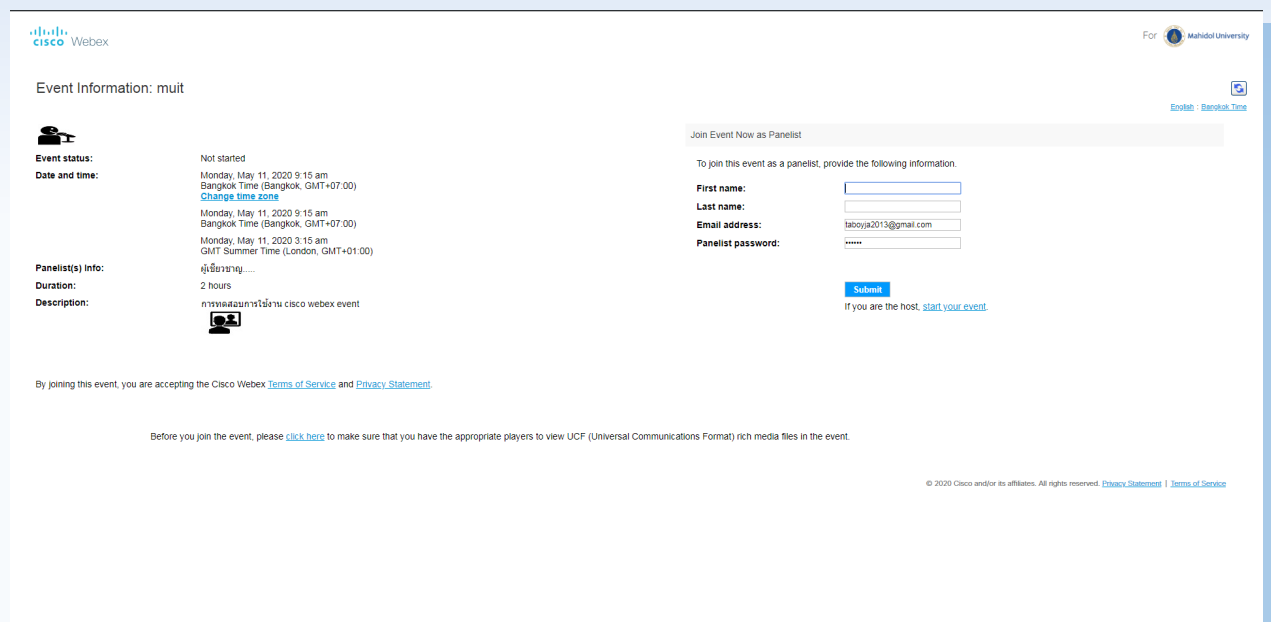
3. Enter your information then click Submit button

4. The panelist will see event information
They can upload related files by clicking Upload button

5. Click select file button to upload file from your computer in order
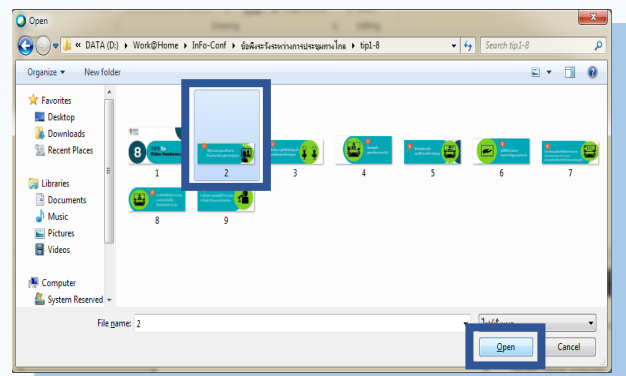
After finished choosing all files, click OK button
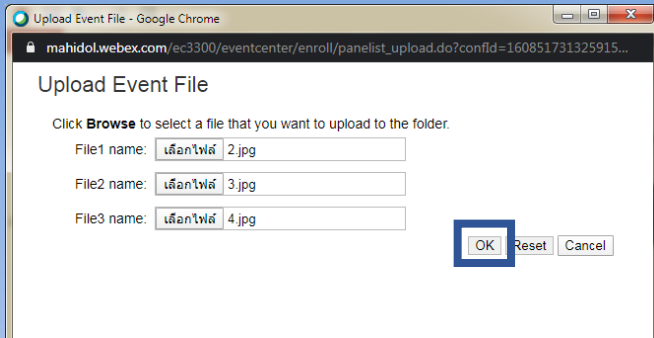
6. Back to Event Information page, all selected file will appear in Event File
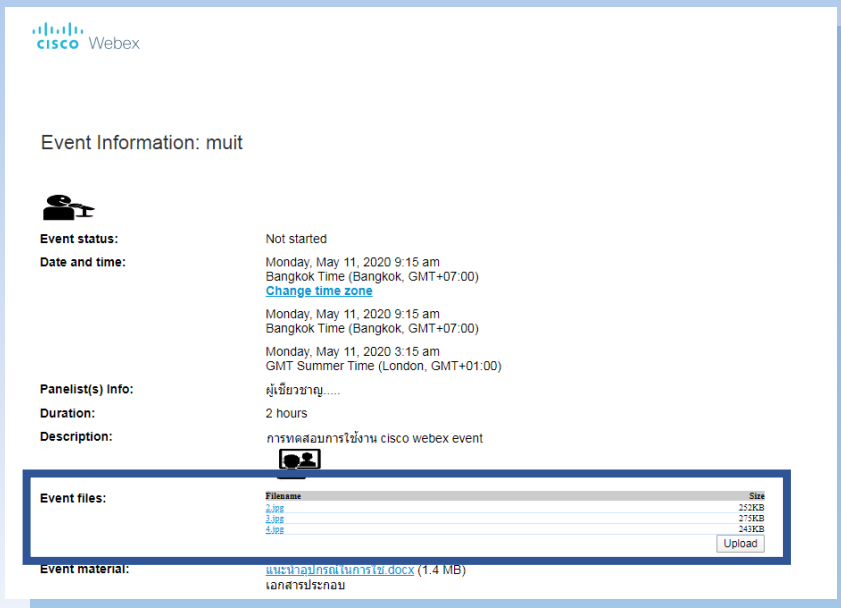
7. When an activity time is ready to join, return to email Invitation to join Web seminar as a panelist:....... and click Join event button to join the event right away
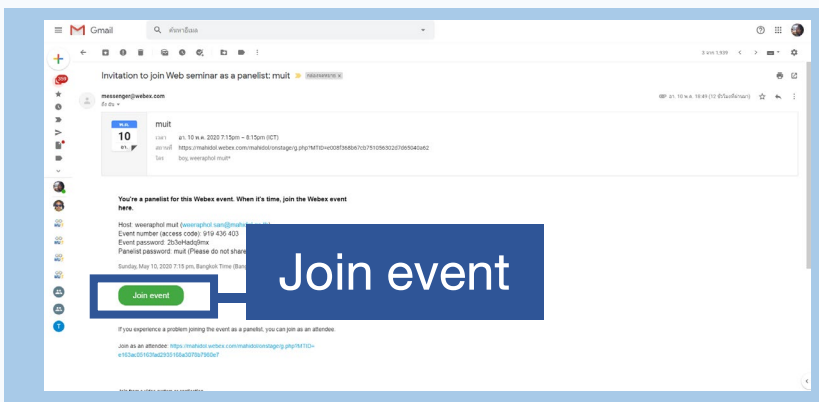
8. Manage Registrations:… show you register information
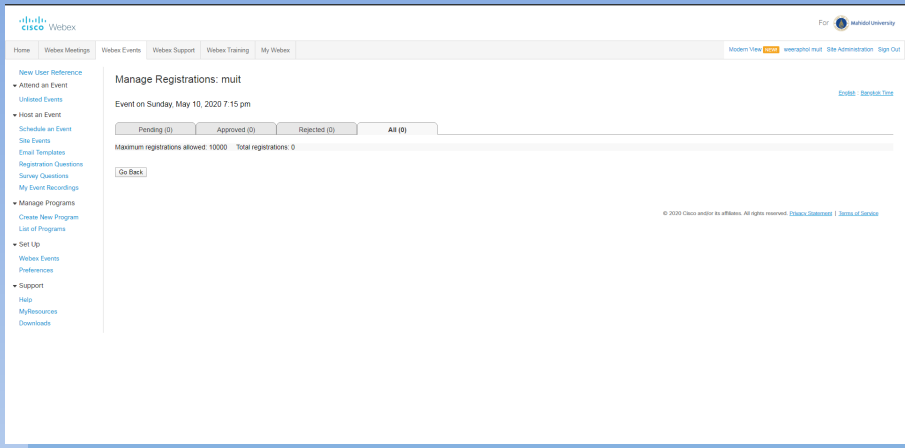
9. For attendee email

Click Register button
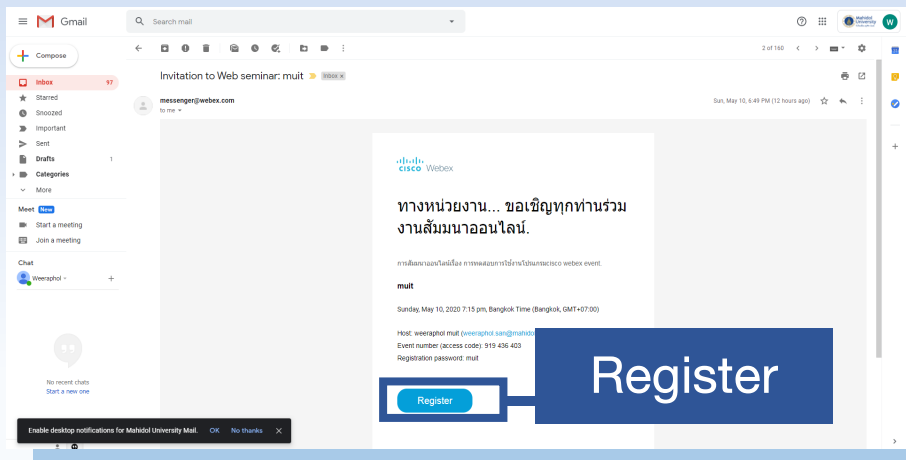
10. You will see Event Information : ………

Click Register button
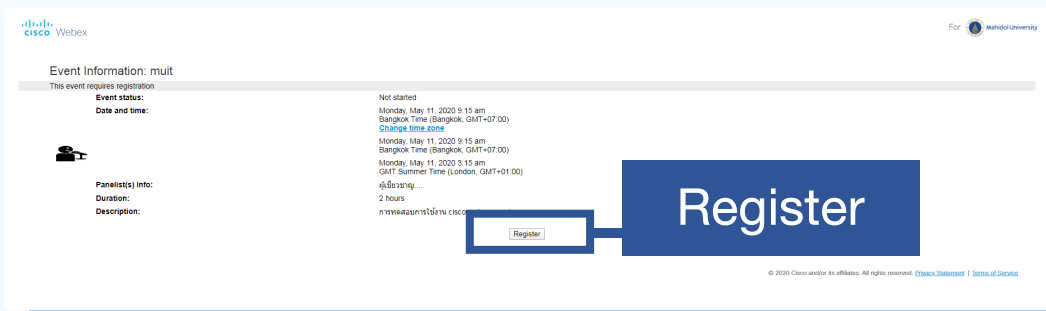
11. Enter your registration password from invitation email

Then click Submit button

12. Enter your information then click Submit button

13. After your Registration is finished, You will see Registration Pending

14. Invite a Friend

just enter your friend's email

Invite a Friend

To invite a friend to this event, enter your friend's email address.

| boyja2020-1@hotmail.com | Send |

15. Back to Manage Registrations : …….

You will see a list of people those who already registered

16. Click on registrant name to see their details

Registrant Details

First name: seminar1
Last name: Online
Phone number: 1-
Title:
Email address: weeraphol.san@mahidol.edu
Company:
Address 1:
Address 2:
City:
State/Province:
ZIP/Postal code:
Country/Region:
Number of employees:
Web domain: ppp-124-122-96-196.revip2.asianet.co.th
IP address: 124.122.96.196

17. Click Pending tab

18. To approve all of registrant, click Select All then Accept button

19. When you accepted all registrant list

Registrant list will move to Approved tab

20. Approved tab will show you approved registrants list

21. Attendees will get a registration approved email

To join an event, click Join Event button

22. When the event hasn't been ready to join yet

The join event button leads attendee to event page's information

23. When the event is ready to join,

Attendee clicks Join Event button to join the event right away
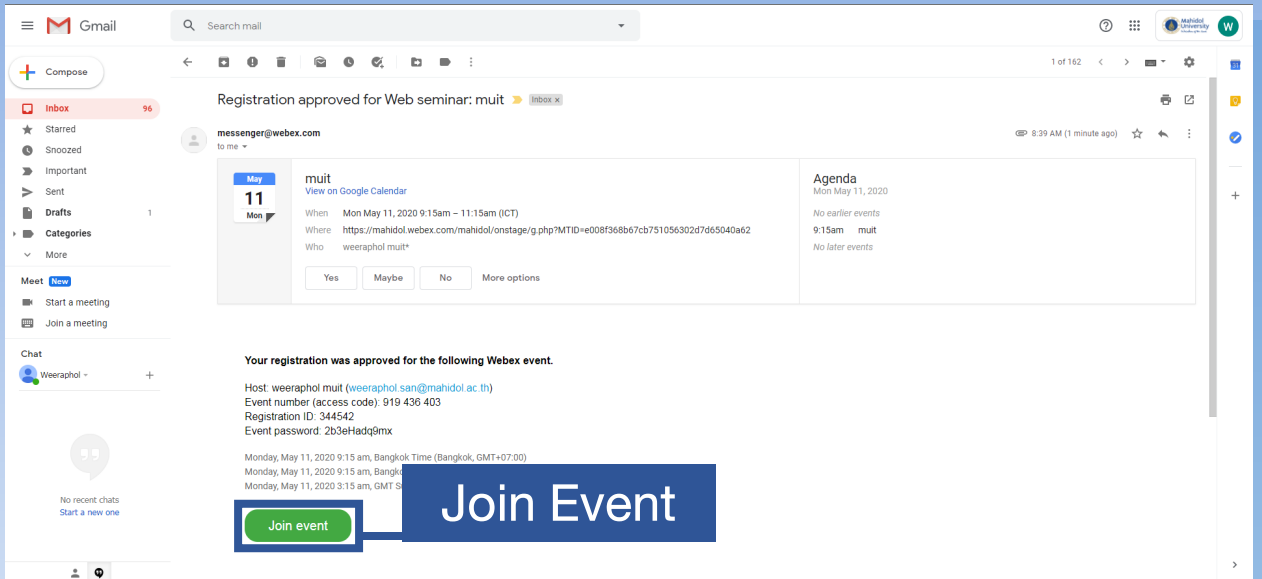
You're all set

Cisco Webex Events

How to use

Cisco Webex Events

1. The host will get an email reminder to Start event

Click Start event button
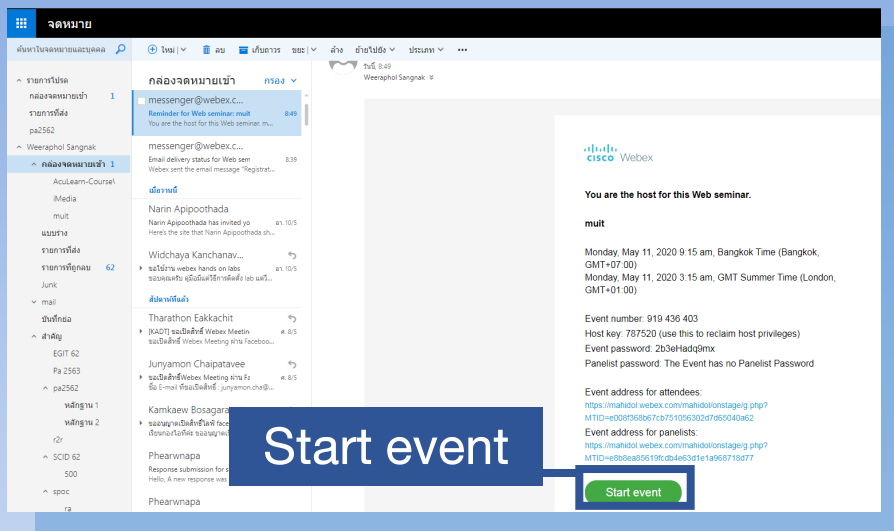
2. Cisco Webex event is preparing for start an event
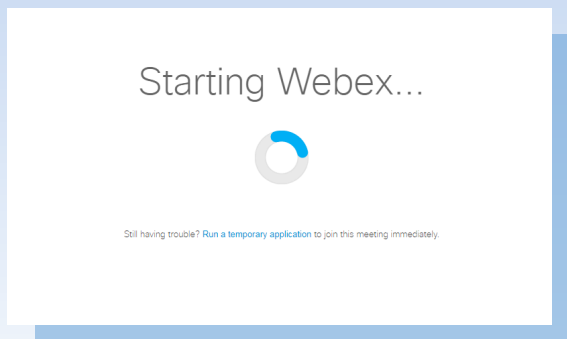
3. When Cisco Webex event is ready, the host clicks Start event button to start the event
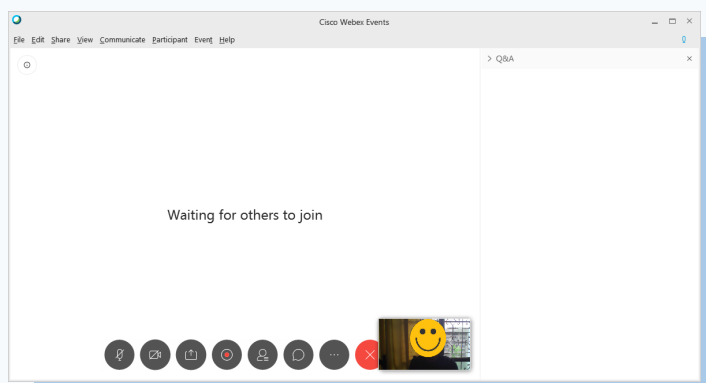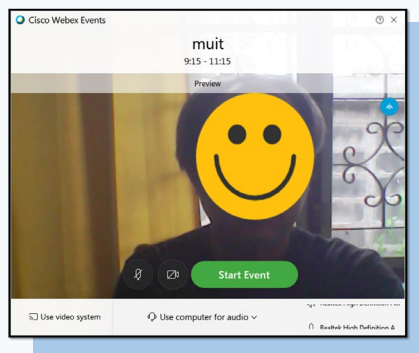
4. Panelists click Join event button

Panelists

You're a panelist for this Webex event. When it's time, join the Webex event here.

Host: weeraphol muit (weeraphol.san@mahidol.ac.th)
Event number (access code): 919 436 403
Event password: 2b3eHadq9mx
Panelist password: muit (Please do not share panelist password)
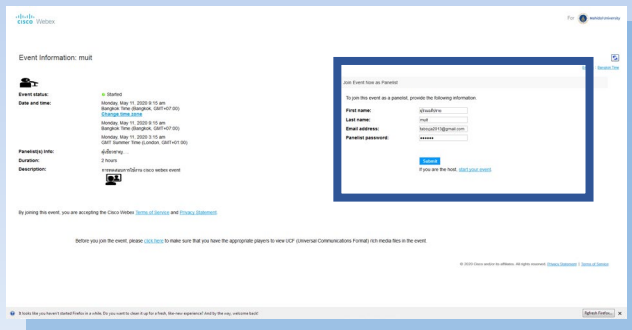
Sunday, May 10, 2020 7:15 pm, Bangkok Time (Bangkok, GMT+07:00)

Join event

5. Panelists will see Event Information : ….

Enter your information and panelist password(see in email)

Click Submit button then Join button

Submit
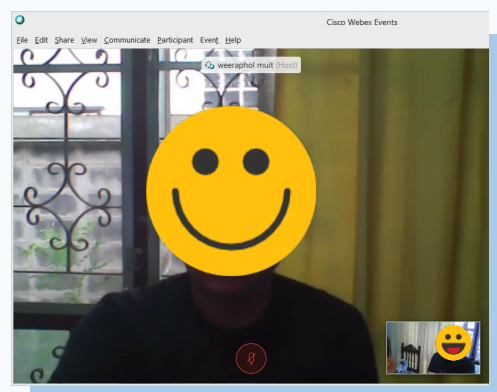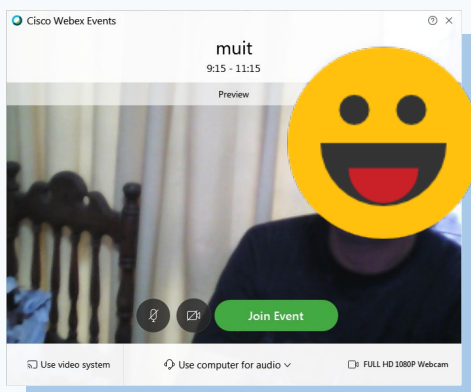
Join

6. Panelist will see audio & video preview before join the event

When you ready click Join Event button

7. For the host, you will see panelists video

And if you click Participants menu, you will see participant list
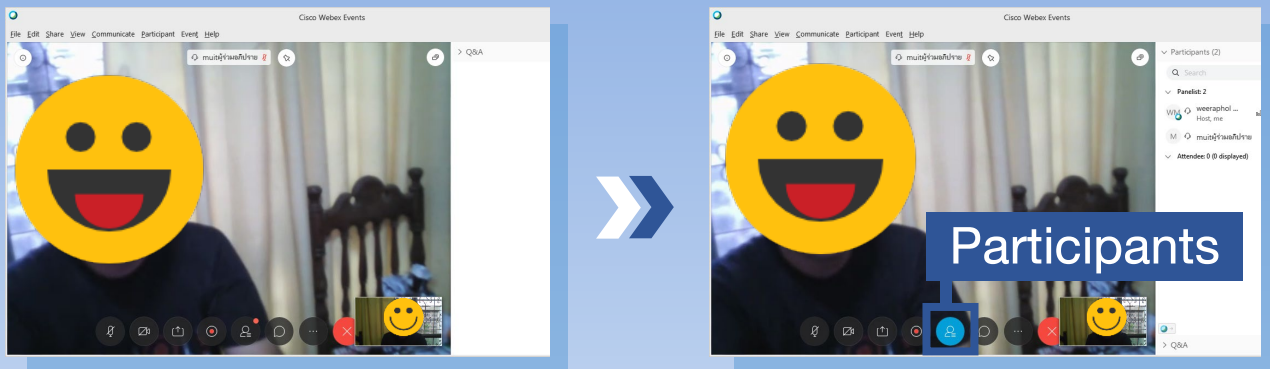
8. If the host would like to allow another participant to present, just drag the Presenter button to their name
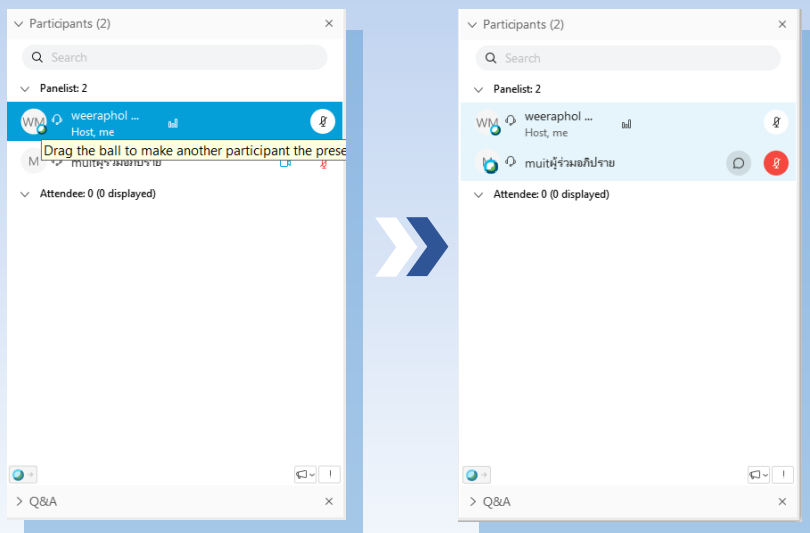
Cisco Webex event will ask you a confirmation

Click Yes
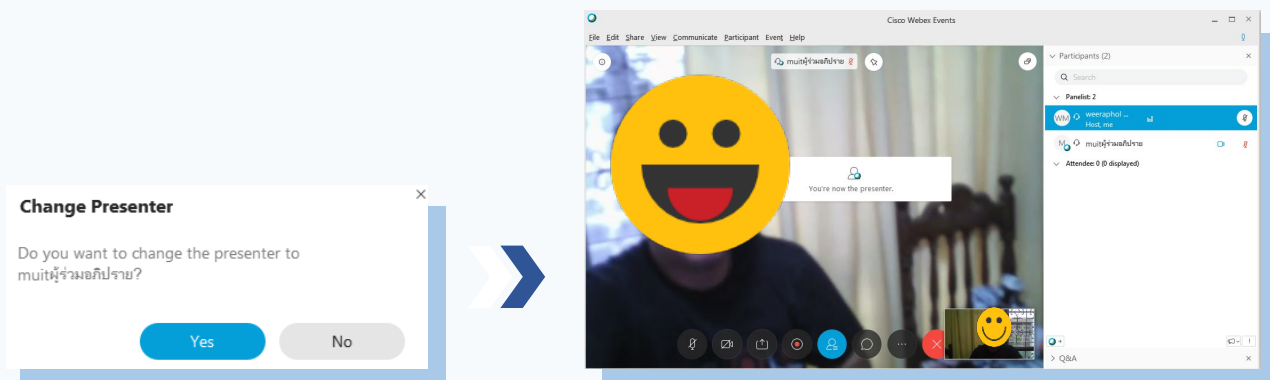
9. The presenter share content by click Share Content icon to select content file
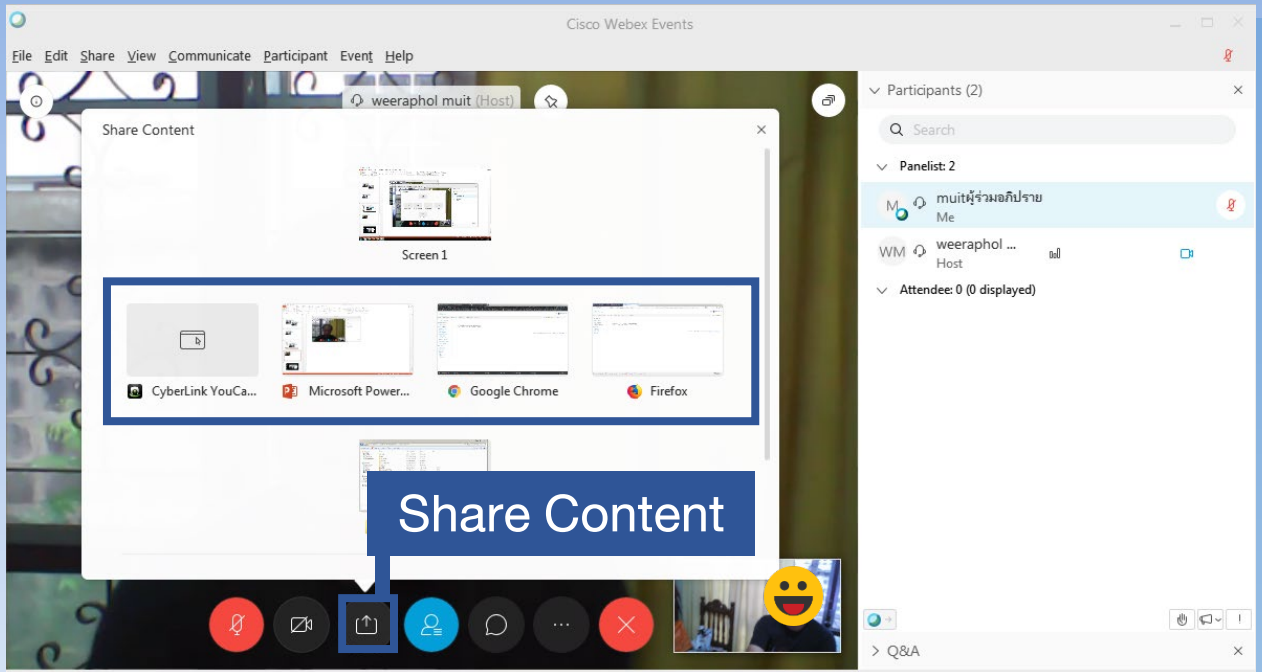
10. When the host would like to be a presenter after another presenter finished, make a right-click at the host's name>>Change Role To>>Presenter
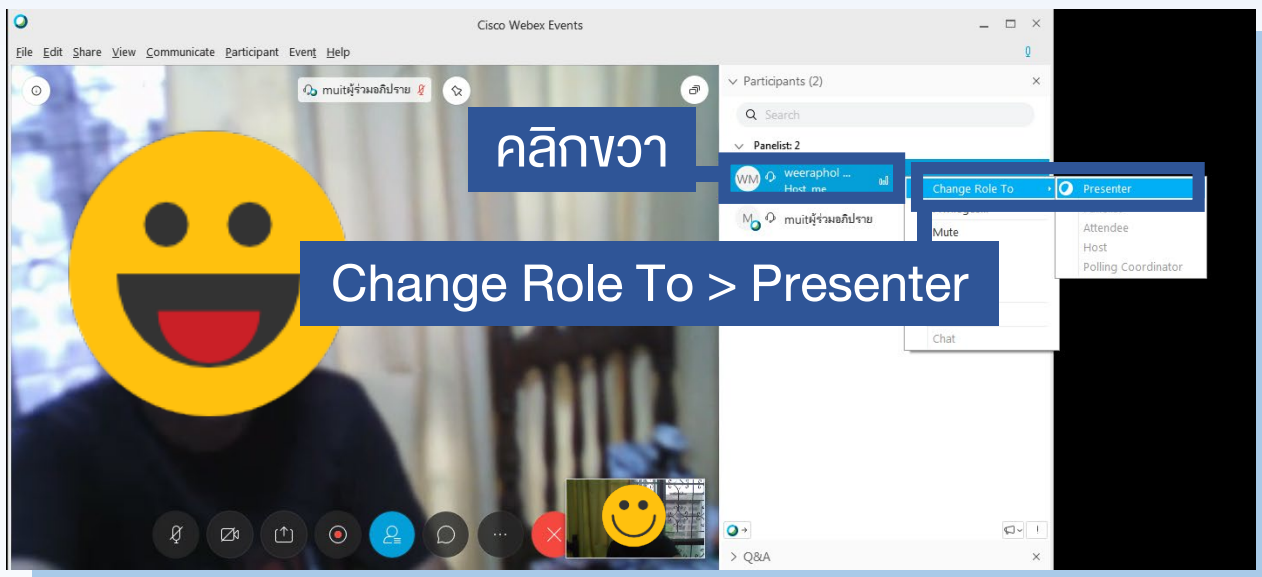
11. The host will see a confirmation

Click Yes
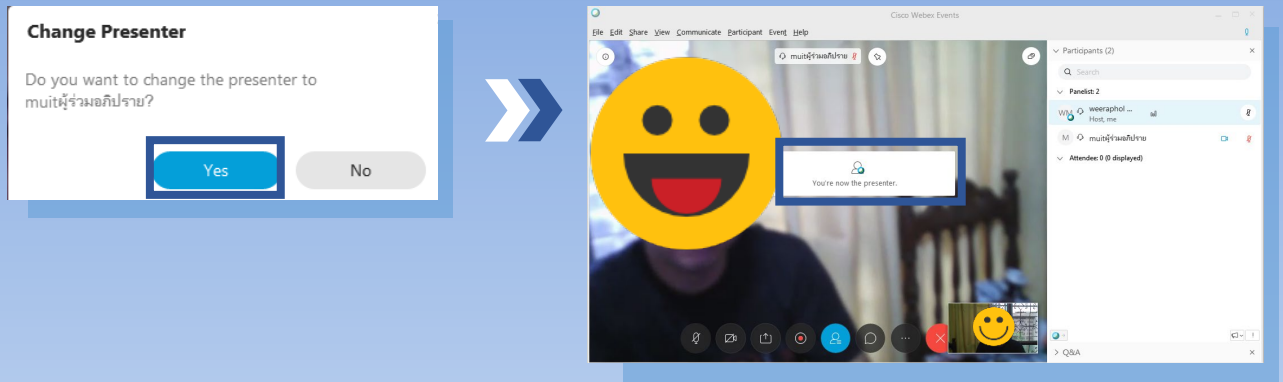
12. For Attendees, click Join event button in their email to join
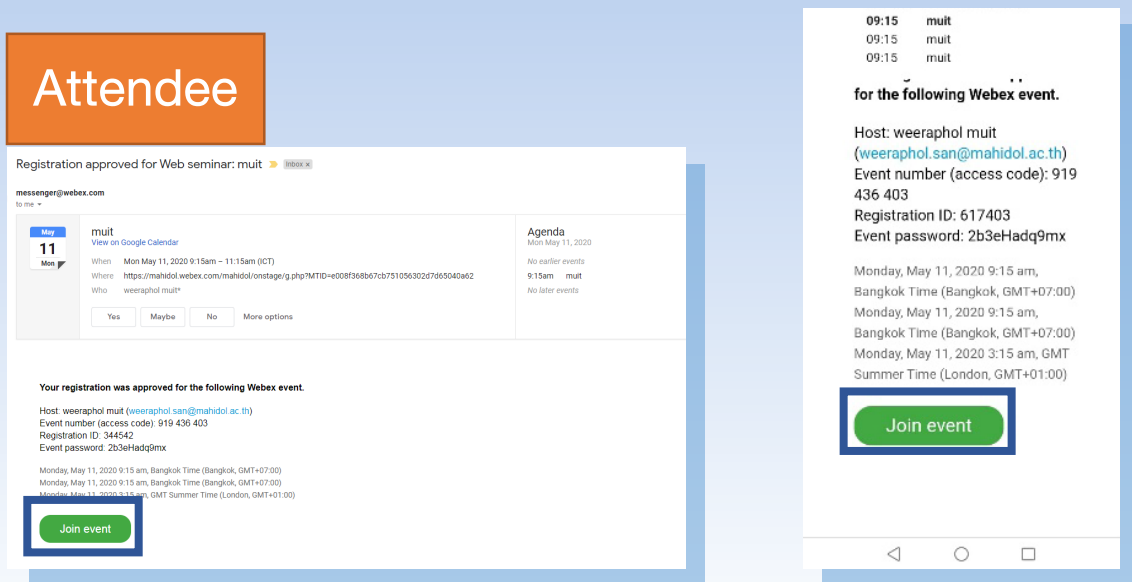
13. for example, as an attendee1 will see their video and audio setting(if it's red icon which means it's off)
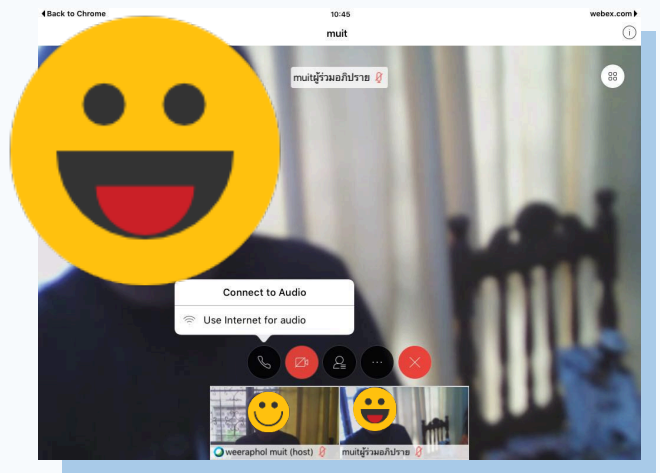
When they click Participants icon, they will see panelists list only
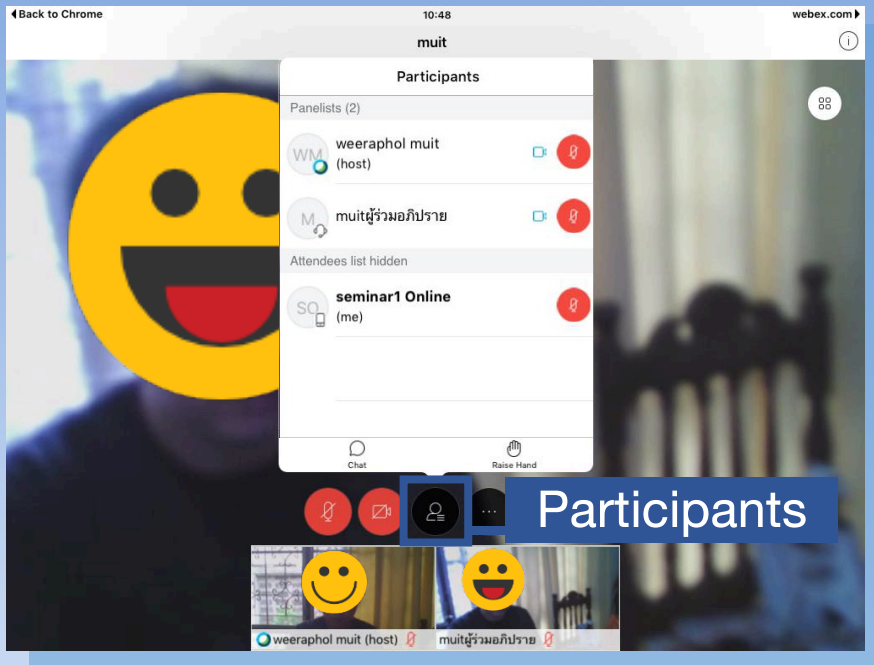
14. For attendee 2, they will also see only panelists list like attendee 1
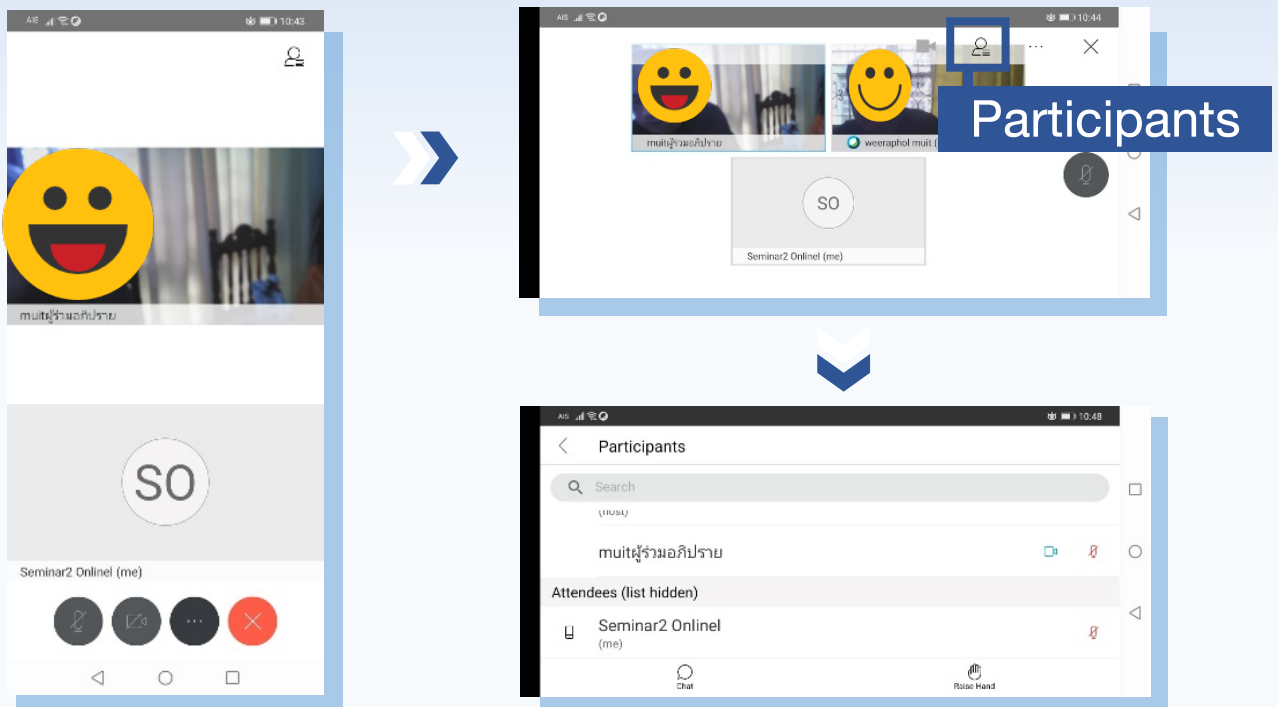
15. For attendee 3, they will also see only panelists list like attendee 1&2
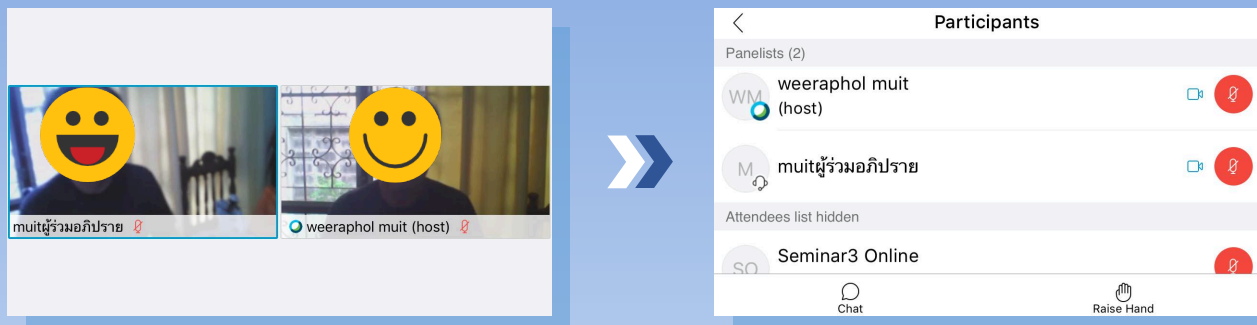
16. For the host, they can see all attendee's list

click Attendee to see Attendee List menu

View all Attendees

17. At Attendee List menu:

Find : searching for attendee's name

Unmute : give them a right to discuss

Make Panelists : change them to be a panelist

Expel : let them out of this event
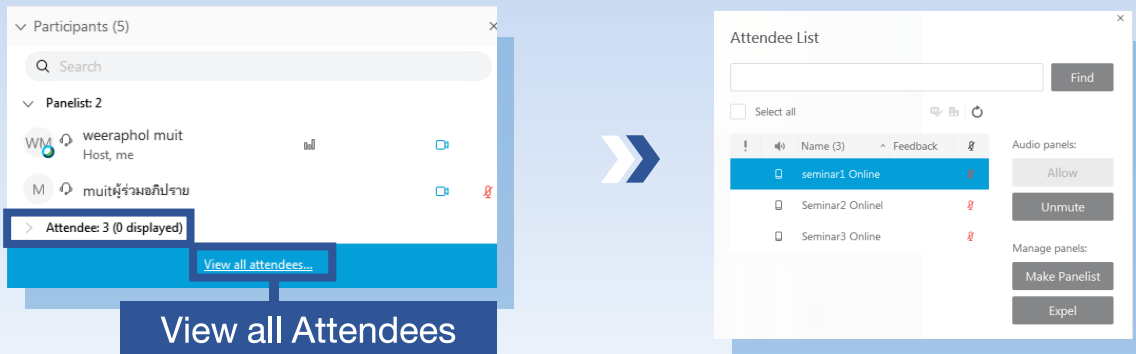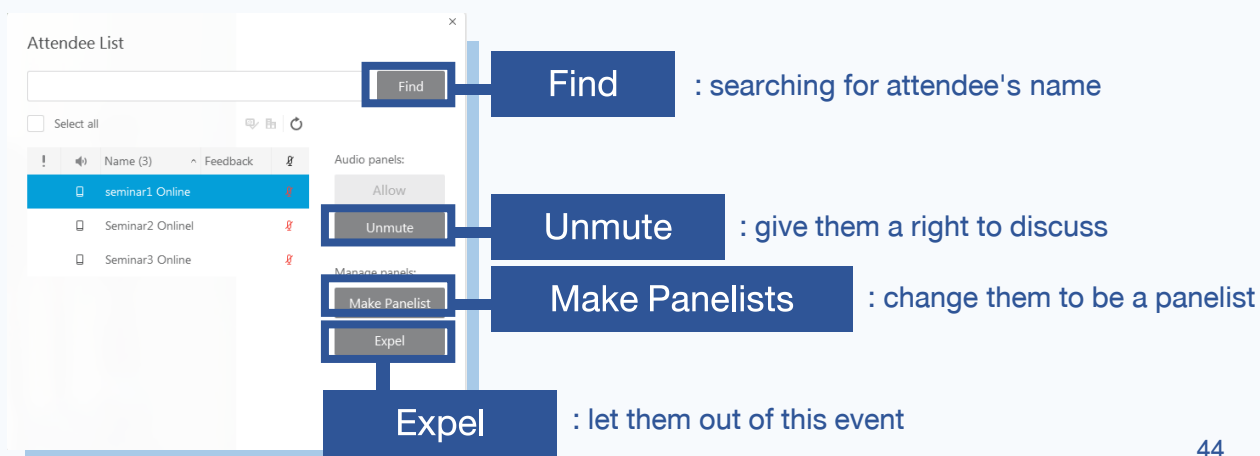
18. For the host, when this event is ready, click Record button
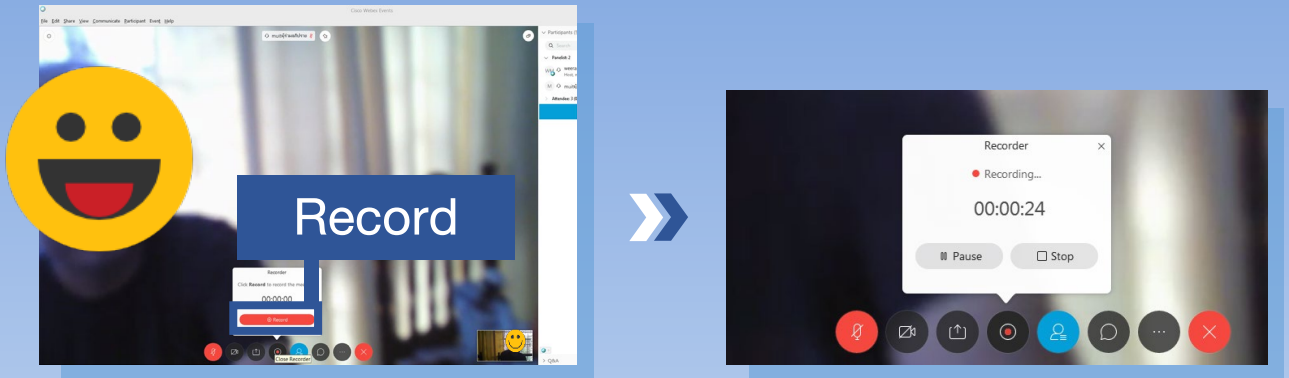
19. Then click Share Content to select welcome to the event image from your computer
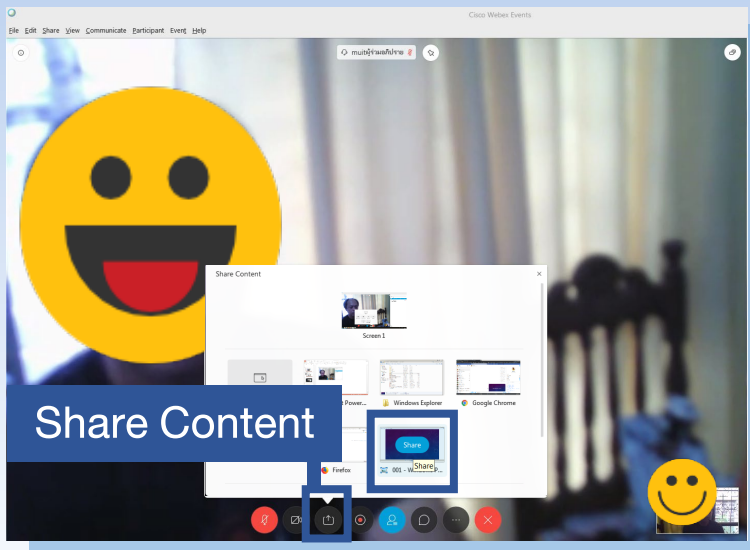
20. Selected image will show to everyone
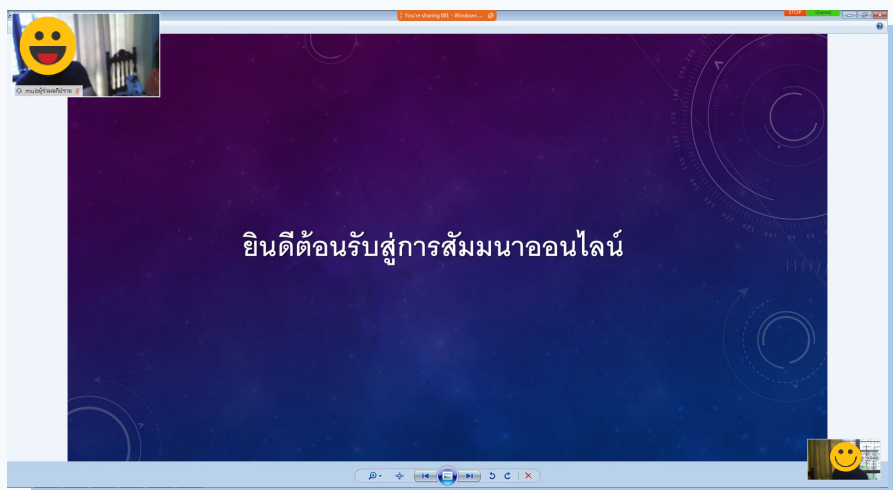
21. When it's the time to event, click Share > File (Including Video) **to select introduce the event file then click** Open button
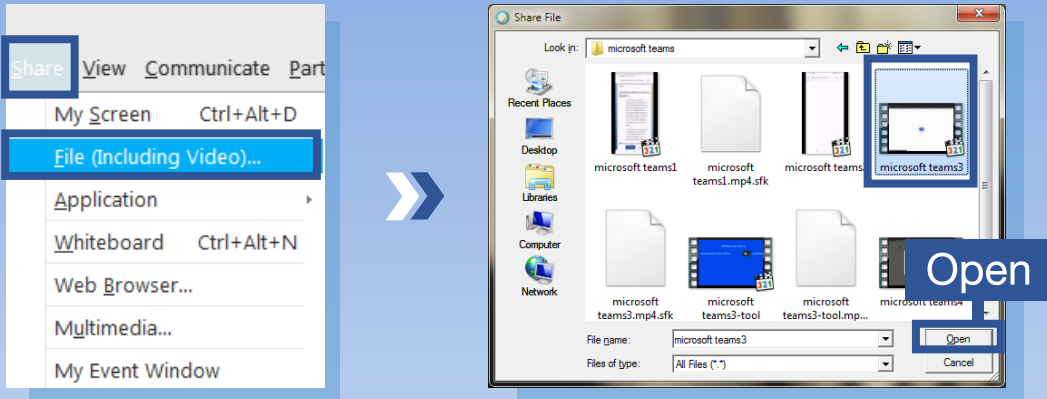
22. Host will see video's preparing

To confirm sharing selected video, click OK button
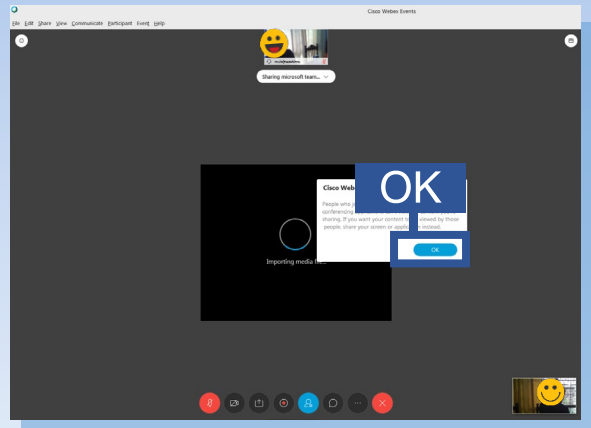
23. The popup is warning about The panelist's video's going to stop while you share the video to confirm, click Continue button
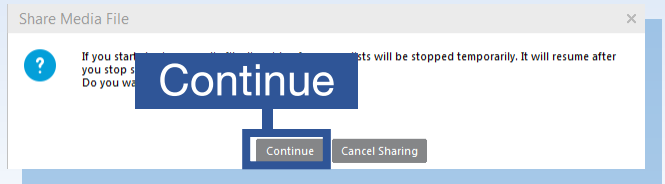
The selected video will show to everyone
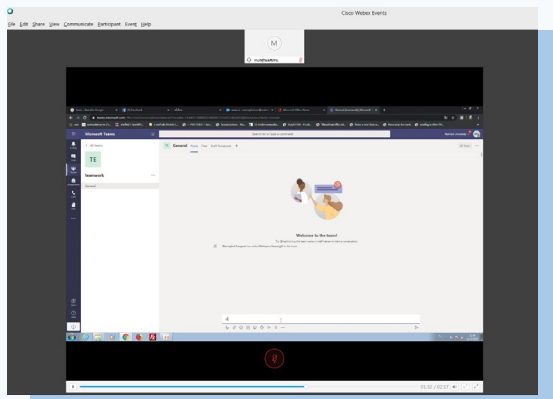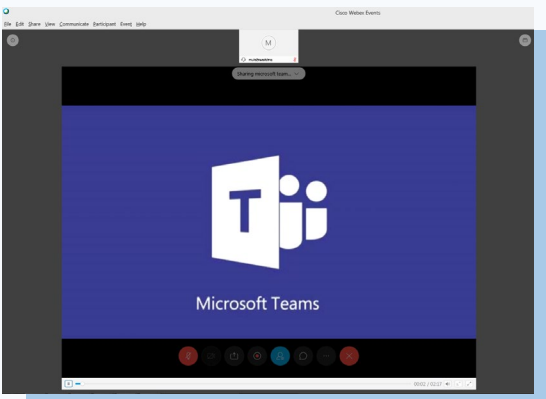
24. For attendees, they will see the sharing video only

When sharing video is preparing

When sharing video is playing
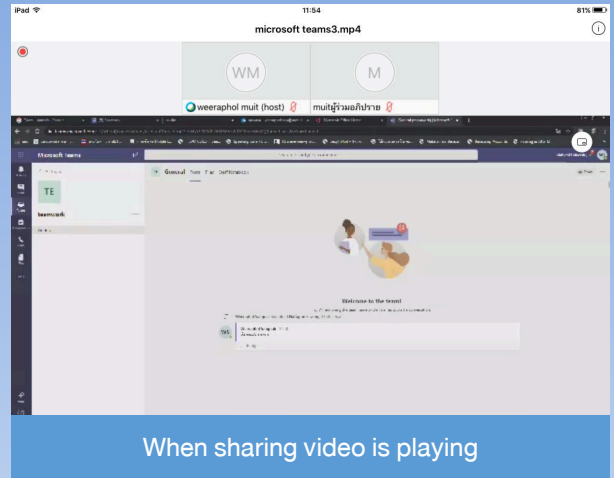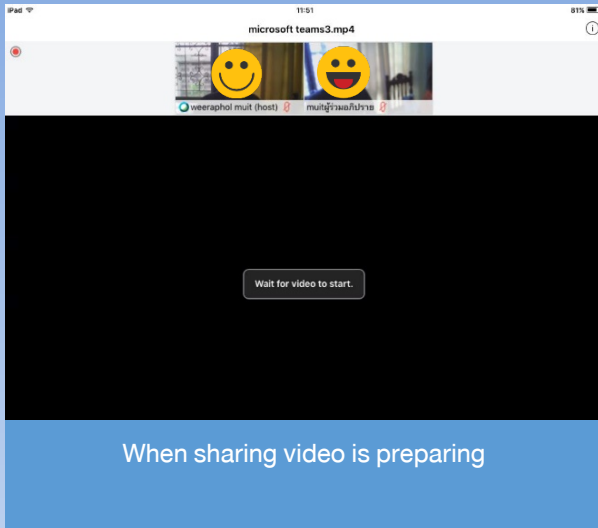
25. When sharing video is ending, The host click video name then click X icon(close) to stop sharing video then click Yes button to confirm

Close

Close Content Tab

Closing this tab will remove its content from all participants' viewers. Do you want to continue?

☑ Do not show this message again

Yes   No   Cancel

Yes
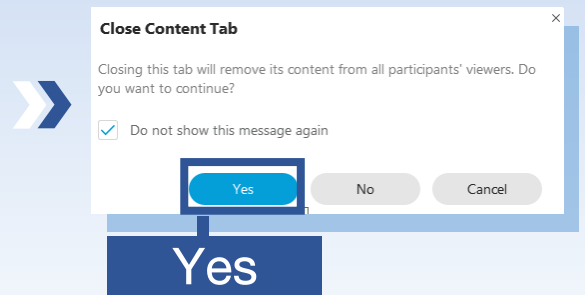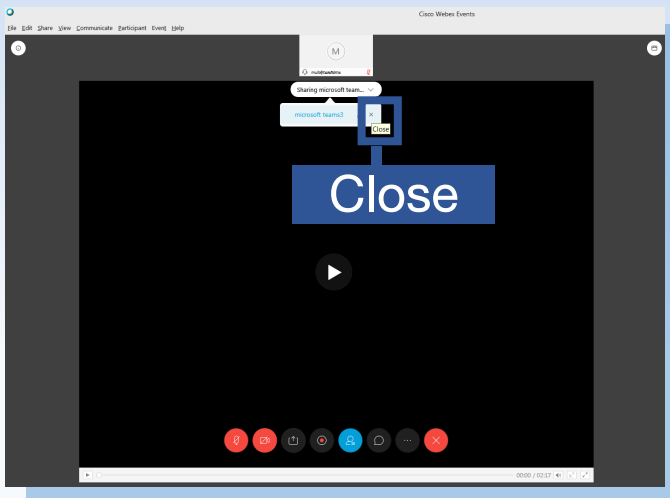
26. After stop sharing video click Change Role To > Presenter to Change Presenter then click Yes button to confirm
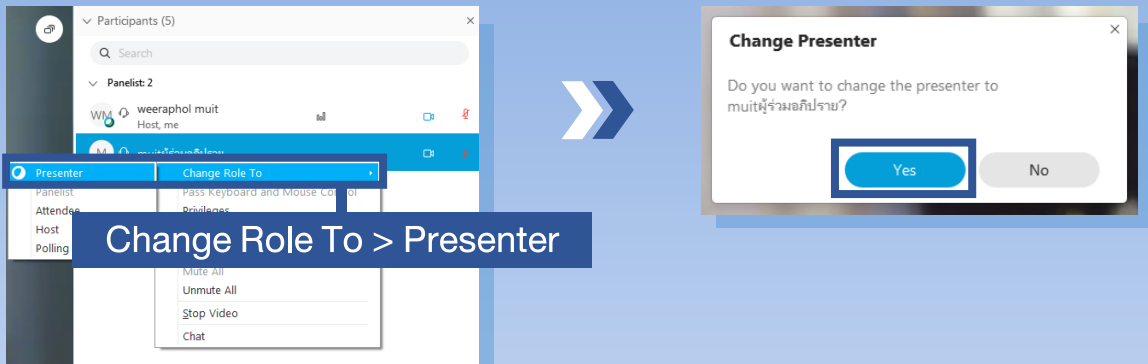
The presenter will get a message "You're now the Presenter"
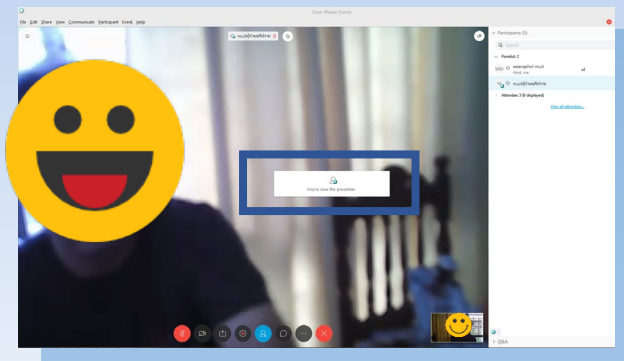
27. When the presenter would like to share content to others click Share Content icon then select file
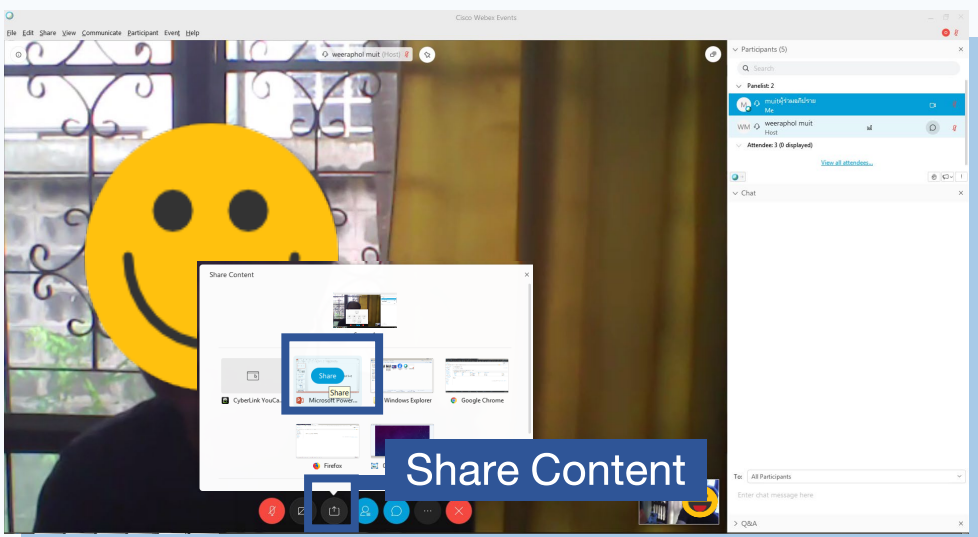
28. Everyone will see your selected file
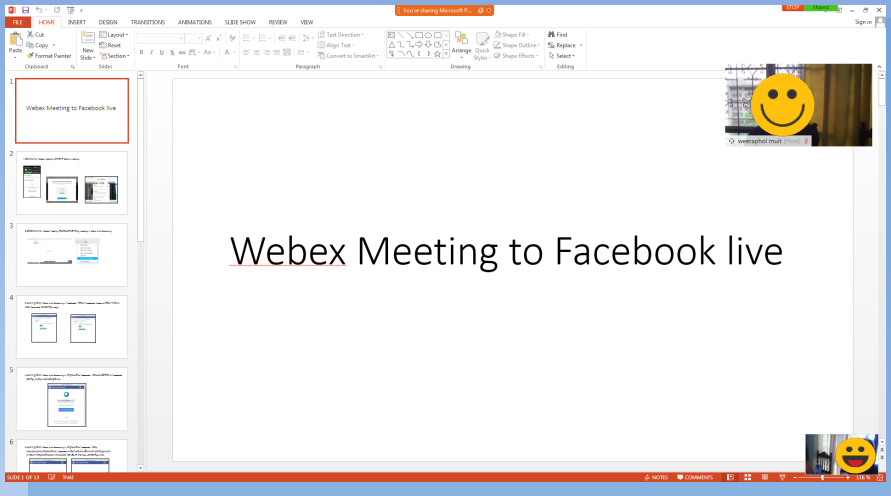
29. Presenting..
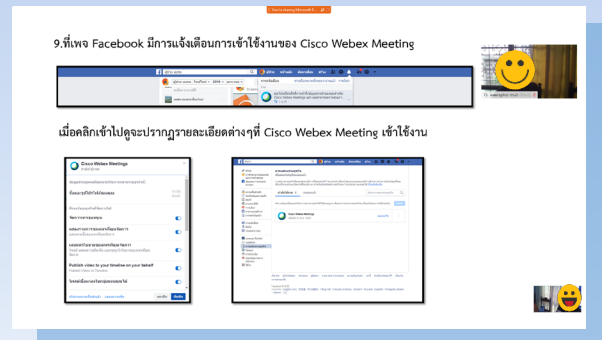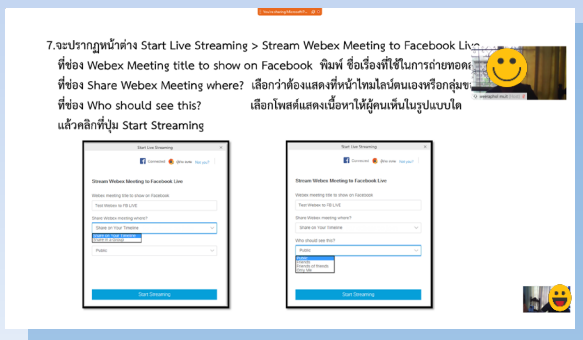
30. When you done presenting click Stop Sharing button
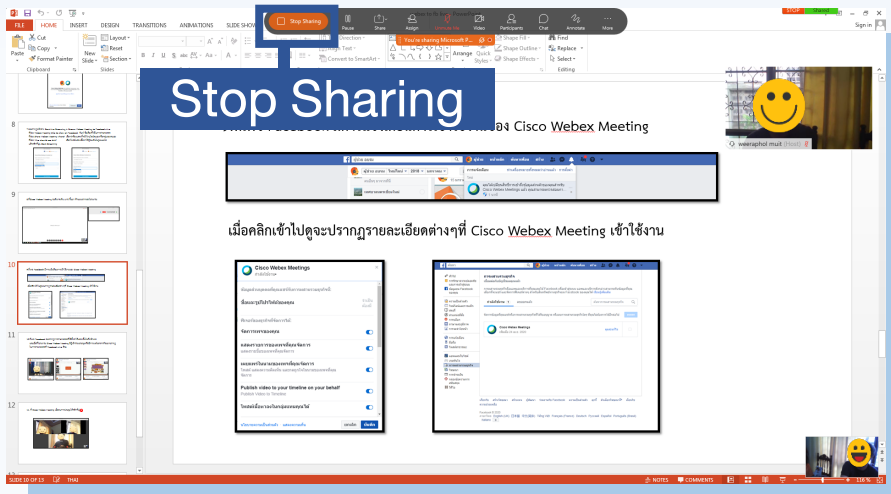
31. The panelist can send message to others by

Click Chat icon
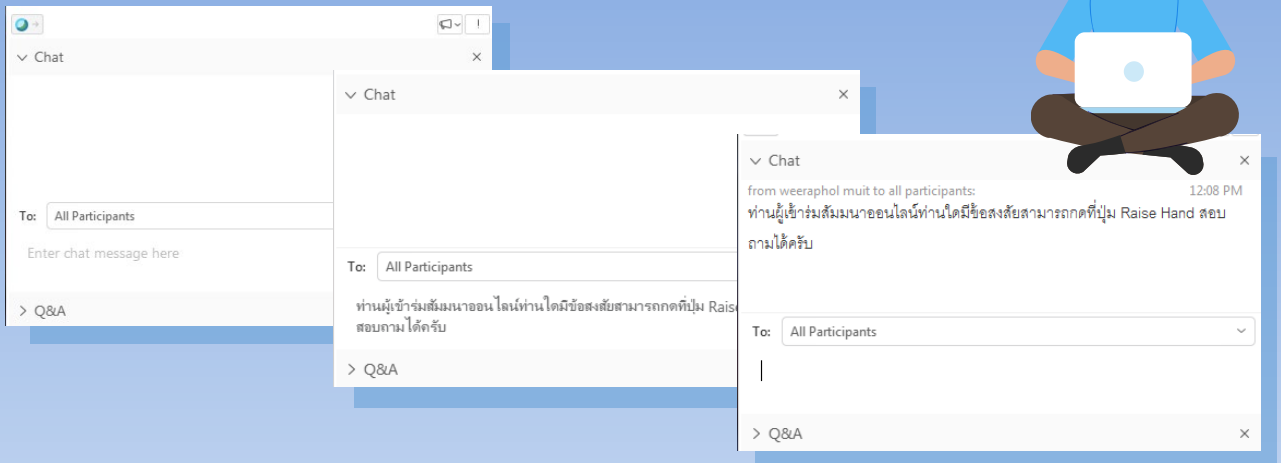
32. Attendees check message by click Participants > chat

Participants

chat
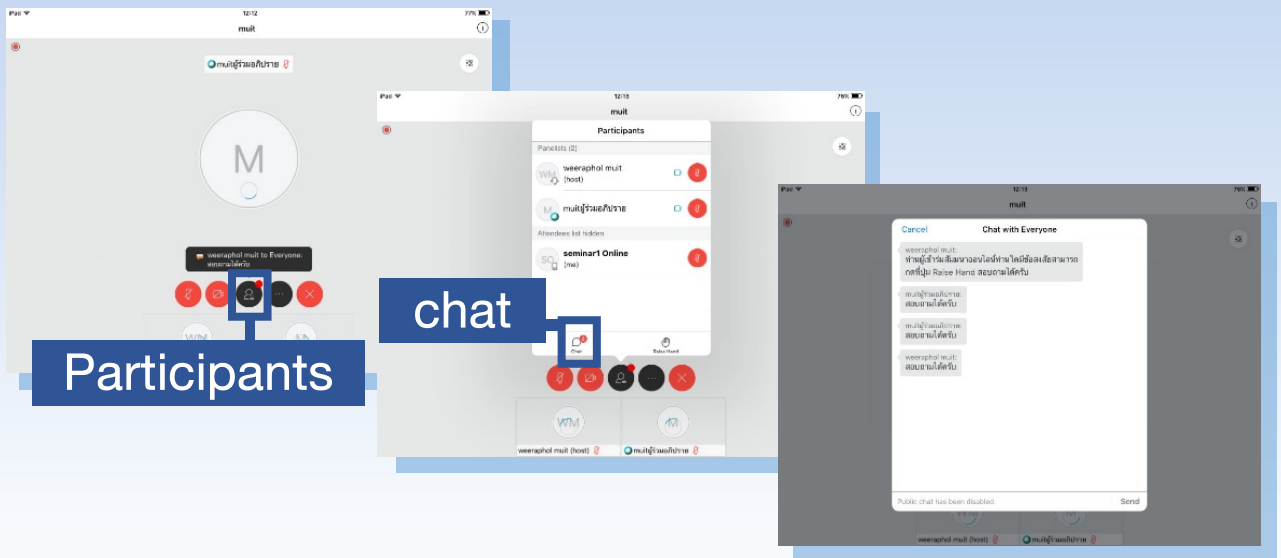
33. When attendee would like to discuss

Click Raise Hand
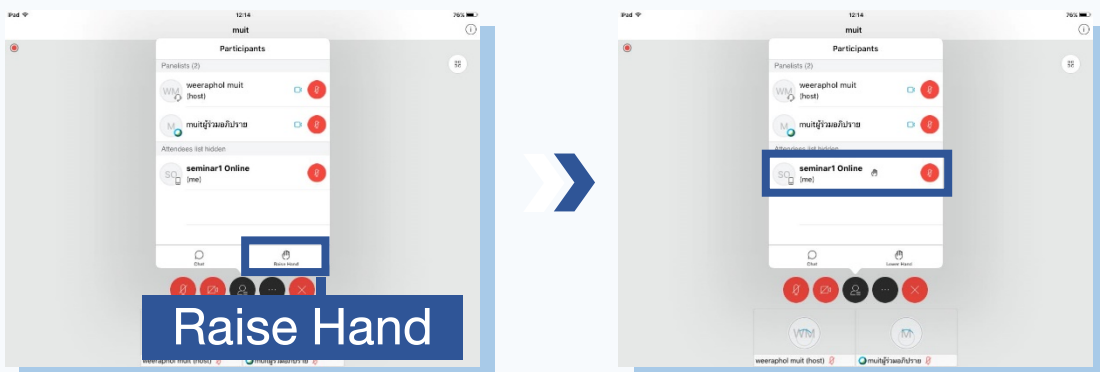
Raise Hand

34. Panelist will see a sign when someone click Raise Hand
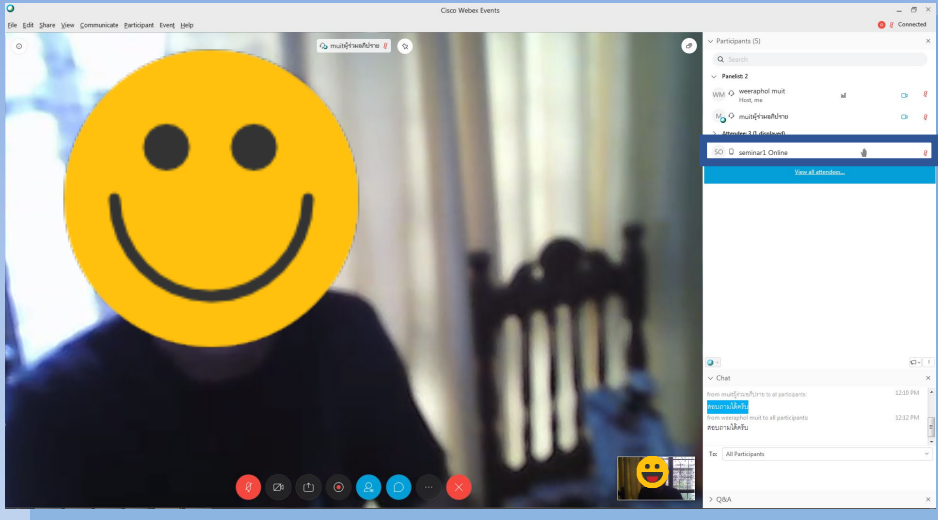
35. Panelist give raised hand attendee a right to discuss by click a microphone icon to Unmute

Unmute

36. When raised hand attendee is finished, Click raise hand icon again to put their hand down

Raise Hand
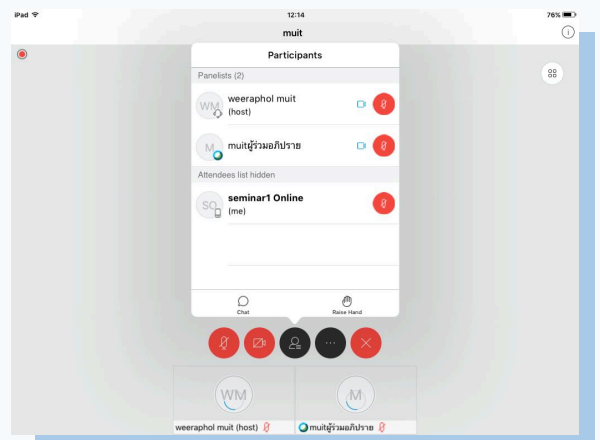
37. When attendee is finished discussing,

Click Change Role To > Presenter on next presenter's name

Then click Yes to confirm
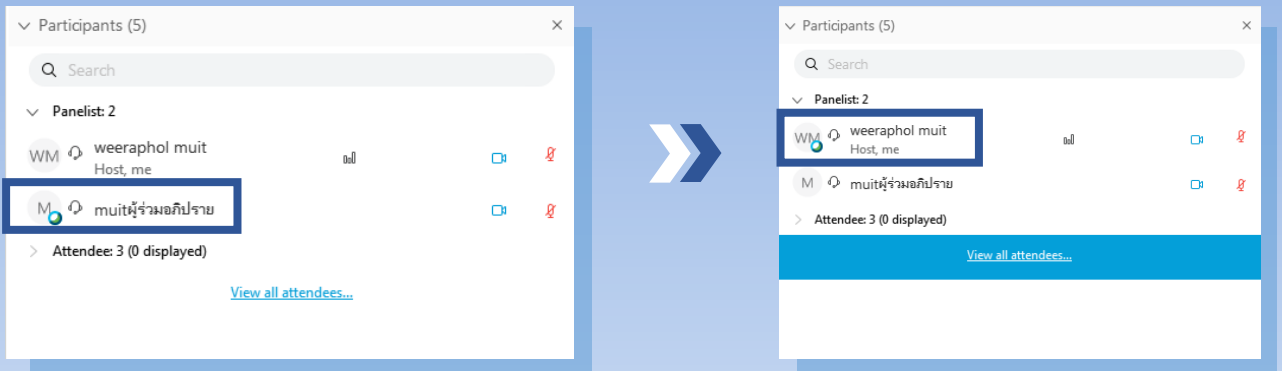
38. When host would like to share their presentation by click

File > Open and Share select presentation file then click Open
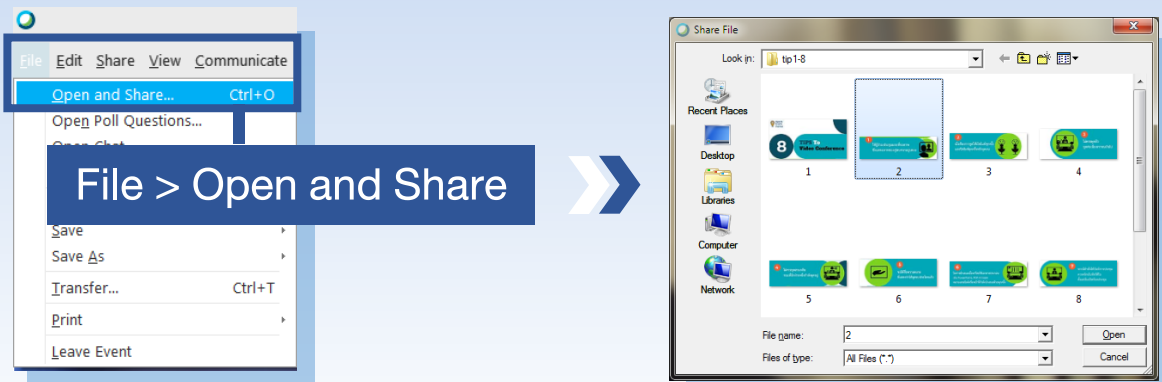
Presentation will show to everyone
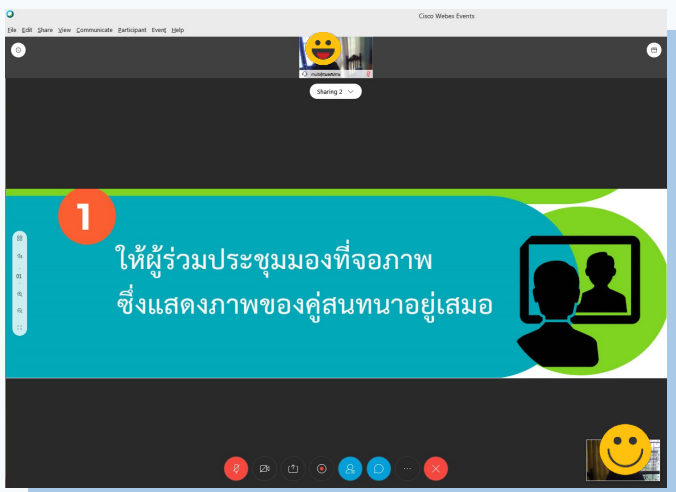
39. To end the presentation, click Close then click Yes button to confirm

Close
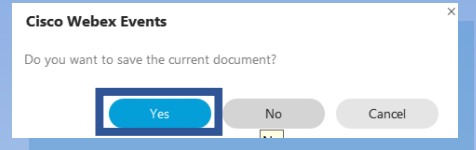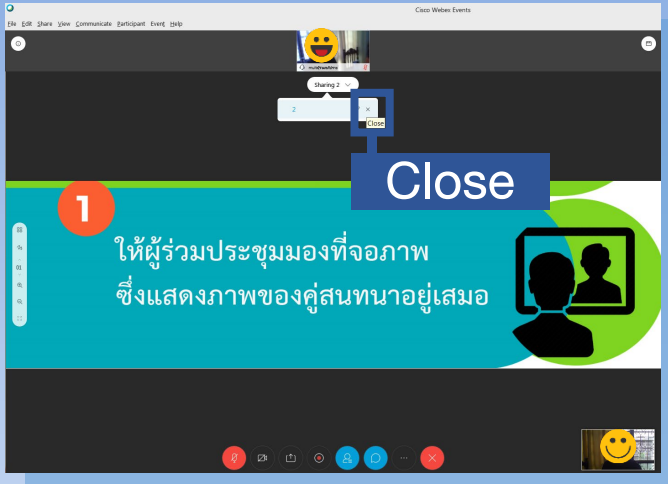
40. If host open Q&A function
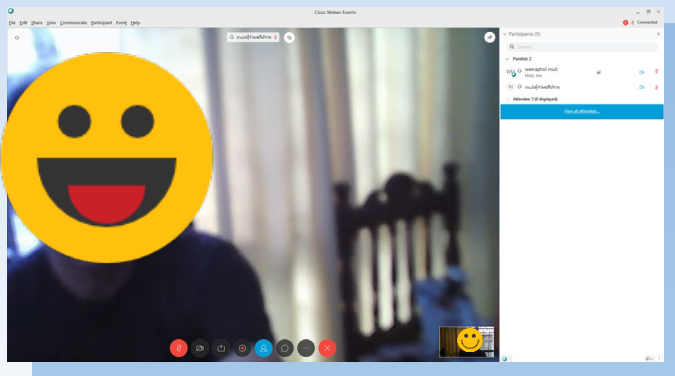
41. To ask some questions

For attendee click > Q&A > Ask a Question

Q&A
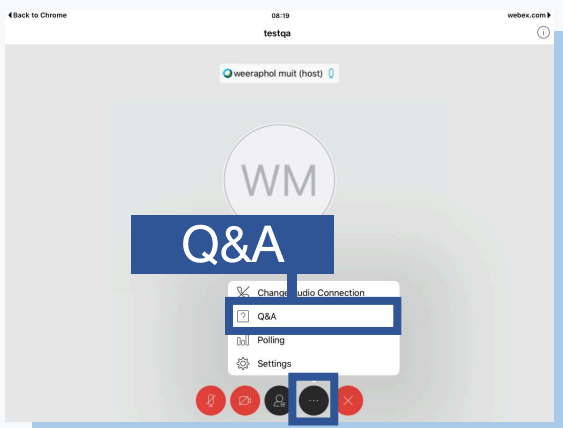
Ask a Question

42. Typing their question > click Send button

The question will show on Ask a Question block
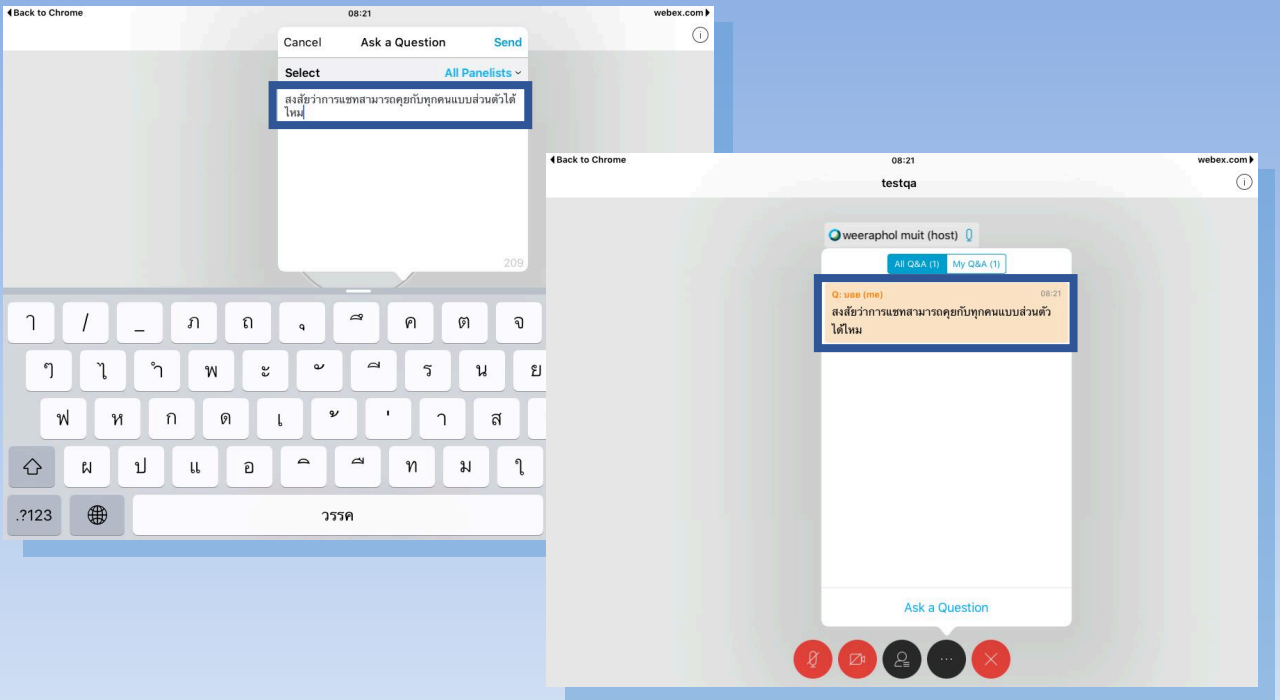
43. Host will see questions on Q&A section

To answer that question, click the question to type the answer then click

Send button
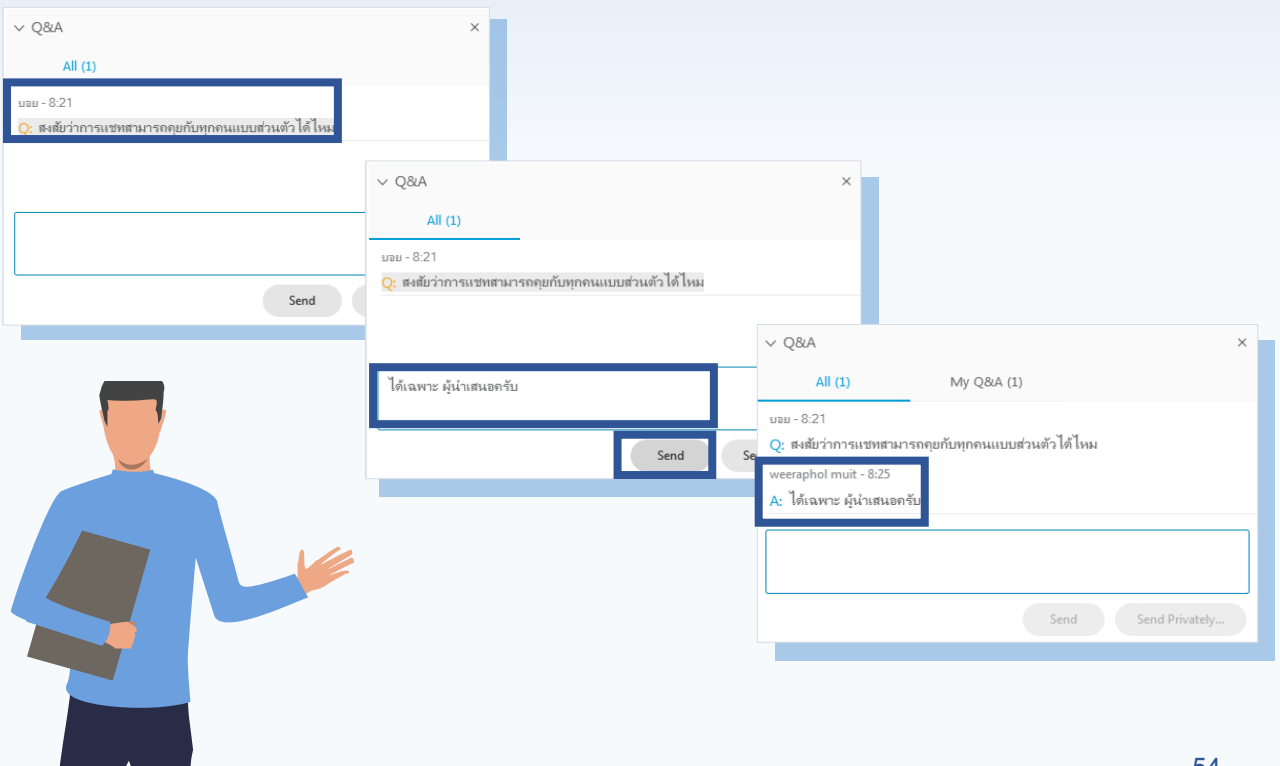
44. Everyone will see the question and the answer on Q&A
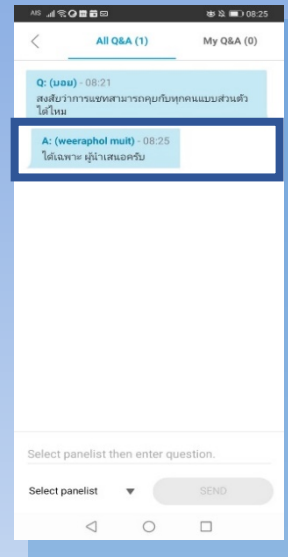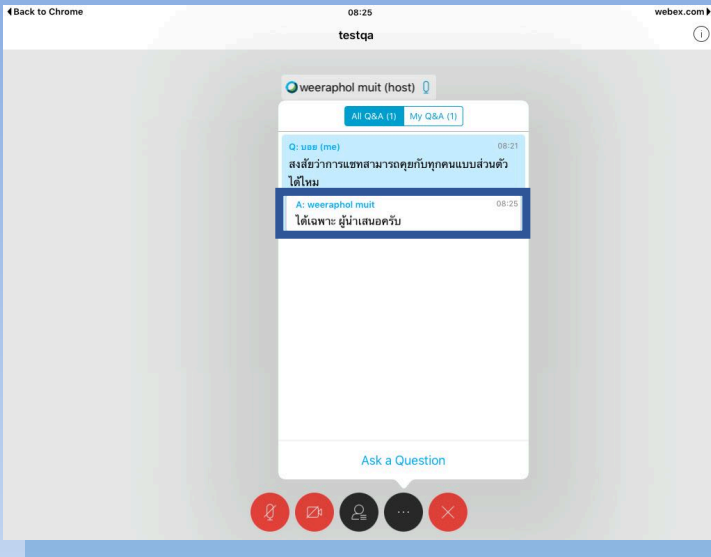
45. If attendee would like to have an answer as a private,

Type a question with specifying a private answer
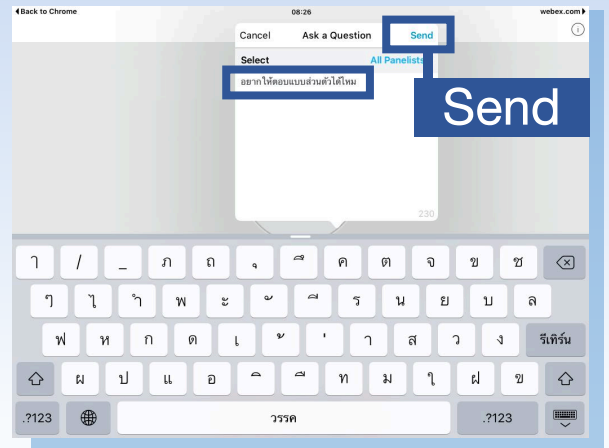
Send

46. Host can check unanswered question in Unanswered tab by make a right-click > Unanswered > Open Tab

Unanswered > Open Tab
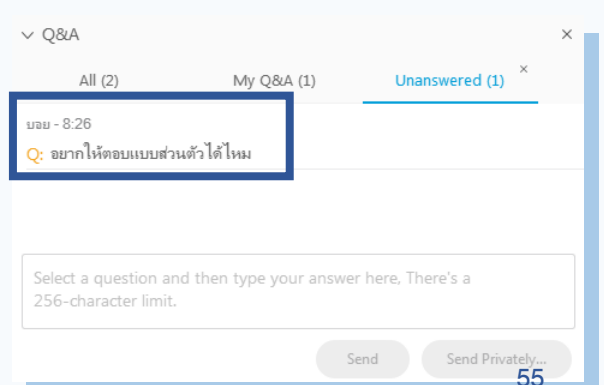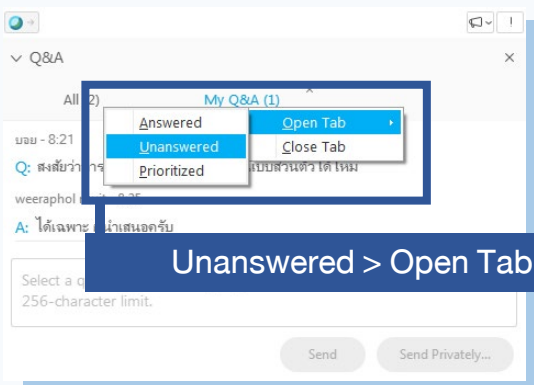
47. Click the question to answer then click Send Privately button to make a private Q&A
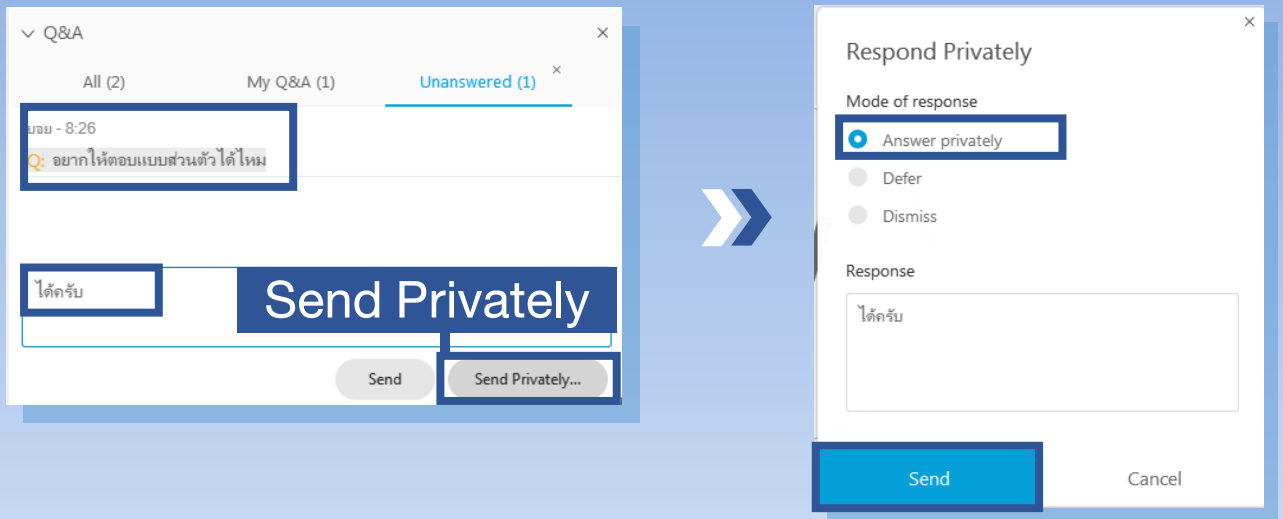
48. The attendee will see a private answer from the host
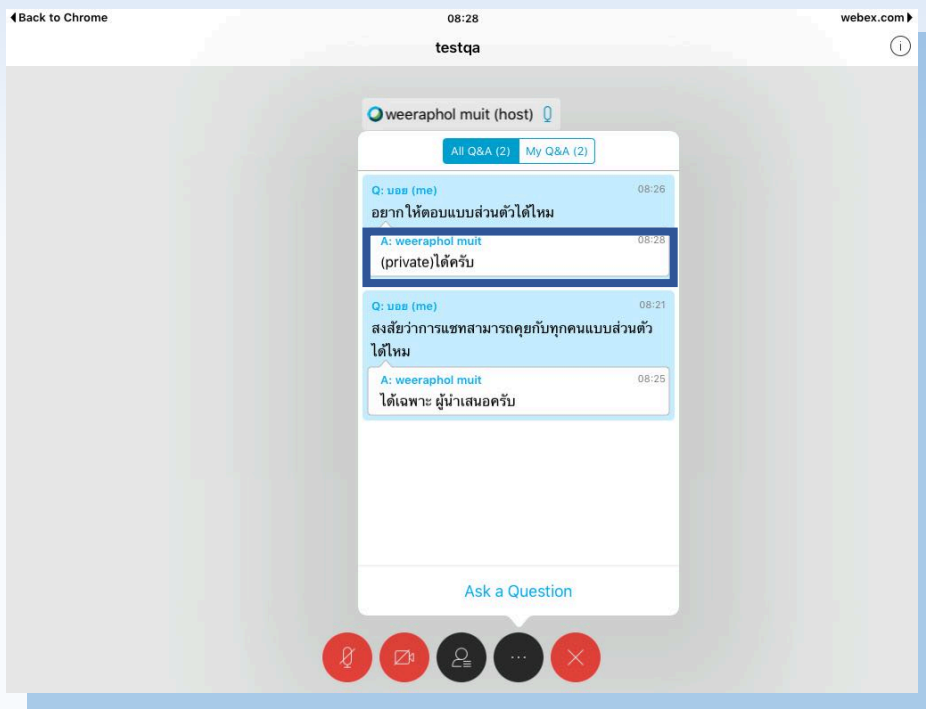
49. For host, to save Q&A log

Click File > Save > Questions and Answers

select destination then click Save button

Example
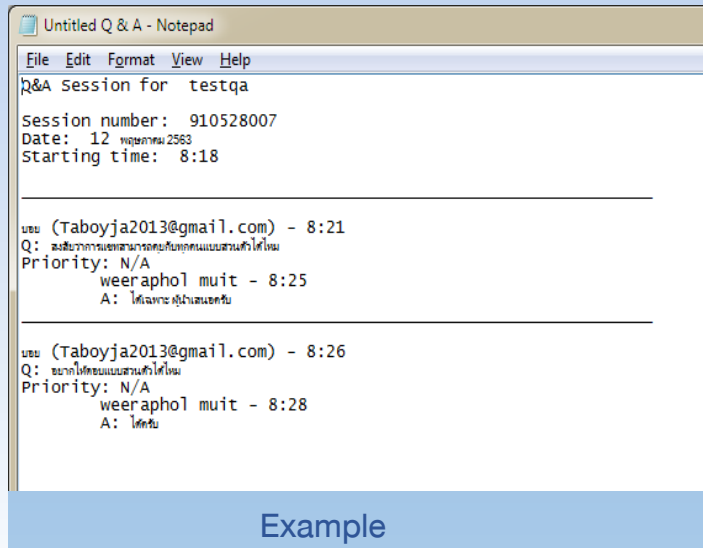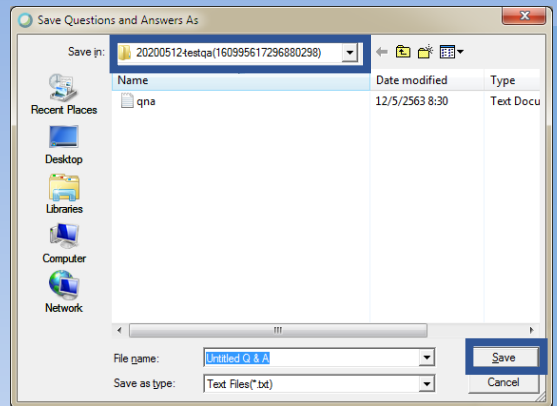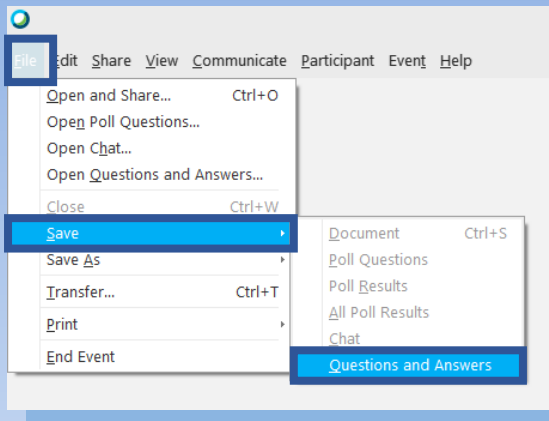
50. Panelist click Event > Start

Practice Session to do activity
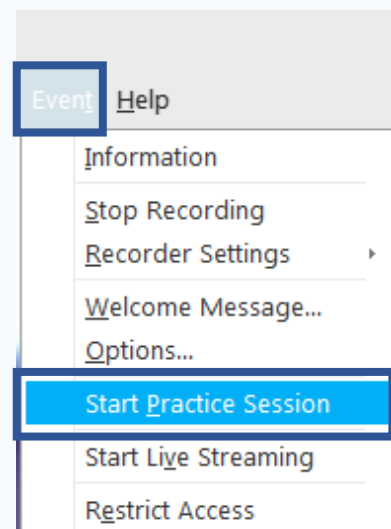
Pop-up will ask you to Pause Recording or Continue Recording then click OK button to confirm
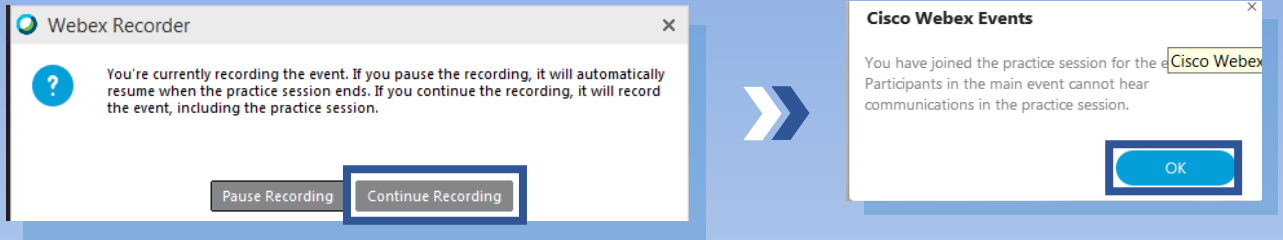
51. When the practice session started, attendees will see a message "Panelists are now in a Practice Session"
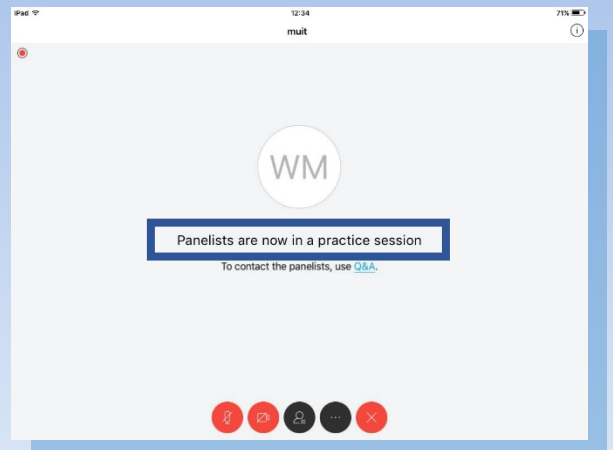
52. When the practice session is ended, click Event > End Practice Session then click OK button to confirm
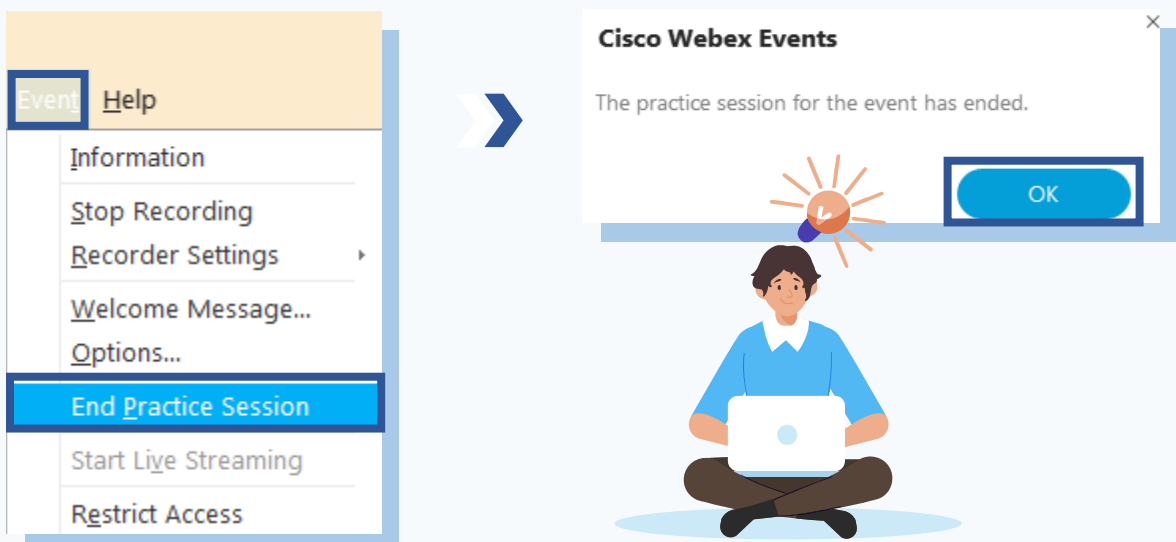
53. When the event is ended, click End or leave event > End Event
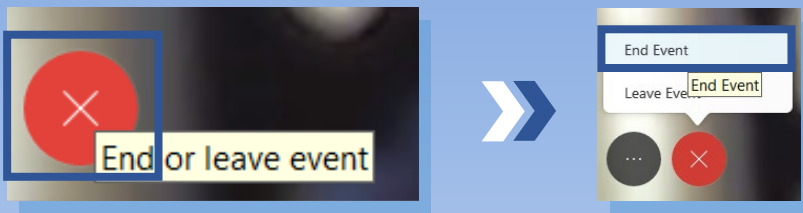
54. Pop-up will ask you to end event (select Save event files box to save event recording file)

Then click End Event
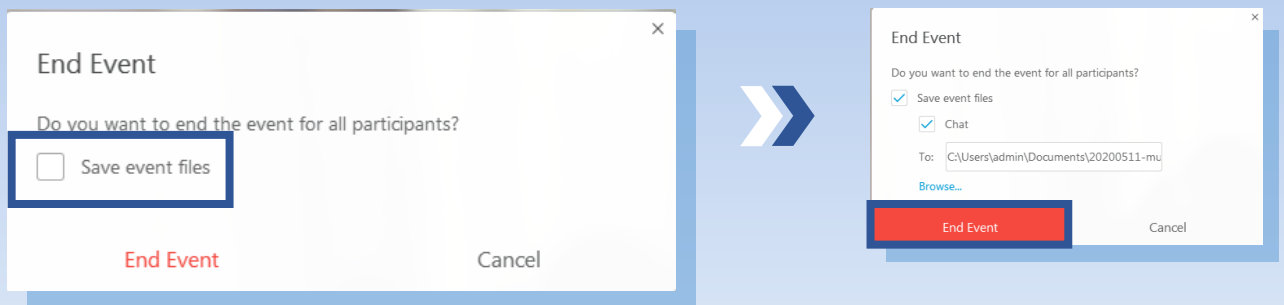
End of how to using
Cisco Webex Events

How to using polling in

Cisco Webex Events

1. Panelist will see Polling menu
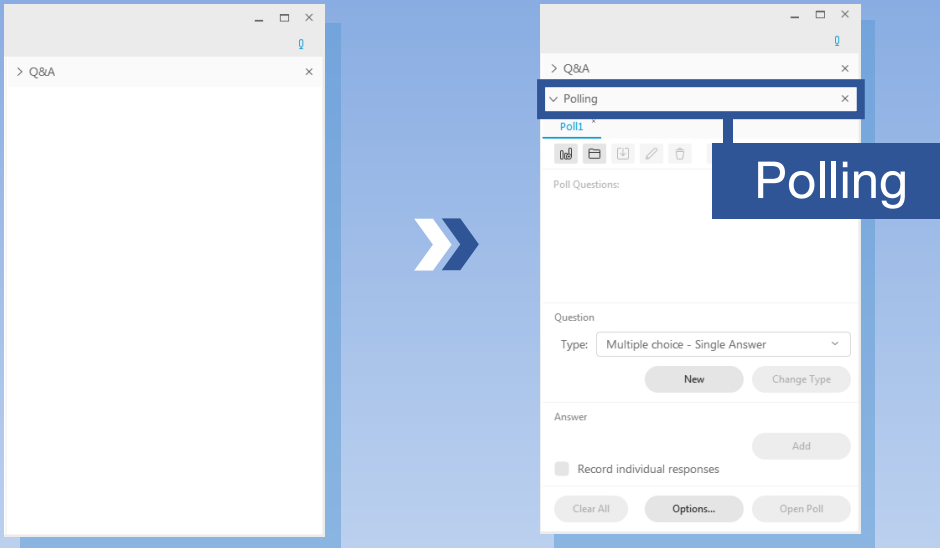
2. If there is no Polling menu showed up

Click File > Open Poll Questions then click OK button to open the Polling panel
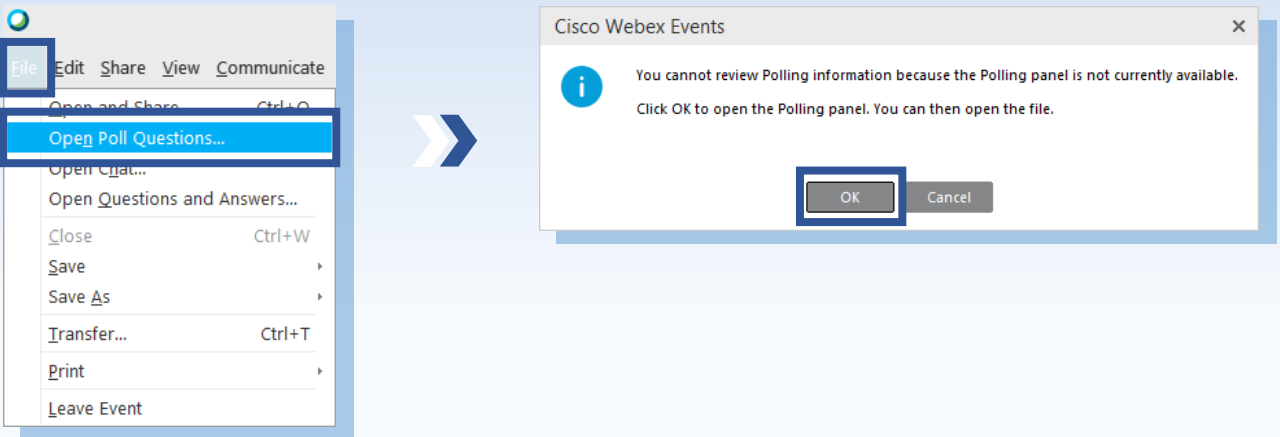
Select Poll Questions from your computer. If there's no poll questions yet click Cancel button
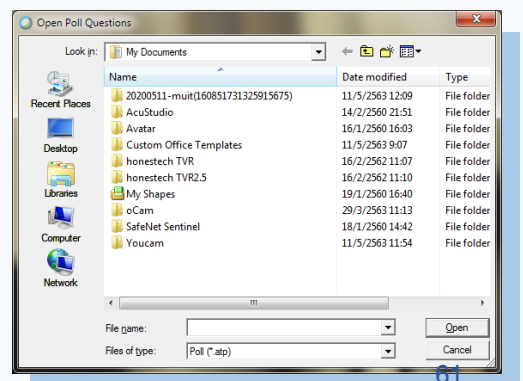
3. To create poll 1

poll 1
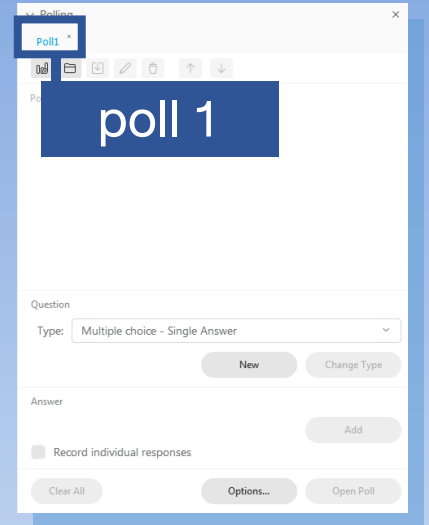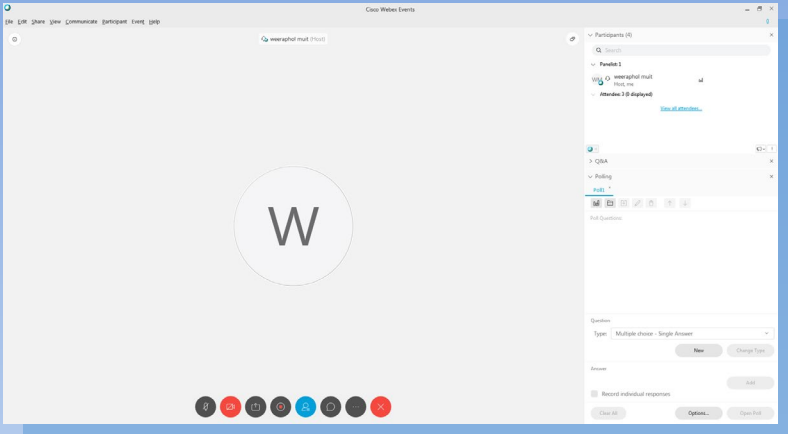
4. Click Options in Polling Options section :

■ Timer :

Display : to set timer show on display

Alarm : to set a period of alarm time in minutes

■ Poll results

include no answer : to show results which has no answer

show number response : to show how many of responses
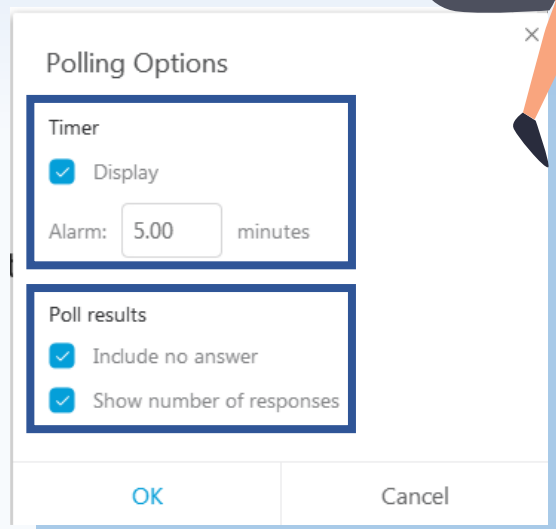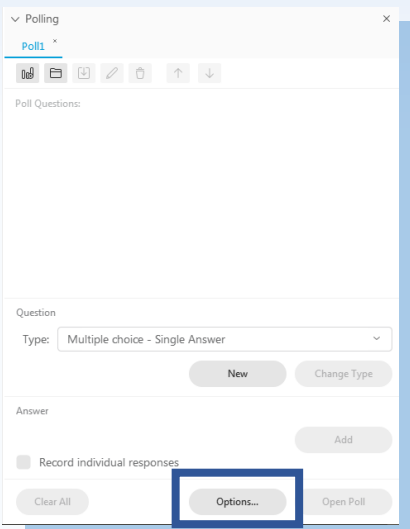
5. Poll1 as single answer type, select type of question Click Type > Multiple choice > Single Answer then click Add New Question
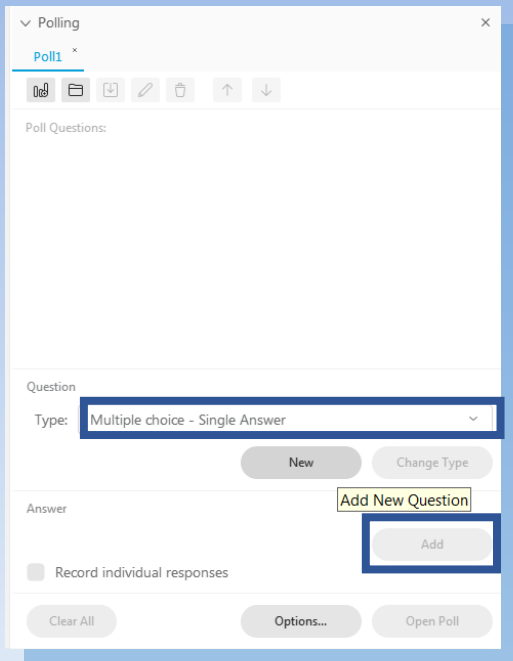
6. Selected type of question will show up in Poll Questions block Enter your question
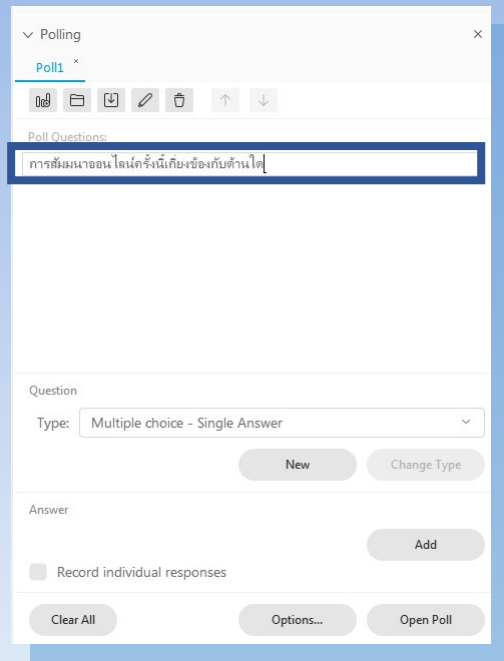
7. You can make a multiple choice by click Add button to add an answer then do it over to add more answer
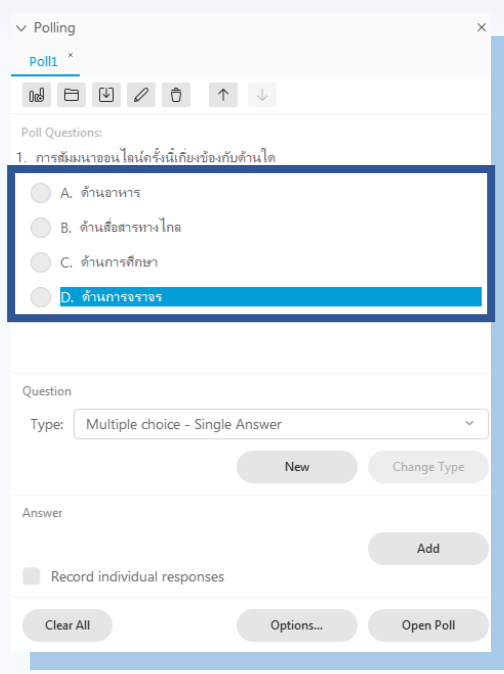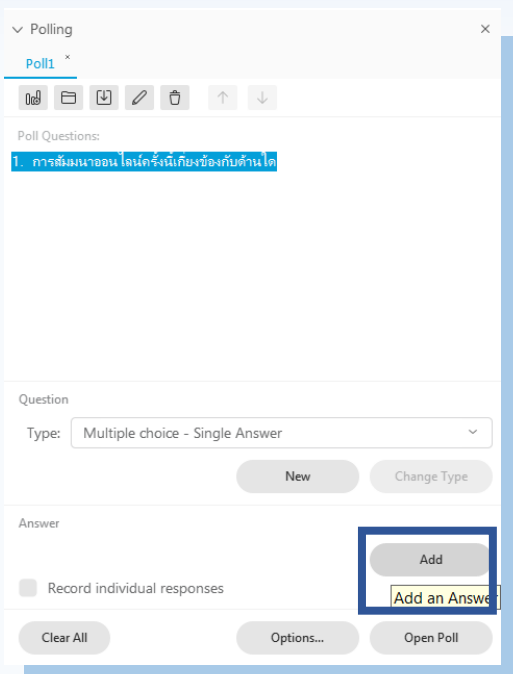
8. Poll2 as a multiple answer type, click New menu

Select Type > Multiple choice > Multiple Answer

9. Click Add New Question to enter your question

10. You can make a multiple choice by click Add button to add an answer then do it over to add more answer

11. Poll3 as a short answer type, click New then select Type > Short Answer
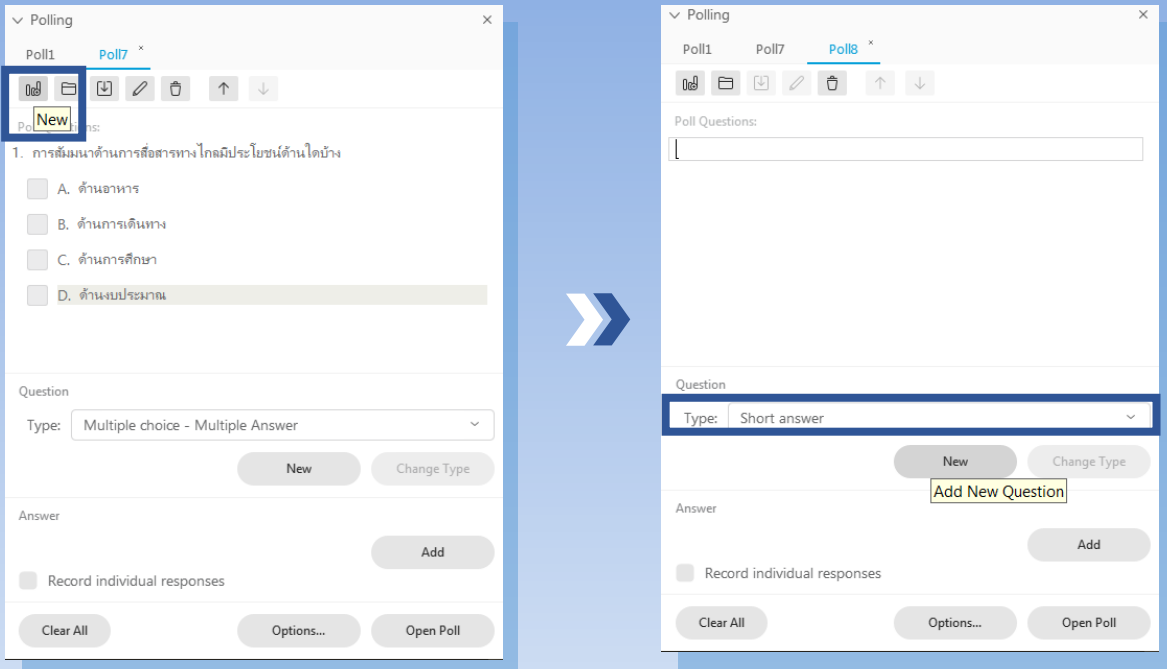
12. Click Add New Question to enter your question
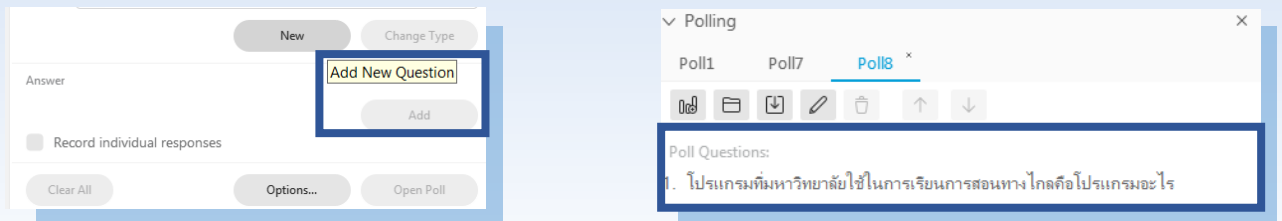
13. Then click Add an Answer to enter an answer then do it over to add more answer
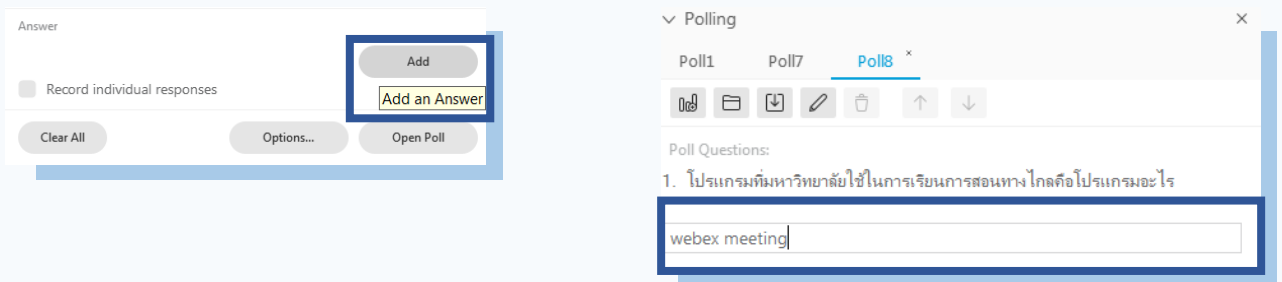
You can add more questions in each type

14. If you would like to save your created poll to use for next time

Click Save in that poll tab

then click Save button to save this poll to your computer
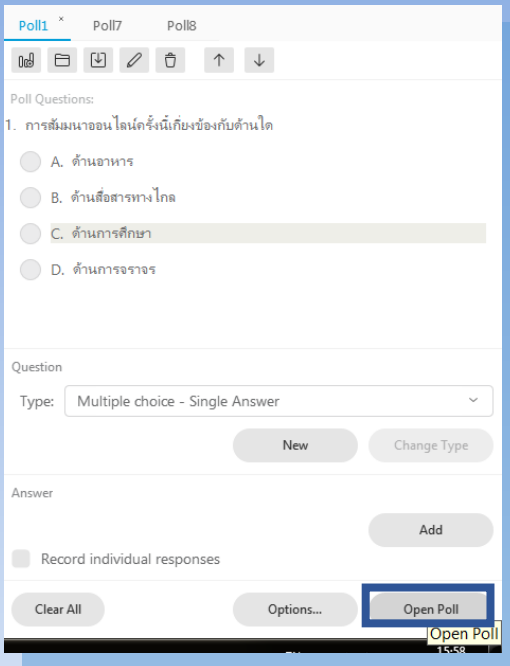
15. When you finish setting your poll

Click Open Poll button then click OK button
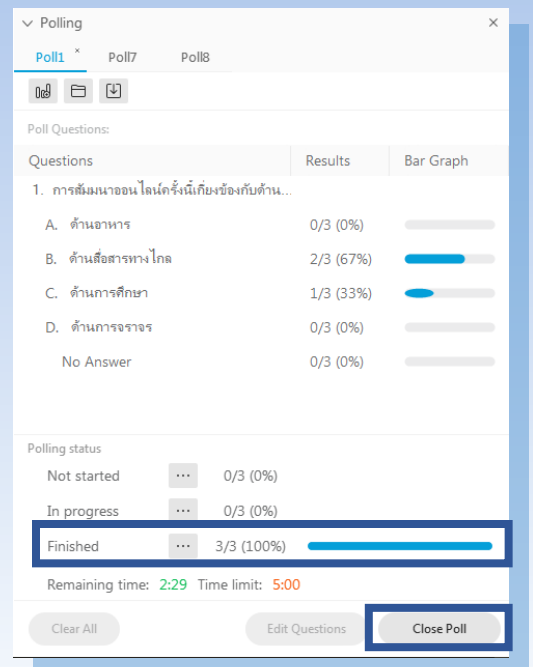

16. You will see the polling detail in Poll section
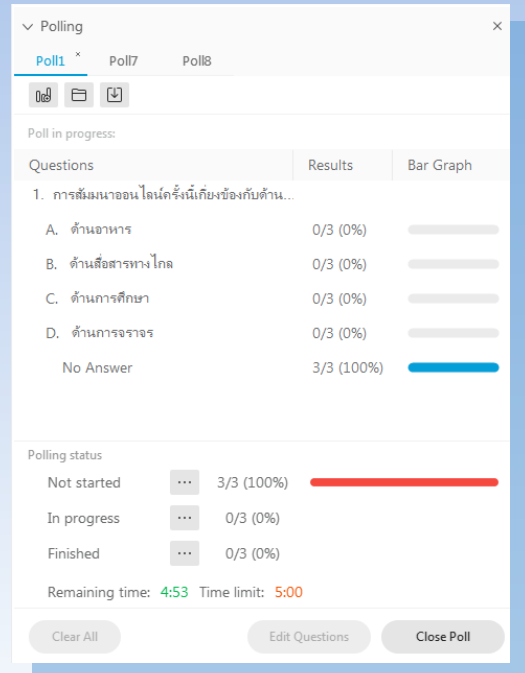
## 17. For attendee, you will see popup ask you to take the poll

Click OK button
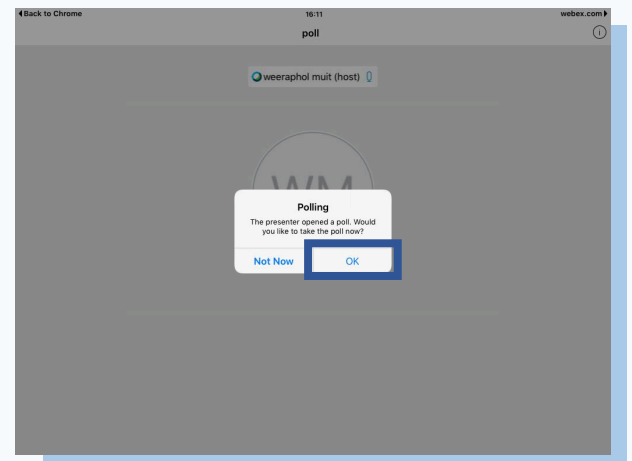
18. When you're done taking the poll then click Submit button
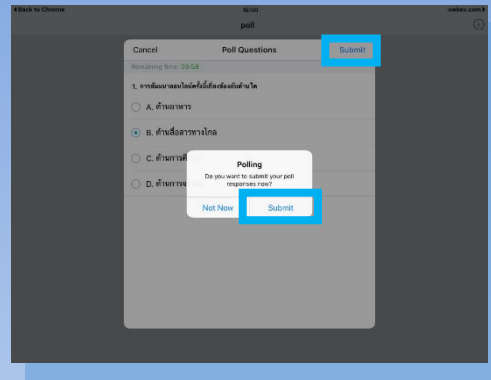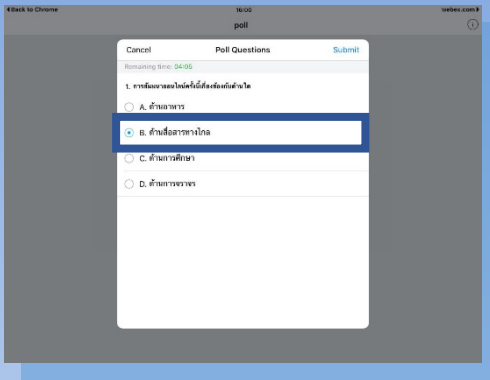
19. Panelist will see attendee's poll status when you see Polling Status : Finished 100% or would like to close the poll, click Close Poll button
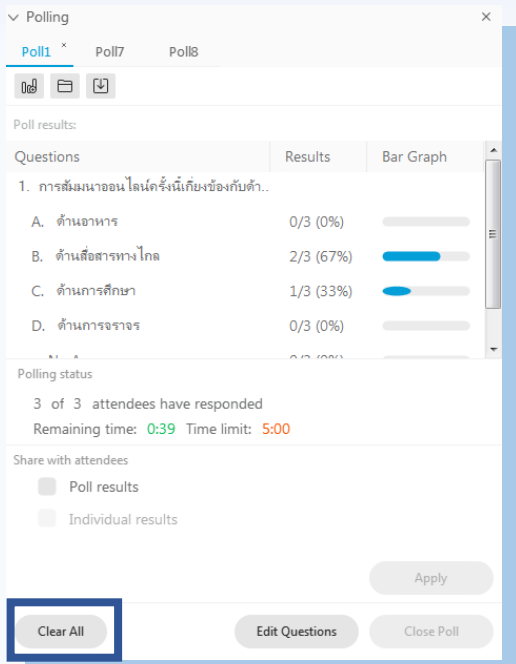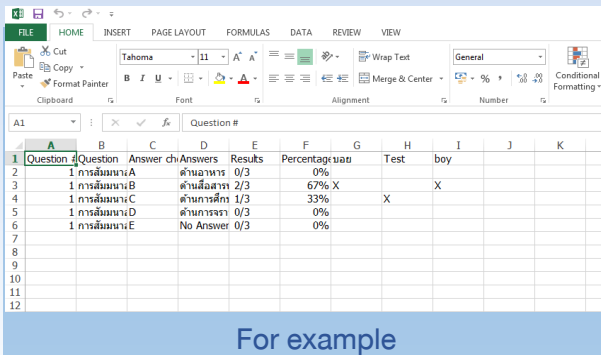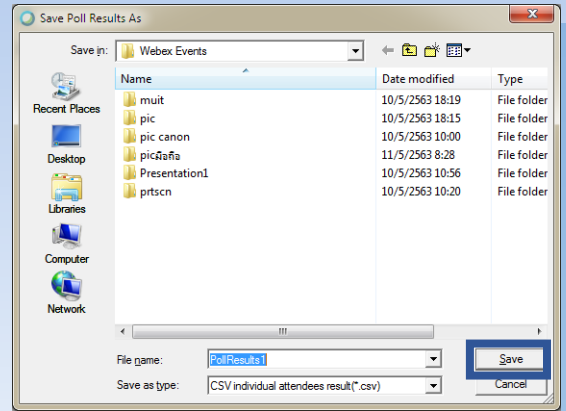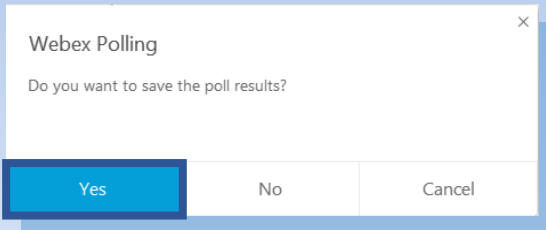

20. If you wouldn't like to share the poll with attendees, click Clear All button then popup will ask you to save the poll questions Click Yes button to save
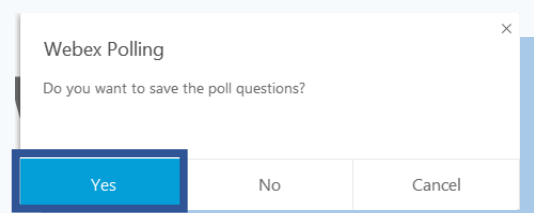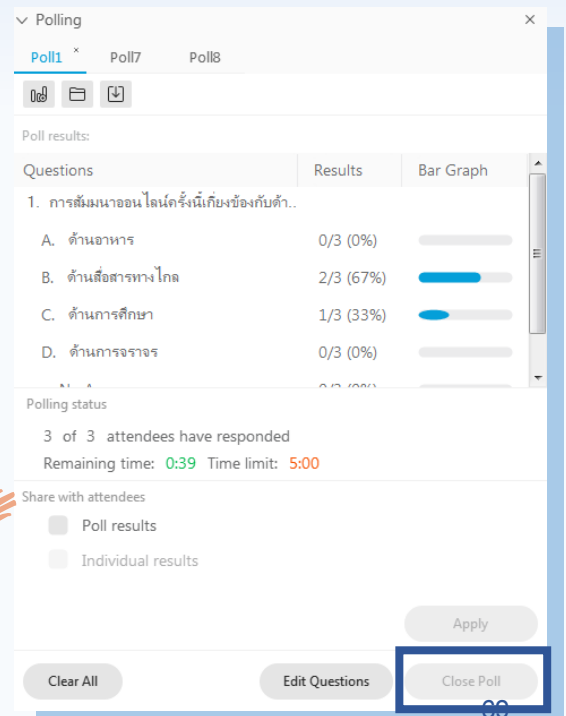
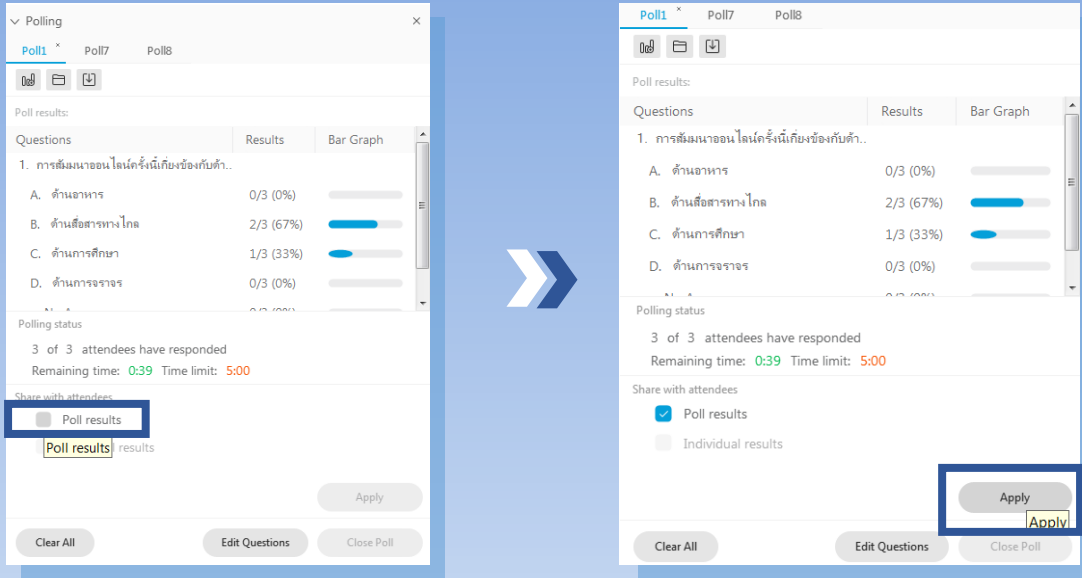Select the destination to save poll file
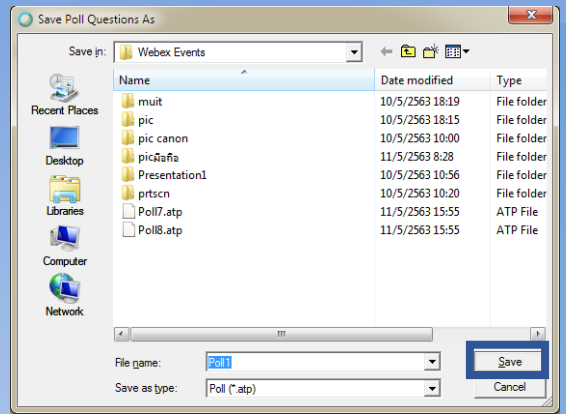
21. Webex Polling will ask you to save the poll results
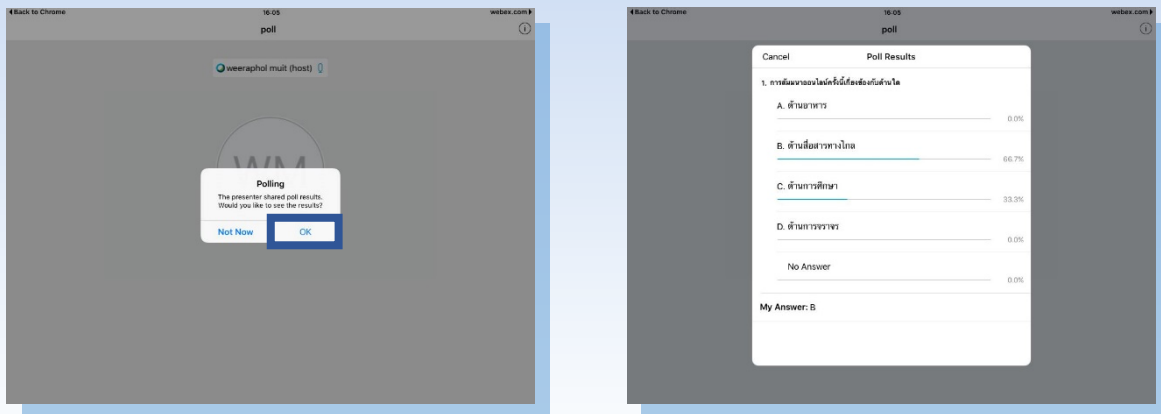Click Yes button to save the result to your computer

For example

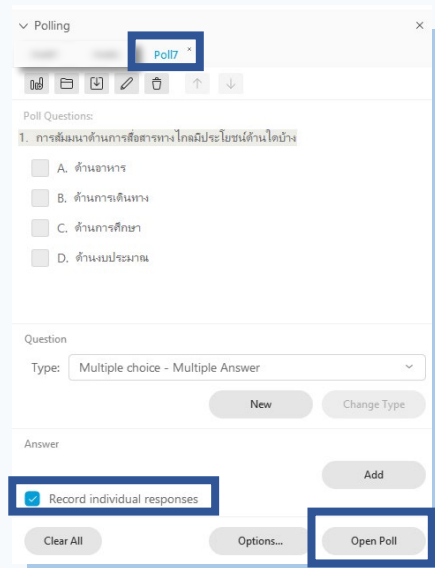22. Back to polling click Close Poll

If Panelist would like to share this poll,

**select** Poll results box **then click** Apply button

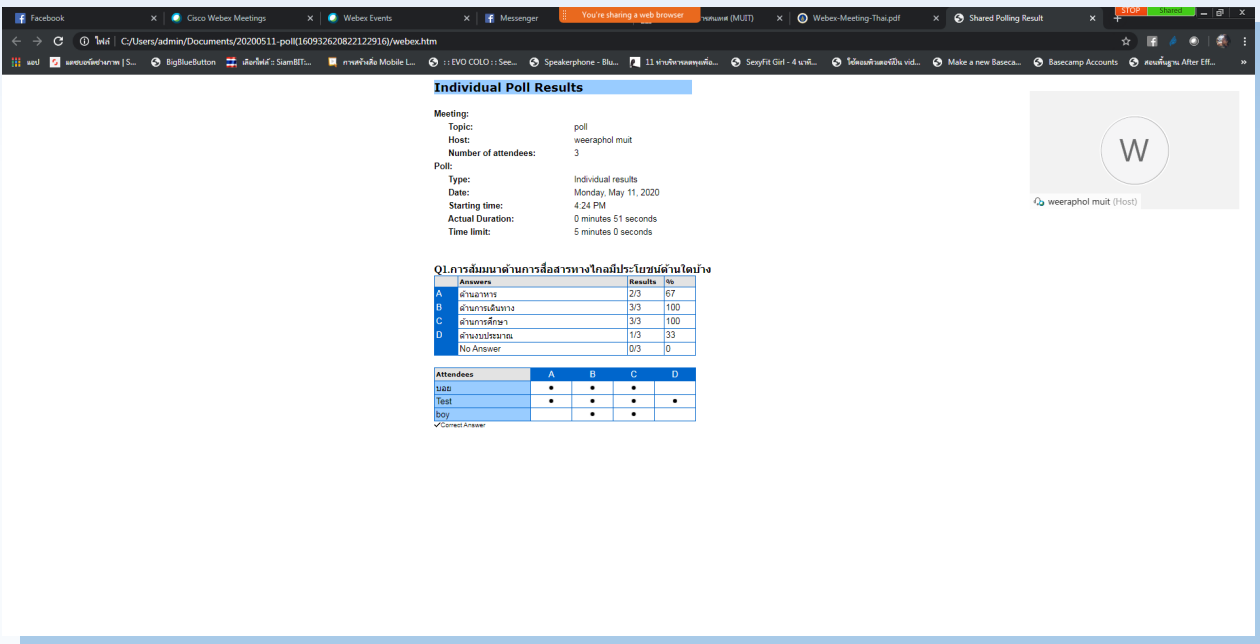## 23. When panelist share the poll result, attendee will see an alert popup click OK button to see the result

24. If you would like to see individual responses of each question, select Record Individual results box then click Open Poll button

25. When the poll is done, select Individual results box to share individual results with others then click Apply button
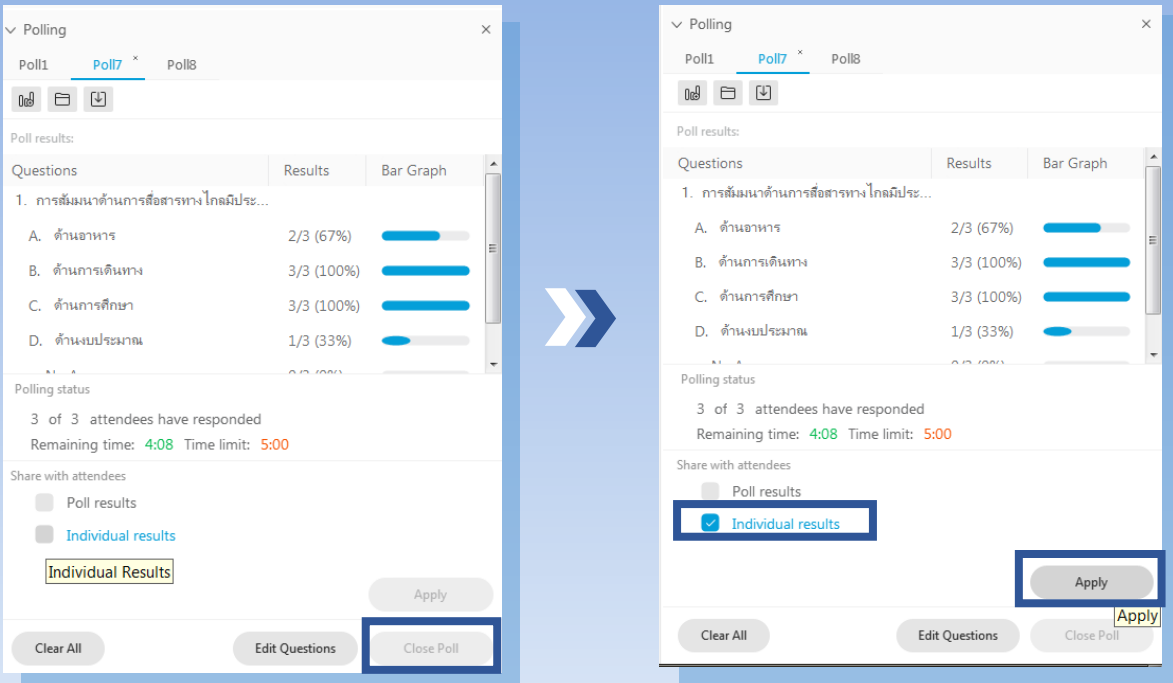
26. The result with responses of each will show like this

27. Attendees will see the result with responses of each

28. Panelist can click Stop Sharing button to stop sharing the result
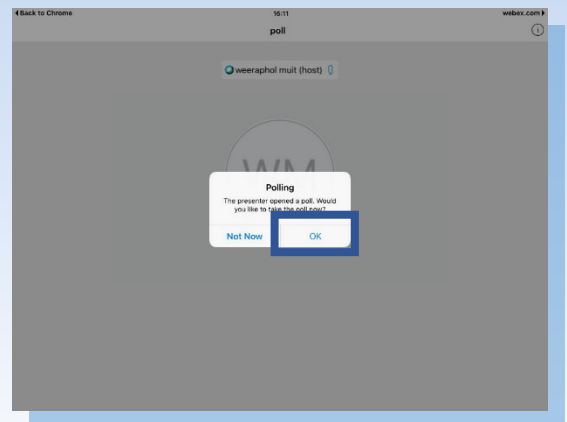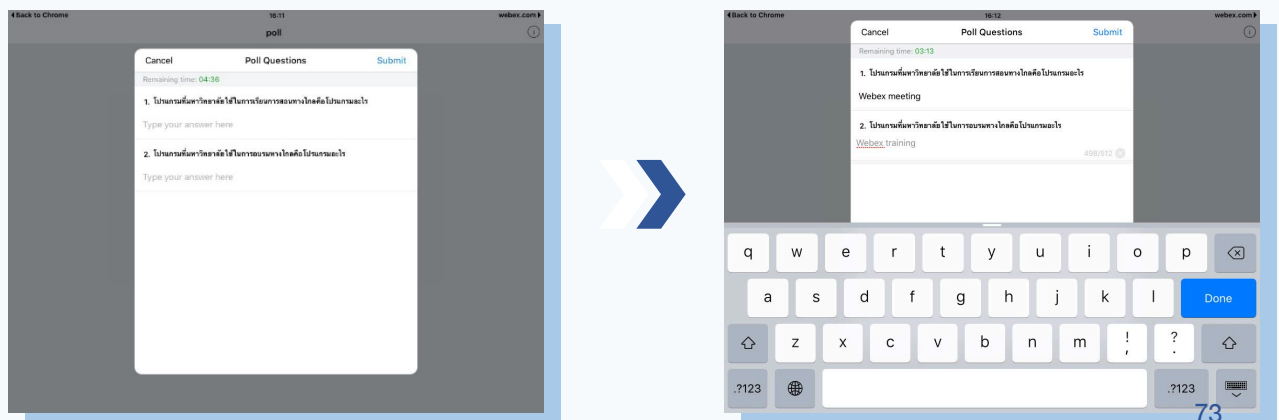
29. For short answer poll, when you click Open Poll button at the short answer poll question you will see the details
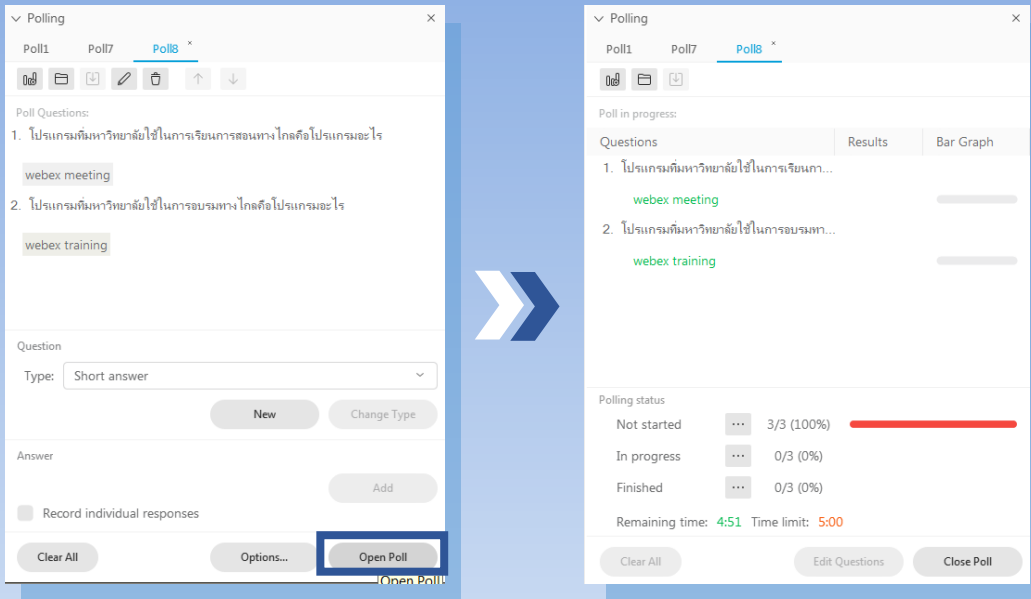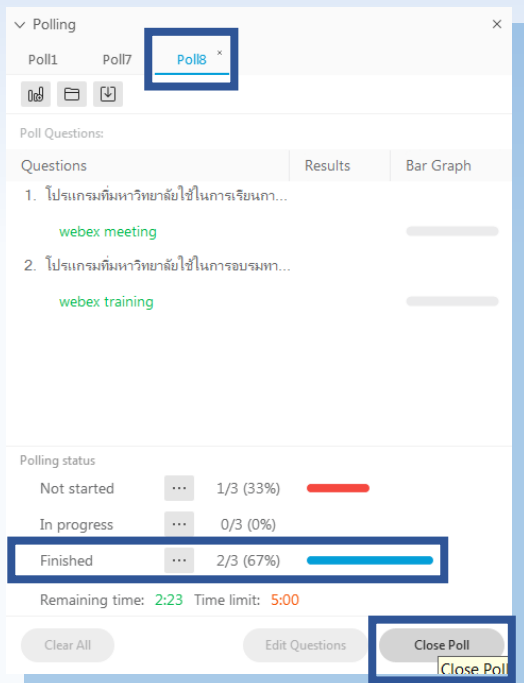

30. Attendees click OK button to take this poll

31. Attendees enter the answer

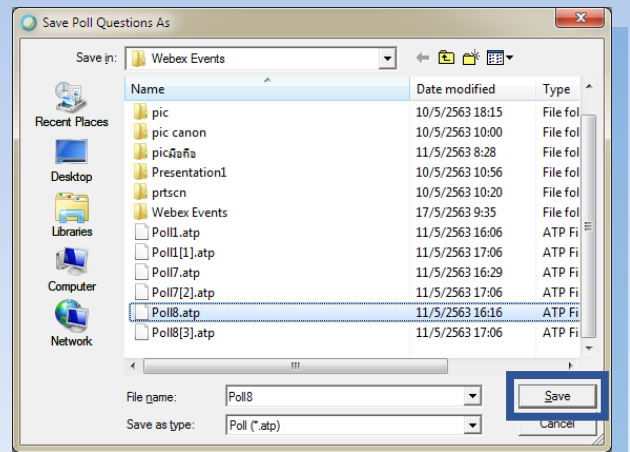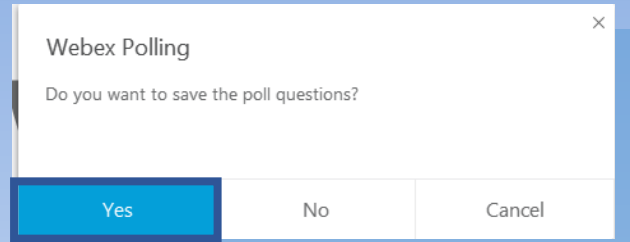**32.** Click Submit button to send the answers then click Submit button to confirm

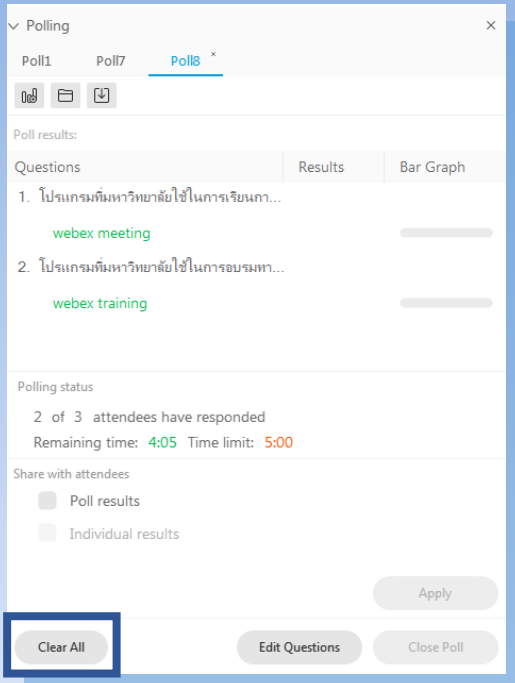**34.** When panelist see Polling Status : Finished, you can click Close Poll button
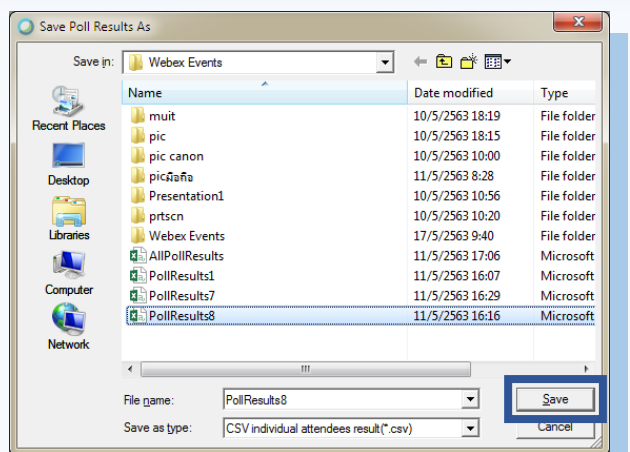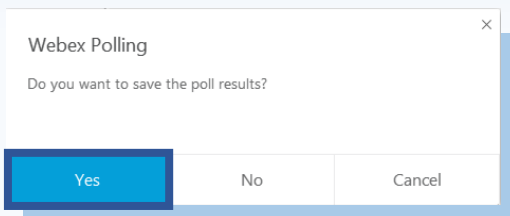
35. If panelist wouldn't like to share the poll, click Clear All button Popup will ask you to save the poll question, click Yes button to save the poll question to your computer

36. Then the popup will ask you to save the poll result, Click Yes button to save the result to your computer

example

End of using polling in
Cisco Webex Events