1 Open a web browser.

Go to <u>http://learnquestra.webex.com</u>

For the test, your username is **demo** and **password** is Labmachine1.

Enter username and password (<u>the</u> password is case sensitive)

Click Log In.

2 When doing the pre-class test, your workstation is named Demo in the Demo folder.

Expand the correct folder.

Click Connect on the assigned workstation.

	L	ear	n u	lest		
Home	About Us Trainin	g Solutions	Course Catalog	Class Schedule	Employme	nt Contact Us
Request Host Account Provide Support Support	Username: Password:	student20 → Save my Forgot your p	•• user information fo password? Click Lo	r automatic login gin Assistance Log	In	Sign up for an • speed up track mee invited • schedule :
Done	<			int 😜 Int	ernet	• • • • • • • • • • • • • • • • • • •



<u>3 You may be prompted to install</u> webex ActiveX controls the first time you connect and also sometimes when connecting.

2

Click the yellow bar at the top of the page.

Click Install ActiveX Control.

This website wants to install the following add-on: 'WebEx Client' from 'WebEx Communications Inc.'. If you trut the website and the add-on and want to install the side base					
a discure website and the add on and want	Install ActiveX Control		_		
	What's the Risk?		^		
	More information		-		
	Installing				
If you see the information bar, d	o the following:	3 Setting up WebEx - Microsoft Internet Expl			
 Click the Information Bar at the top of page. Select Install ActiveX Control. In the security warning that appears, click Install. 		*ie Edit View Pavorites Tools Help Image: Section of the sect	đ		
		Install ActiveX Control			
		2 What's the Risk?	×		

4 Click Install

Internet Explorer - Security Warning		
Do you	want to install this software?	
	Name: WebEx Client Publisher: <u>WebEx Communications Inc.</u>	
💙 Mo	re options Install Don't Install	
1	While files from the Internet can be useful, this file type can potentially harm your computer. Only install software from publishers you trust. <u>What's the risk?</u>	

5 Wait about 15-20 seconds until this window appears.

Enter **Labmachine1** for the access code.

Click OK and you will be connected to your workstation

6 If prompted for a log on username and password, ask the instructor for the proper credentials.

Enter the User name and password.

Click OK.



Copyright © 1985-2003 Microsoft Corporatio

User name: Password: Administrator

Microsoft

Options >>

OK.

Cancel

7 If this message is displayed, the computer has been locked.



8 Click the down arrow on the webex control bar.

Click Remote Computer.

Click Send Ctrl+Alt+Del

9 Ask the instructor for the proper credentials.

Enter the User name and password.

Click OK.

	Color Mode		
Make Screen Blank	Remote Computer 🔹 🕨		
Disable Keyboard and Mouse	Refresh Session		
Reduce Screen Resolution to Match This Computer	End Remote Access Session		
Send Ctrl+Alt+Del			
💌 WebEx 🔁 logmein 🌈 Learnqu	😪 COGNO 🔇 6:38 AM		



10 To return to your desktop, reduce the size of your webex screen

- Click the down arrow on the webex control bar
- Click View.
- Click Window-Scale to fit

To maximize the remote workstation desktop.

- Click the down arrow on the webex control bar.
- Click View.
- Click Full Screen.

11 To improve the resolution of the remote workstation.

- Click the down arrow on the webex control bar.
- Click Remote Computer
- Click Reduce screen resolution.
- Or, you can right click desktop, settings and change resolution in the normal manner.



		Record Settings	•
		View	•
The second s		Color Mode	•
Make Screen Blank		Remote Computer	×
Disable Keyboard and Mouse Reduce Screen Resolution to Match This Computer Send Ctrl+Alt+Del		Refresh Session	
		End Remote Access Session	_
			_
	6		•