

Guide to the MSc Sustainable Heritage Virtual Open Day

Thank you for signing up to the MSc Sustainable Heritage virtual open day which will take place from 12:00-14:00 BST (11:00-13:00 GMT) on Thursday 10 May 2018. The event will be taking place on WebEx, a web conferencing tool. Please follow the instructions below to access WebEx and take part in the open day.

If you have any questions about the open day please contact Marta Polancec at m.polancec@ucl.ac.uk

Before the event

Download the WebEx plug-in

You do not need to install software to use WebEx, however a plug-in is required. We strongly recommend that you download the WebEx plug-in and complete the following diagnostic test a day before joining the event.

To carry out the test open a browser window, and go to: <http://www.webex.com/test-meeting.html>

Enter your name and email address and click **join**. Follow the instructions on the screen to download the WebEx plug-in.

What you will need

To join the event you will need access to a computer with good internet connection, and **headphones**. Please see the following webpage for the minimum system requirements for WebEx: <https://support.webex.com/MyAccountWeb/knowledgeBase.do?articleId=WBX4830>

Log in to the event

To log in to the event please paste the following link into your browser:

<https://bseer.webex.com/bseer/onstage/g.php?MTID=ea9c24100b8b42c63f219b1717881eb2f>

The event password is: **SHVOD**

Please enter your first name, last name and email address and click **Join Now** (see Figure 1).

Figure 1

The screenshot shows a web browser window with multiple tabs open, including Citrix Receiver, e:Vision Portal, Google Calendar, Individual Assignment, Eventbrite, MSc Sustainable Heritage, and Mail. The active page is the Eventbrite registration page for the 'MSc Sustainable Heritage Virtual Open Day' on Thursday, 10 May 2018 at 12:00 GMT. The page features the UCL logo and navigation tabs for Event Center, Meeting Center, Support Center, Training Center, and My WebEx. A left-hand navigation menu lists various user actions like 'Attend an Event', 'Host an Event', and 'Manage Programs'. The main content area provides event details: status (Started), date and time (Thursday, 10 May 2018 12:00 GMT Summer Time), duration (3 hours), and a description of the virtual open day. A registration form on the right asks for first name, last name, email address, and event password. Below the form is a 'Join Now' button and a 'Join by browser' link. A photograph of a stone monument is included in the event description. At the bottom, there is a 'Go Back' button and a note about UCF file compatibility. The Windows taskbar at the bottom shows the time as 10:57 on 04/05/2018.

Citrix Receiver x e:Vision Portal x Google Calendar - Week x Individual Assignment: Fr x Eventbrite - Event Report x MSc Sustainable Heritag x Mail - martapolancec@h x UCL Energy Institute-620 x

Secure | https://bseer.webex.com/mw3200/mywebex/default.do?siteurl=bseer&service=6&rnd=0.18693895886022815&main_url=%2Fec3200%2Feventcenter%2Fmainframe.do%3Fmainurl%3Dhttps%253A%252F%252Fbseer.webex.com%252Fec3200%252Fwebcomponents...

UCL

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New User Reference

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Event Information: MSc Sustainable Heritage Virtual Open Day

English : London Time

Event status: Started


Date and time: Thursday, 10 May 2018 12:00 GMT Summer Time (London, GMT+01:00)
[Change time zone](#)

Duration: 3 hours

Description: Please join us from wherever you are in the world for our MSc Sustainable Heritage virtual open day.

The programme leaders will be joined by current and former students to offer a range of perspectives on the programme. They will discuss key topics, including contents, mode of teaching, assignments, how to apply and career prospects. You will also have the opportunity to ask questions about this particular Masters degree and studying at UCL in general.

If you would like to put forward any questions in advance of the open day please email Marta Polancec on m.polancec@ucl.ac.uk



Join Event Now

To join this event, provide the following information.

First name:

Last name:

Email address:

Event password:

Join Now

[Join by browser](#) **NEW!**

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

Go Back

Before you join the event, please [click here](#) to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the event.

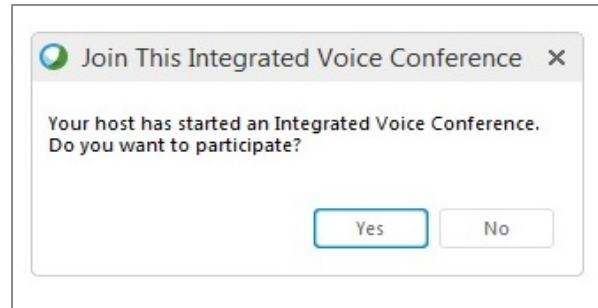
Type here to search

10:57 04/05/2018

Connecting to audio

After logging in you may be asked if you would like to join an Integrated Voice Conference. If you see the window pictured in Figure 2 please click **Yes**.

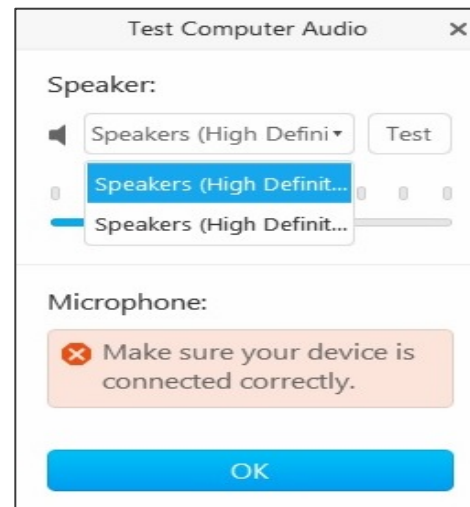
Figure 2



You may be asked to test your computer audio. If you see the window pictured in Figure 3 please ensure that the correct audio device is selected before clicking **OK**. We advise you to test your speakers ahead of the event as in our experience this is the main reason why participants are unable to hear us.

You will not be required to use a microphone at this event. If you receive an error message regarding your microphone connection please ignore this.

Figure 3



How to activate our webcam screen and chat with us

View our webcam output

At the virtual open day you will be able to see us through our webcam screen.

To view our webcam output alongside the presentation please click on the **Participants** button at the top of the screen (Figure 4, Box 1). You may also need to click on the drop-down Participants button (Figure 4, Box 2).

Chat with us

At any point in the event please feel free to ask us questions by typing them into the chat box. To ask us questions during the presentation please open the chat box using the **Chat** buttons pictured in Boxes 3 and 4 in Figure 4.

Go full screen!

We recommend you change the view to **full screen**, as by doing so you will be able to type in the chat box and view our webcam output simultaneously. To change the view to full-screen mode hover your cursor above our webcam screen and click the button pictured in Box 5 in Figure 4.

Please see Figure 5 for the full-screen view. To activate the chat-box in full-screen mode hover your cursor at the top of your screen and click the **Chat** button in the upper bar. Once the Chat pop-up is open you may drag it anywhere on the page.

Figure 4

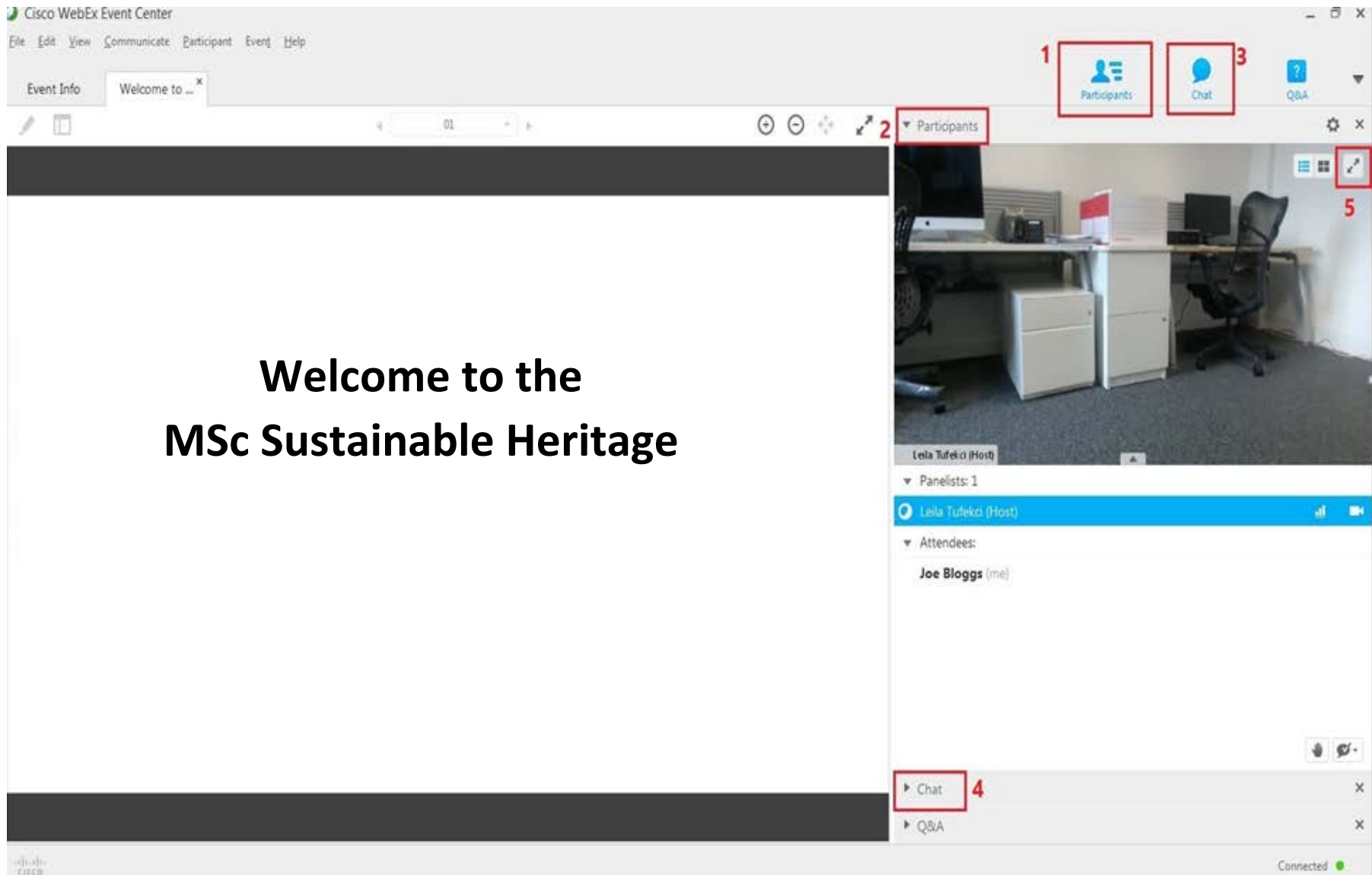
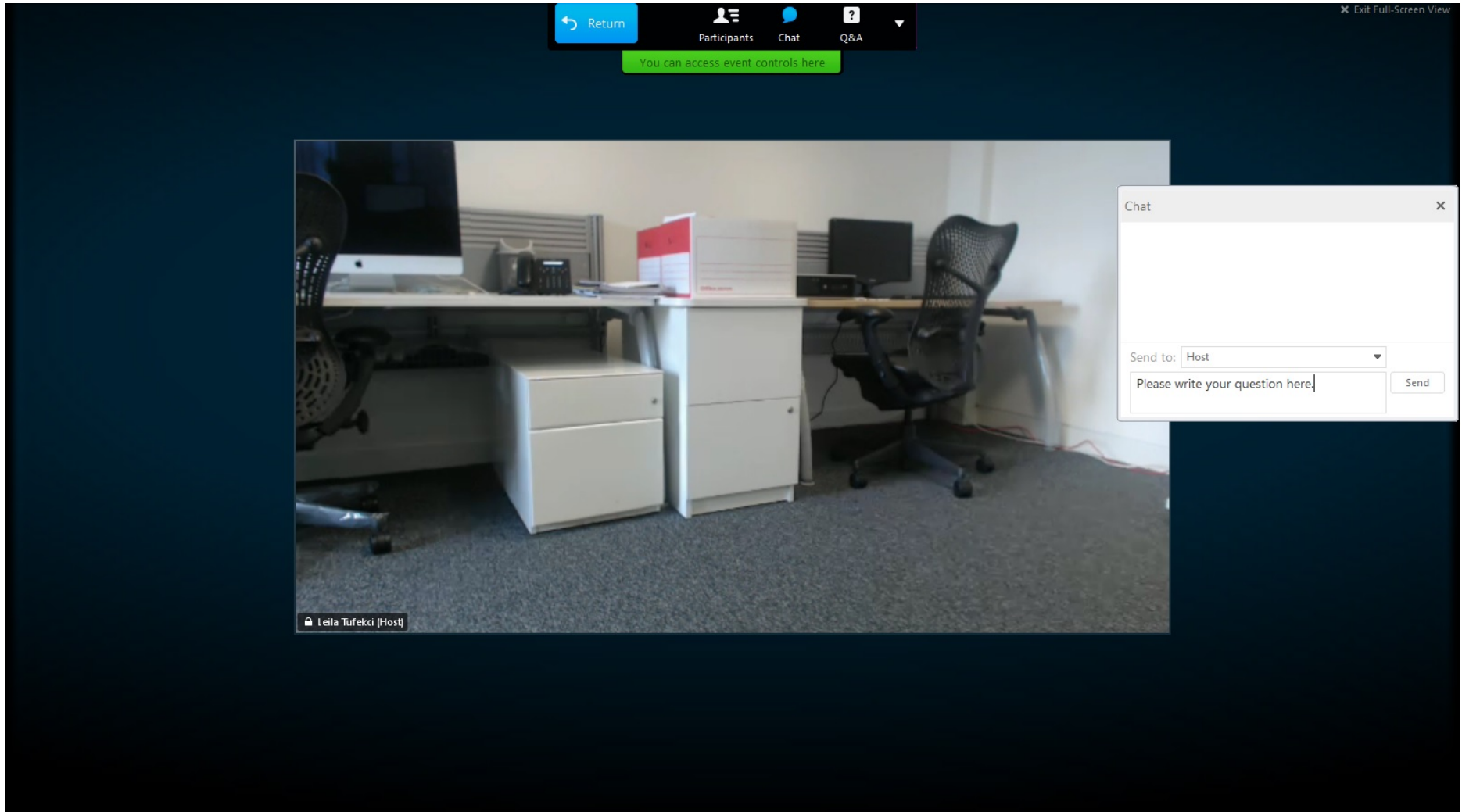


Figure 5



We hope you enjoy the event!