Health Sector Cybersecurity Coordination Center Cyber Threat Briefing Series: WebEx Guide

This guide provides participants with instructions and helpful tips for the Health Sector Cybersecurity Coordination Center (HC3) Cybersecurity Threat Briefing Series, hosted via WebEx. The WebEx link in the calendar invite enables participant access to the briefing.

Getting Started
We recommend that participants join five to ten minutes prior to the meeting start time, to ensure that WebEx is properly setup on the device. This process typically takes a few minutes.
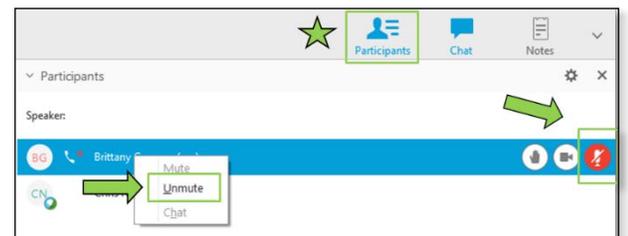
Briefing Participation
Participants are encouraged to ask questions throughout the briefing. After the briefing portion of the meeting, participants will also have the opportunity to ask the presenter(s) questions and engage in an open discussion.

➢ **To ask a question:** Participants can use the "wave hand" feature or the chat box located in the WebEx window. The "wave hand" button is located next to the participant's name (see image). Once the participant clicks the button, the host will unmute the participant's phone line so he/she can ask a question.

➢ **To engage in discussion:** A participant clicks the "unmute" button or right-clicks on his/her name and selects "unmute" (see image).
Note: Participant phone lines are muted by default at the beginning of each meeting.

➢ *Participants joining the conference bridge via phone line can ask questions and engage in discussion by dialing *6 on their phones.*

Briefing Materials
Following the briefing, a PDF of the presentation will be distributed to participants via email.

Questions
For questions about WebEx for the Cyber Threat Briefing Series, please email HC3@hhs.gov.