

# WebEx Centers Training



# Why WebEx?

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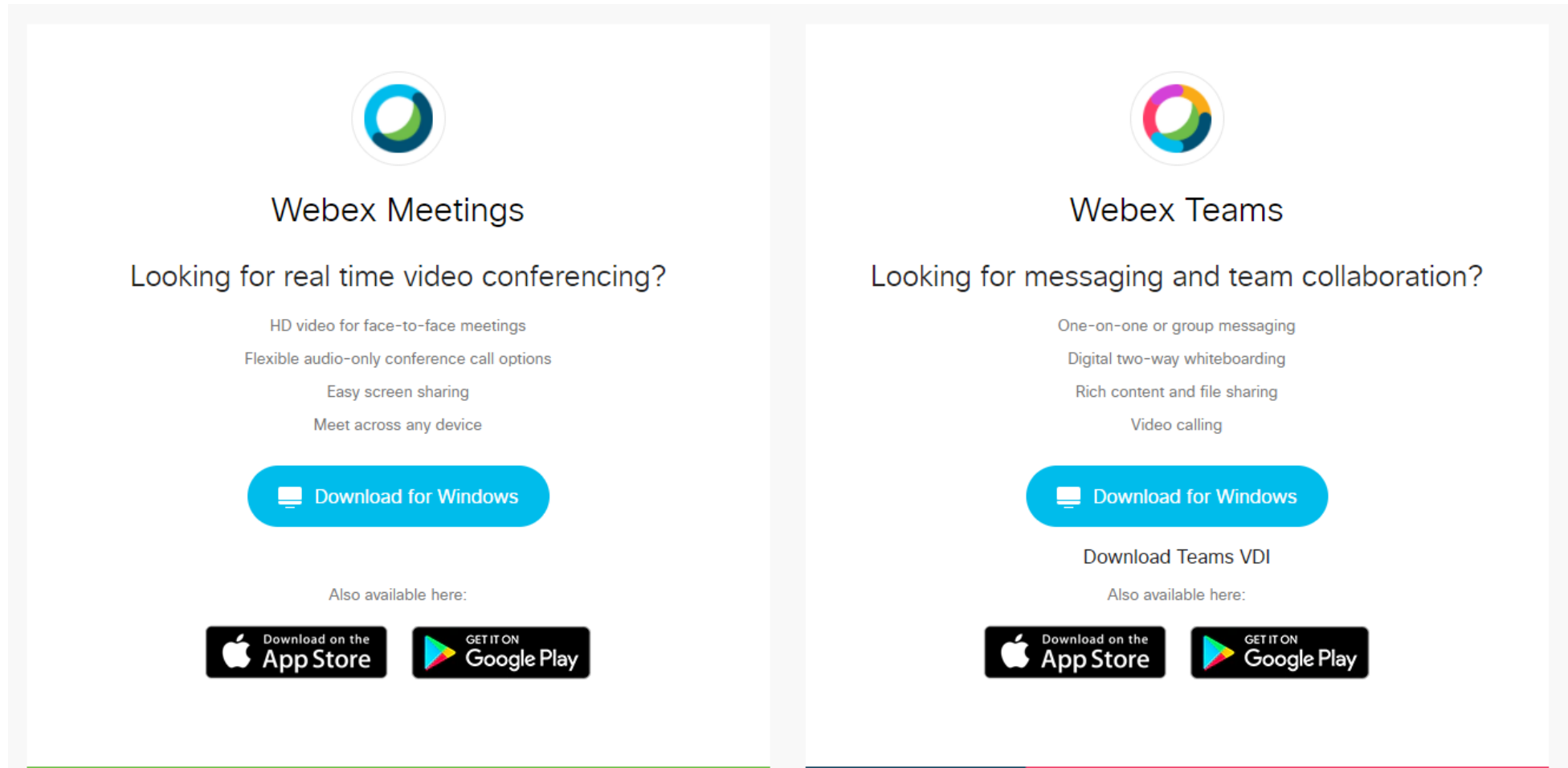
- Interactive format, with options like editing, registration, video streaming, etc.
- ASTM determined that WebEx was the best fit for our members
- Excellent customer support from WebEx
- Application download for presenters and attendees



# How to Download WebEx

Get the Webex you need.

<https://www.webex.com/downloads.html>



The screenshot displays two columns of content. The left column is for 'Webex Meetings' and the right column is for 'Webex Teams'. Each column features a circular logo at the top, a title, a question, a list of features, a 'Download for Windows' button, and a section for mobile app downloads.

**Webex Meetings**

Looking for real time video conferencing?

- HD video for face-to-face meetings
- Flexible audio-only conference call options
- Easy screen sharing
- Meet across any device

[Download for Windows](#)

Also available here:

- [Download on the App Store](#)
- [GET IT ON Google Play](#)

**Webex Teams**

Looking for messaging and team collaboration?

- One-on-one or group messaging
- Digital two-way whiteboarding
- Rich content and file sharing
- Video calling

[Download for Windows](#)

[Download Teams VDI](#)

Also available here:

- [Download on the App Store](#)
- [GET IT ON Google Play](#)

# WebEx Types

The 3 WebEx Centers offered:

1. **WebEx Meeting**
2. **WebEx Training**
3. **WebEx Event**

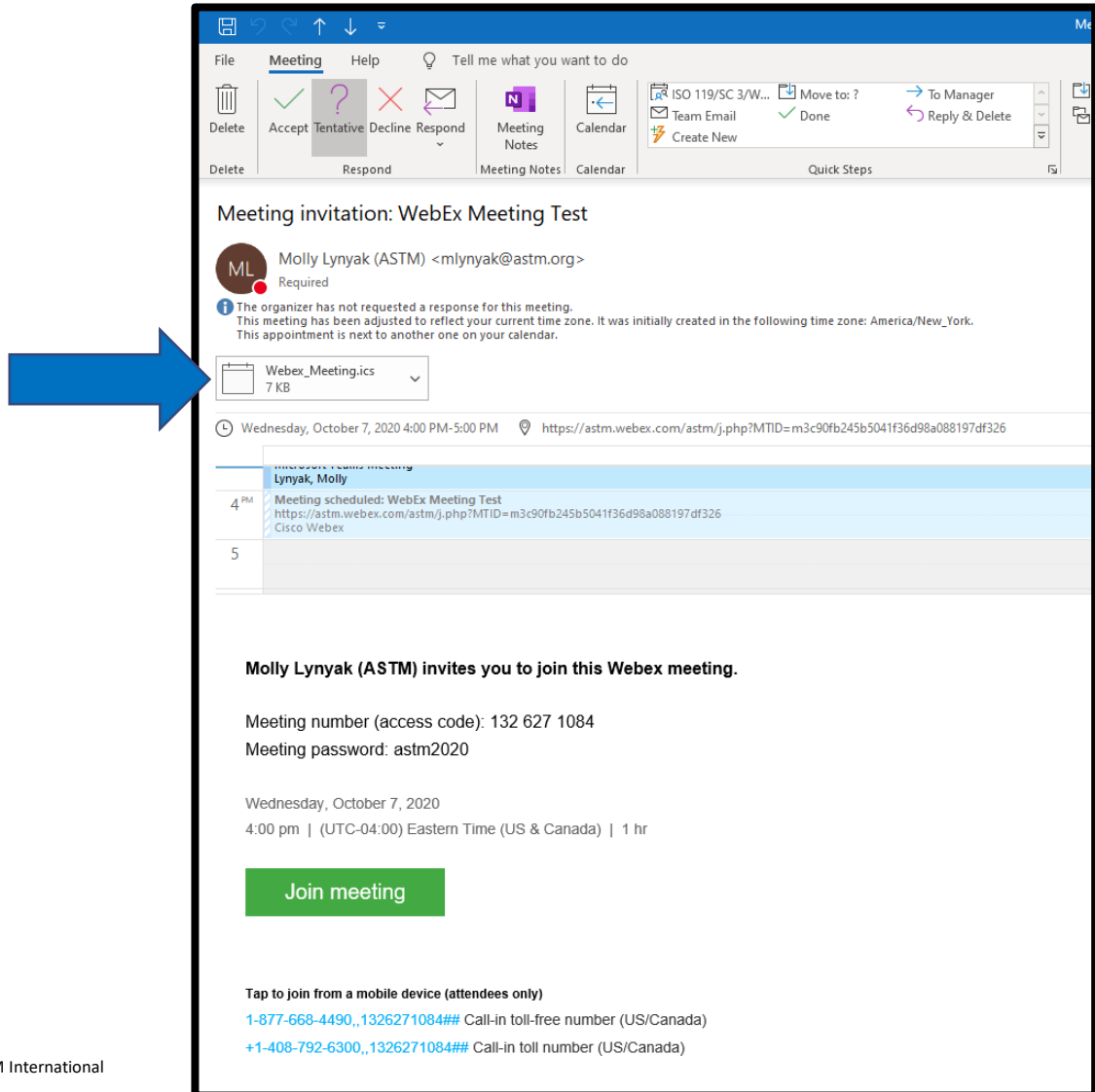


# WebEx Meeting

- Most used Center
- Easy collaboration between participants
- Features include:
  - Easily pass screen share ability amongst participants
  - Chat box
  - Hand raise feature
  - Polling
  - Notes feature
  - Breakout Sessions
  - Co-host option
  - Registration (optional)



# WebEx Meeting Calendar Invitations



Meeting invitation: WebEx Meeting Test

Molly Lynyak (ASTM) <mlynyak@astm.org>  
Required

The organizer has not requested a response for this meeting.  
This meeting has been adjusted to reflect your current time zone. It was initially created in the following time zone: America/New\_York.  
This appointment is next to another one on your calendar.

Webex\_Meeting.ics  
7 KB

Wednesday, October 7, 2020 4:00 PM-5:00 PM <https://astm.webex.com/astm/j.php?MTID=m3c90fb245b5041f36d98a088197df326>

Meeting scheduled: WebEx Meeting Test  
<https://astm.webex.com/astm/j.php?MTID=m3c90fb245b5041f36d98a088197df326>  
Cisco Webex

**Molly Lynyak (ASTM) invites you to join this Webex meeting.**

Meeting number (access code): 132 627 1084  
Meeting password: astm2020

Wednesday, October 7, 2020  
4:00 pm | (UTC-04:00) Eastern Time (US & Canada) | 1 hr

[Join meeting](#)

Tap to join from a mobile device (attendees only)  
[1-877-668-4490](tel:1-877-668-4490), [1326271084##](tel:1326271084) Call-in toll-free number (US/Canada)  
[+1-408-792-6300](tel:+1-408-792-6300), [1326271084##](tel:1326271084) Call-in toll number (US/Canada)

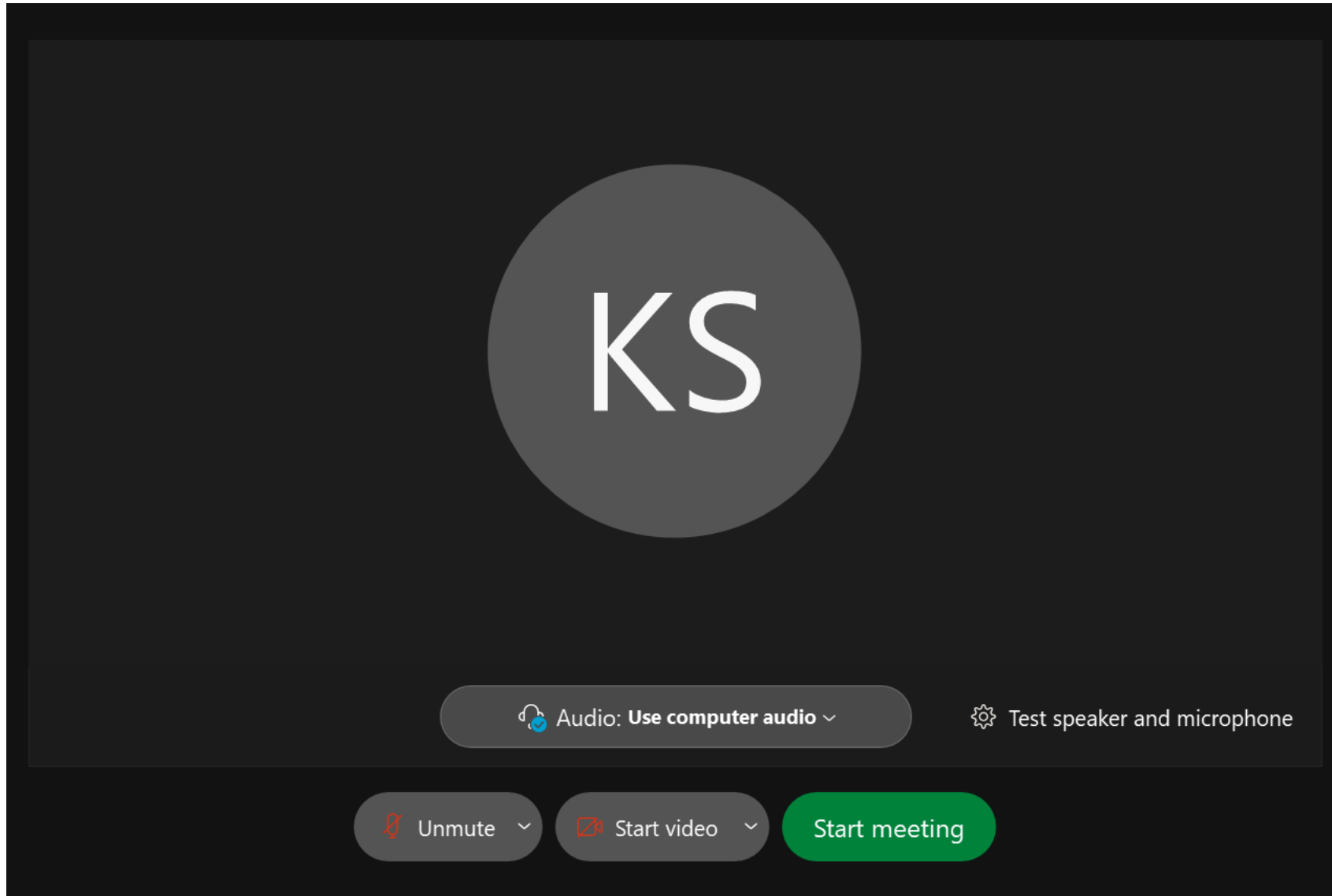
*\*This meeting will be sharing a presentation, please note if you call in by phone. Please log into the computer portion of the Webex, if you are able.\**

[Click Here to Join Webex meeting](#)

Meeting number (access code): 790 750 136 Meeting password: astm2020

**Join by phone**  
Tap to call in from a mobile device (attendees only)  
**1-408-792-6300** Call-in toll number (US/Canada)  
**1-877-668-4490** Call-in toll-free number (US/Canada)  
[Global call-in numbers](#) | [Toll-free calling restrictions](#)

# Joining a WebEx Meeting



# WebEx Meeting Center Controls



Cisco Webex Meetings | Meeting Info | Hide Menu Bar ^

File Edit Share View Audio & Video Participant Meeting Breakout Sessions Help

Connected | - | X

Participants (1) X

Search

KS Kristy Straiton  
Host, me

Mute all Unmute all ...

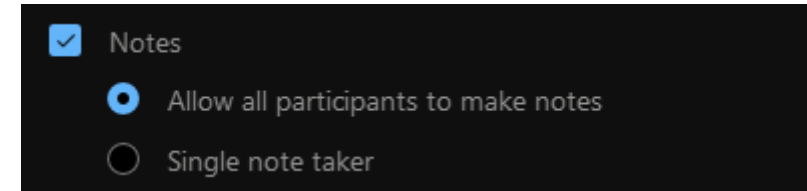
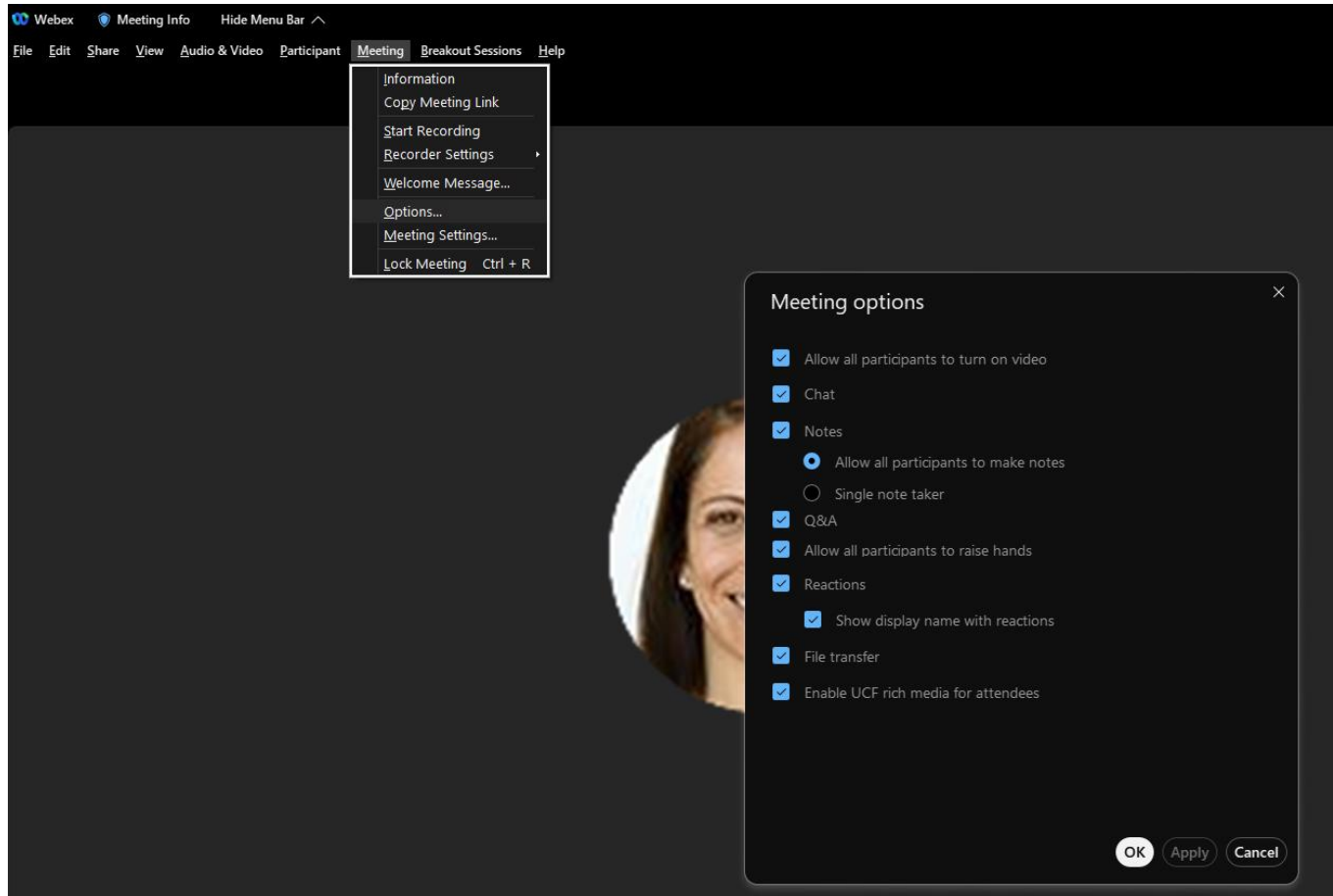
Chat X

Unmute Start video Share Record ... X Participants Chat ...

Kristy Straiton  
Host, me



# Notes





# Notes

Notes

WK12345 was discussed and the negative was found persuasive. The item will be revised and reballoted.

Publish Save

Participants (2)

Search

Krista Robbins

- Make Presenter
- Make Host
- Make Note Taker
- Make Closed Captionist

Change Role

- Pass Keyboard and Mouse Control
- Allow to Annotate
- Assign Privileges...
- Mute
- Unmute
- Mute All
- Unmute All
- Lower Hand
- Lower All Hands
- Stop Video
- Chat
- Move to Stage

Chat

Notes

Enter your notes here

- Q & A
- Captions
- Notes

Apps Participants Chat

# WebEx Meeting - Sharing Content



1

Share icon will appear next to your name when you are made the Presenter or Host.

Once you are the presenter, you can then Share your Screen or specific application.

Share content

Window File Whiteboard

Screen 1

Microsoft Text Input ... Search Start

Microsoft PowerPoin... Microsoft Outlook Snipping Tool

Google Chrome Windows Explorer Microsoft OneDrive

Cancel Share

# WebEx Meeting - Sharing Content (cont'd)





A screenshot of the Microsoft Word application interface during a WebEx meeting. The top ribbon is visible, showing tabs for File, Home, Insert, Design, Layout, References, Mailings, Review, and Developer. The 'Share' tab is active, and a red oval highlights the 'Stop Sharing' button. A notification banner reads 'You're sharing this screen'. The main workspace is a blank white document. The bottom status bar shows 'Page 1 of 1', '0 words', and a zoom level of 120%. The Windows taskbar is visible at the bottom with various application icons. The system tray in the bottom right corner shows the time as 4:08 PM on 10/7/2020.

# WebEx Training

- More built in control
  - Host retains the ability to assign roles
- Features include:
  - Breakout sessions
  - Chat option
  - Feedback tools
  - Formal polling features
  - Registration (optional)
  - Hand raise option (numbers in order)

Invitation to Virtual session: Test Training

 messenger@webex.com  
To:  Klineburger, Laura

You have been invited to participate in an ASTM Virtual Meeting:

Topic: Test Training  
Host: WebEx Admin  
Date: Monday, August 24, 2020  
Time: 11:15 am, Eastern Daylight Time (New York)  
Session number/Access code: 132 599 0608  
Session Password: Z8yYmNquf73

**To join the online meeting:**

1. Go to <https://astm.webex.com/astm/k2/j.php?MTID=t73bbe286013c2ebca07d0e437f8f4c2e>
2. Enter your name and email address on the right side of the page.
3. Click "Join Now".
4. Follow the on-screen instructions to join the teleconference and utilize the call back feature – OR – entering your Session number/Access code: 132 599 0608

**To join AUDIO ONLY:**

1. Dial: 1-877-668-4490
2. Enter Meeting Code: 132 599 0608

# WebEx Training Center Controls



The screenshot shows the Cisco WebEx Training Center interface. At the top, the title bar reads "Cisco WebEx Training". Below it, the "Quick Start" and "Session Info" tabs are visible. The main content area displays "Giacomo Edwards's training session" with the topic "Emergency Preparedness".

Key controls and their locations are highlighted with red arrows and text labels:

- Access Participant List/ Chat Box:** Points to the "Participants" and "Chat" icons in the top right corner.
- Audio Options:** Points to the "Audio Conference (Connected)" icon.
- Screen Sharing Options:** Points to the "Share Application" button.
- Mute:** Points to the mute icon in the participant list for "Marko Romo (me)".
- Start/Stop Video:** Points to the video icon in the participant list for "Marko Romo (me)".

A dark blue box at the bottom left contains a row of icons: a hand (Raise Hand), a green checkmark (Agree), a red X (Disagree), a person with a hand raised (Raise Hand), a person with a hand raised (Raise Hand), a yellow smiley face (Emoji), and a speaker (Mute). Below this box, the text reads: "Raise Hand, Green check = agree, Red x = disagree, Emojis and other items as needed".

At the bottom right, a list of session controls is visible, including "Chat", "Q&A", "Polling", and "Breakout Session", each with a red arrow pointing to it.

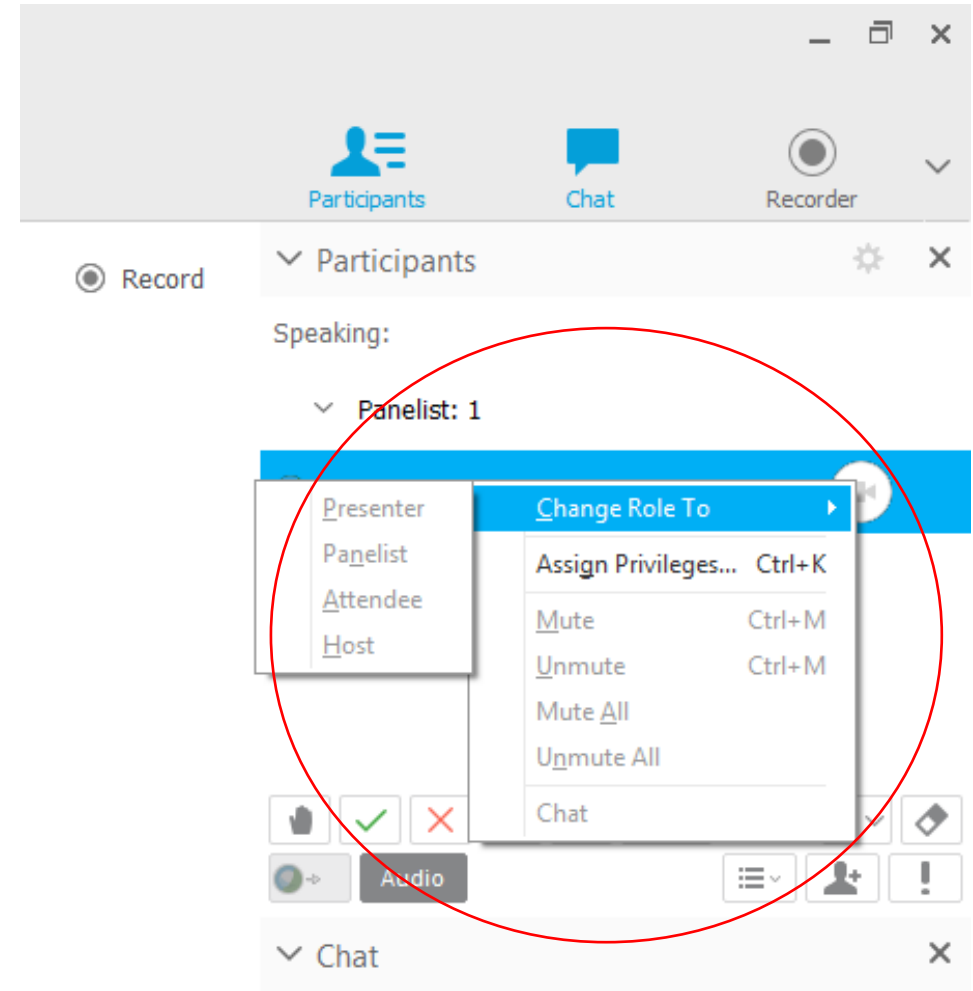
# WebEx Training - Sharing Content



A screenshot of a WebEx training session interface. The top bar shows a red 'STOP SHARING' button, a pause icon, a share icon, an assign icon, a participants icon, a chat icon, a recorder icon, and an annotate icon. Below this is a blue notification bar that says 'You are sharing this monitor.'. The main area displays a Microsoft Word document with the ribbon set to 'Home'. The ribbon includes sections for Clipboard, Font (Calibri (Body), 11), Paragraph, Styles (Normal, No Spac..., Heading 1), and Editing (Find, Replace, Select). On the right side, there is a dropdown menu with the following options: Q&amp;A, Polling, Manage Panels..., Audio Conference..., Speaker/Microphone Audio Test..., Integrated Voice Conference, Invite and Remind..., View, Audio &amp; Video Statistics..., Stop Desktop Sharing, and End Training Session. The top right corner shows the name 'Berichter, Nora' and a profile picture.

# WebEx Training: Hosting & Presenting

- Who can pass the ball?
- How is the Host/Presenter able to assign participants a new role?
- **REMEMBER:** Don't leave a training without reassigning a host!





# WebEx Event

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- Used for large-scale events such as workshops, conferences, or seminars
- Typically events with multiple panelists and gatherings where collaboration between attendees/presenters is not required
- Consult with your staff manager to determine if this type of WebEx Center is appropriate for your needs

# WebEx Training - Polling



Creating a Poll

▼ Polling

Poll1 Poll2

📊 🗂️ 📄 ✎ 🗑️ ⬆️ ⬇️

Poll Questions:

1. How many ASTM Committees are you a member of?

a. Less than 5

b. Between 5-10

c. More than 10

Question

Type:  Multiple choice  Short answer

Single Answer

New Change Type

Answer

Add Mark as Correct

Record individual responses

Clear All Options... Open Poll

Connected Cisco

Opened Poll

▼ Polling

Poll1 Poll2

📊 🗂️ 📄

Poll in progress:

Questions	Results	Bar Graph
1. How many AST...		
a. Less than 5	0/0 ( 0%)	
b. Between 5-10	0/0 ( 0%)	
c. More than 10	0/0 ( 0%)	
No Answer	0/0 ( 0%)	

Polling status

Not started ... 0/0(0%)

In progress ... 0/0(0%)

Finished ... 0/0(0%)

Remaining time: 4:54 Time limit: 5:00

Clear All Edit Questions Close Poll

# Scheduling Conference Calls or Virtual Meeting



# How to Request a Call or WebEx

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- Two ways to request a virtual meeting:
  - Contact your [staff manager](#)
  - Request through the ASTM [MyCommittees Page](#)



Webex Meetings

Bringing you face-to-face.



# MyCommittees Page Meeting Request

MyASTM / Membership / MyCommittees

### MyAccount

#### Membership

##### MyCommittees

[Manage Committees](#)

[Change Of Employment](#)

[Committee Profile](#)

[Invite a Colleague](#)

[Membership Info](#)

[Recent Activity](#)

#### Orders

[Subscriptions](#)

[Tracker](#)

Account#: 1802687  
Krista Robbins  
krobbins@astm.org  
ASTM International

## MyCommittees

<b>Committee C01 on Cement</b>					
<a href="#">Ballots</a>	<a href="#">Rosters</a>	<a href="#">Meetings &amp; Symposia</a>	<a href="#">Minutes &amp; Agendas</a>	<a href="#">Committee Documents</a>	<a href="#">Standards Tracking</a>
<b>Committee C07 on Lime and Limestone</b>					
<a href="#">Ballots</a>	<a href="#">Rosters</a>	<a href="#">Meetings &amp; Symposia</a>	<a href="#">Minutes &amp; Agendas</a>	<a href="#">Committee Documents</a>	<a href="#">Standards Tracking</a>
<b>Committee C12 on Mortars and Grouts for Unit Masonry</b>					
<a href="#">Ballots</a>	<a href="#">Rosters</a>	<a href="#">Meetings &amp; Symposia</a>	<a href="#">Minutes &amp; Agendas</a>	<a href="#">Committee Documents</a>	<a href="#">Standards Tracking</a>
<b>Committee C15 on Manufactured Masonry Units</b>					
<a href="#">Ballots</a>	<a href="#">Rosters</a>	<a href="#">Meetings &amp; Symposia</a>	<a href="#">Minutes &amp; Agendas</a>	<a href="#">Committee Documents</a>	<a href="#">Standards Tracking</a>
<b>Committee D05 on Coal and Coke</b>					
<a href="#">Ballots</a>	<a href="#">Rosters</a>	<a href="#">Meetings &amp; Symposia</a>	<a href="#">Minutes &amp; Agendas</a>	<a href="#">Committee Documents</a>	<a href="#">Standards Tracking</a>
<b>Committee D07 on Wood</b>					
<a href="#">Ballots</a>	<a href="#">Rosters</a>	<a href="#">Meetings &amp; Symposia</a>	<a href="#">Minutes &amp; Agendas</a>	<a href="#">Committee Documents</a>	<a href="#">Standards Tracking</a>

### MyTools

- [Roster Maintenance](#) 364
- [Negative & Comments](#) 111
- [MyOutstanding Ballots](#) 3
- [MyNext Meetings](#) 1
- [MyWork Items](#)
- [MyCollaboration Areas](#)
- [Ballots & Workitems](#)
- [Meetings, Minutes & Agendas](#)
- [Additional Resources](#)
- [Member Training](#)
- [Interlaboratory Study \(ILS\)](#)
- [Plan Online Mtg/Conf](#)

# MyCommittees Page Meeting Request (cont'd)



MyASTM / Virtual Meetings

## Schedule A Virtual Meeting or Conference Call

To schedule your Virtual Meeting or Conference Call, you will need the email addresses and company name of non-members you wish to invite. You will have the option to attach materials to circulate with the invitation (or you may send them later). Upon completion, you will receive confirmation of the session (including a list of emails for those you invite, for your use). Your scheduled sessions will be saved for 1 year, so you may review and/or retrieve their information. If you need your conference call or online meeting scheduled within the next 48 hours, please contact your staff manager directly.

## Type of Collaborative Meeting and Sponsoring Committee

Would you like to retrieve information from a previous call or online meeting?

(This will pre-populate the form with previously submitted information)

Yes  No

Select Topic

What type of session would you like to schedule?

Virtual Meeting  Conference Call

# MyCommittees Page Meeting Request (cont'd)

MyASTM / Virtual Meetings

## Schedule A Virtual Meeting or Conference Call

Meeting date:

Month  Day  Year

Meeting time:

Hours  00  am  pm  Eastern Time Zone, USA

Estimated Duration:

Hour(s)  00

[Click Here](#) to view information on time zones

[Click Here](#) to view options for recurring sessions

CONTINUE



# MyCommittees Page Meeting Request (cont'd)

MyASTM / Virtual Meetings

## Virtual Meetings

### Meeting Organizer

As the organizer, you will be the "host" of the session and must be present. [Click Here](#) to find out more about hosting.

- Request ASTM Staff help with hosting the session. (Virtual Meetings Only)
- I would like training on hosting (Staff will contact you)

### Select Session Invitees

Select your invitees from a roster, and/or by adding contact information for those who are not members of ASTM in the non-member contact fields below. You may use one or the other, or both, to establish your invitee list.

#### Select members from the roster



The screenshot shows a user interface for selecting meeting invitees. On the left is a scrollable list of names from a roster. The name 'Al-Yami, Khaled Hassan' is highlighted in blue. In the center are two grey buttons with white arrows: the top one points right ('>>') and the bottom one points left ('<<'). On the right is another scrollable list containing the names 'Adcock, Hugh', 'Agadoni, Alan', and 'Akbarmir, Dalia'.

Available Roster Members	Selected Invitees
Adams, David	Adcock, Hugh
Adams, Thomas	Agadoni, Alan
Adams, Andrew J	Akbarmir, Dalia
Al-Thawabeia, Ruba	
<b>Al-Yami, Khaled Hassan</b>	
<b>Alamdar, Ahmed</b>	
Alarie, Yves	
Albergo, Nicholas	
Albuquerque, Mahesh	
Alcalay, Orion	

#### Select non-members



# MyCommittees Page Meeting Request (cont'd)

Select non-members

adamski, mark : bp	>>
garg, sanjay : Shell	
Huntley, David : San Diego State University	
Johnson, Paul C.: Arizona State University	<<
Lundegard, Paul : Unocal	
Lundy, Don : ES&T/GES	
Lundy, Don : ESTGES	
Lyverse, Mark : Chevron Texaco	
Sale, Tom : Colorado State University	
Smith, Tim : Chevron	

Add A New Non Member Contact

First Name

Last Name

Organization

Email

ADD NONMEMBER

[Click Here](#) to attach materials to the invitation your attendees will receive.

Submit Meeting Scheduling Request

SCHEDULE MEETING

# Tips for Your Virtual Meeting

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## Before your meeting

- Select appropriate type of WebEx Center for your meeting (Meeting, Training, or Event)
- Schedule test session
- Ensure you have the WebEx link to join the specific virtual meeting
- Log onto your WebEx meeting 5 minutes early
- If you are the host, print your meeting attendance sheet and update rosters
- Confirm who will take attendance and minutes
- Review the agenda

# Tips for Your Virtual Meeting

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## During your meeting

- If you are the host or presenter, have documents ready to share
- Mute your line when not speaking to avoid unwanted noise
- Turn on/off video as desired
- Use chat feature to encourage questions or comments
- Contact [WebEx@astm.org](mailto:WebEx@astm.org) with any technical difficulties
- <https://help.webex.com/landing/onlineclasses/upcomingClass/Working-Remotely#START-HERE-Webex-Overview>

# Additional Resources

- ASTM WebEx User Manuals
  - <https://www.astm.org/updates/committees.html>
- ASTM Regulations
  - [https://www.astm.org/media/pdf/regs\\_Regulations.pdf](https://www.astm.org/media/pdf/regs_Regulations.pdf)
- ASTM Form and Style Manual
  - [https://www.astm.org/media/pdf/bluebook\\_FormStyle.pdf](https://www.astm.org/media/pdf/bluebook_FormStyle.pdf)
- ASTM Officer's Handbook
  - [https://www.astm.org/media/pdf/Handbook\\_5-11-20.pdf](https://www.astm.org/media/pdf/Handbook_5-11-20.pdf)





# ASTM Virtual Classroom



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## Classroom for Members

ASTM International recognizes that understanding the consensus process is crucial for members who wish to participate in the development of technical standards. Below you will find a variety of materials that were developed to assist members. In addition, ASTM also offers trainings via the WebEx tool and encourages members to take advantage of whatever trainings/materials they need to effectively participate in their committee work. For specific questions related to your committee please contact your staff manager. For questions about the online trainings please contact Kristy Stralton.

### Member Training Materials

- [ASTM 101](#)
- [ASTM 101 self-led training course](#)
- [New Member](#)
- [Committee Operations](#)
- [Meetings](#)

### Virtual Members Trainings

- [New Member Orientation & Training](#)
- [Balloting & Handling Negatives Votes](#)
- [WebEx Training](#)
- [Roster Maintenance](#)
- [Process of Developing & Revising a Standard](#)
- [Task Group Chair & Technical Contact Responsibilities](#)
- [Subcommittee Chairman's Duties and Responsibilities](#)
- [Interlaboratory Studies Program](#)
- [Planning Symposia & Workshops](#)
- [Collaboration Area Training](#)



ASTM INTERNATIONAL  
Helping our world work better

# Thank you!

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

# Questions ?

