

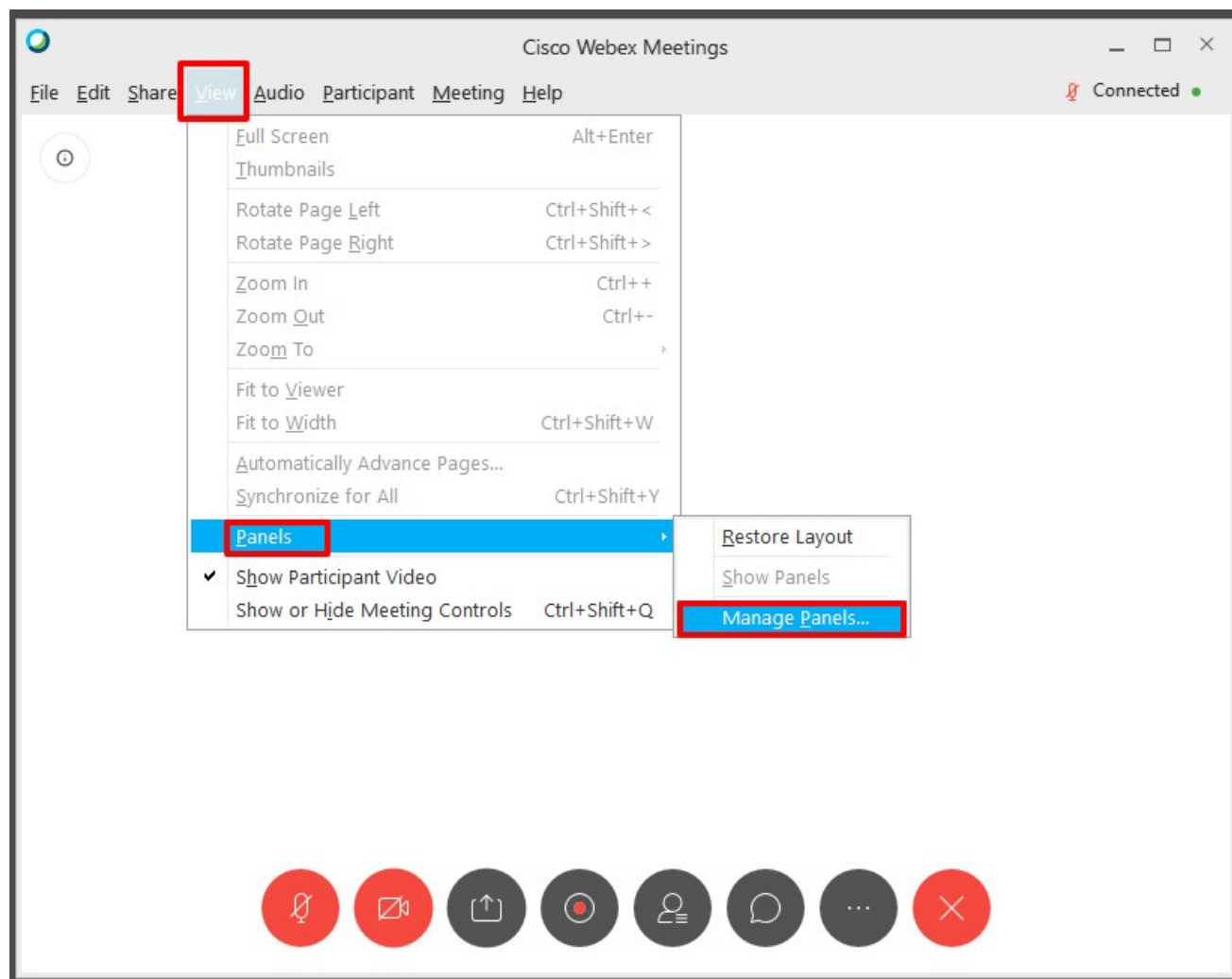
## WEBEX CAPTIONING INSTRUCTIONS

Webex live captioning is easy with VITAC. Follow these instructions below to make your event accessible. Please allow 1-2 minutes before your Webex start time to complete the setup.

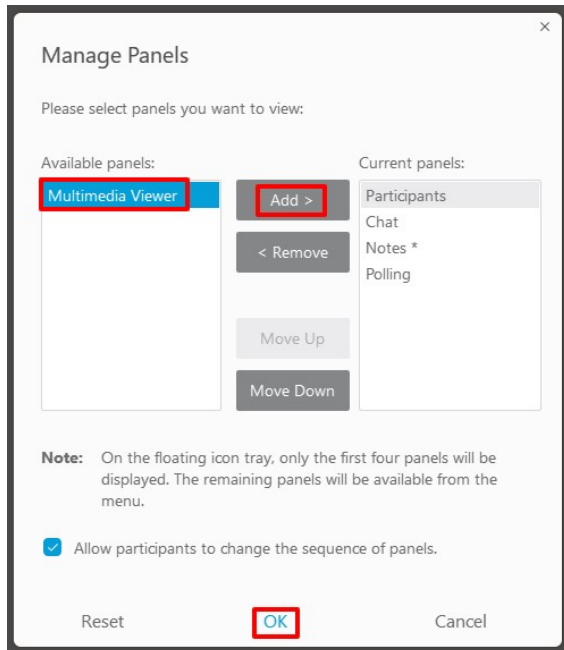
As the host of the event, you will need the unique Webex caption event ID included in your order confirmation email.

**Step 1:** Start the Webex session. Open the Multimedia Viewer panel in the menu by clicking on View

> Panels > Manage Panels:



**Step 2:** From the Manage Panels window, select Multimedia Viewer from the Available panels section, Add to Current panels, and select OK:

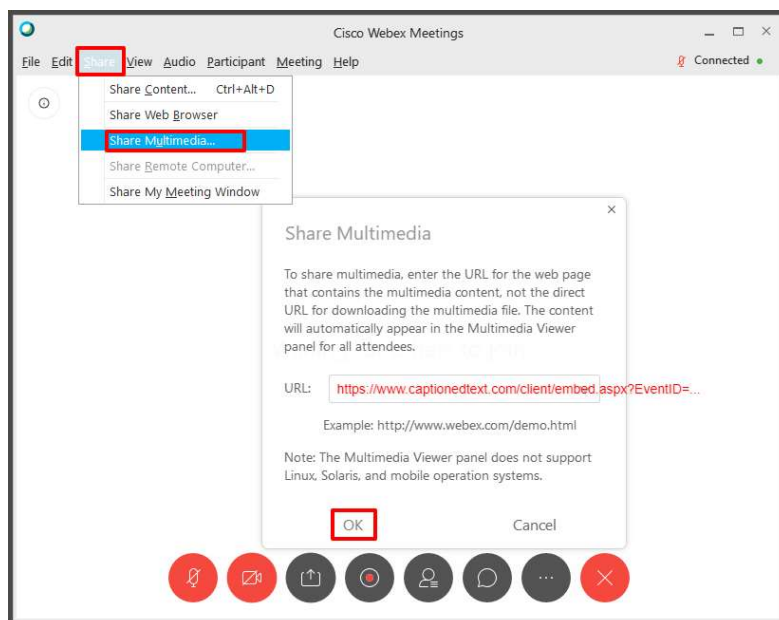


**Step 3:** Next, open Share Multimedia in the menu by clicking Share > Multimedia. Add your unique Webex caption event ID included in your order confirmation email to the end of the URL.

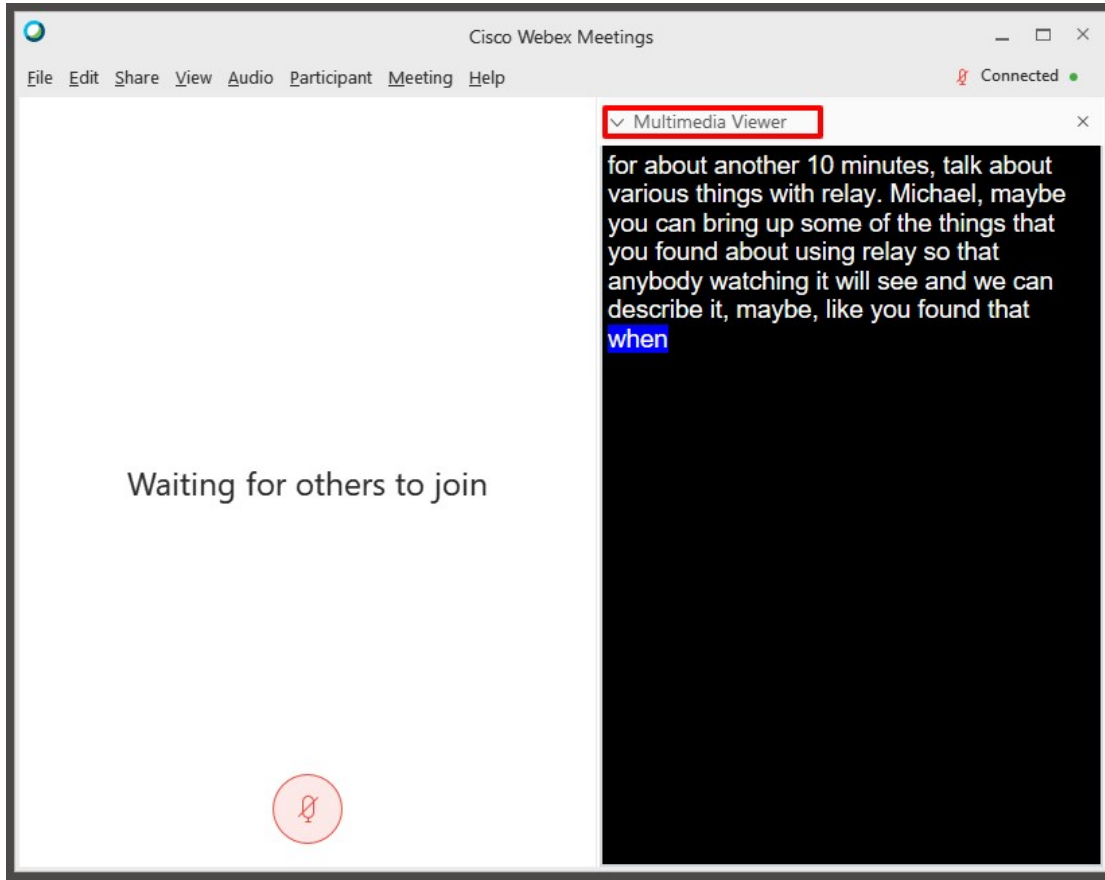
If you are using CaptionedText, the link will look like this: <https://www.captionedtext.com/client/embed.aspx?EventID=Your Unique ID>

If you are using StreamText, the link will appear as: <http://streamtext.net/text.aspx?event=Your Unique ID>

Copy and paste the URL in the URL field, and select OK.



**Step 4:** Upon the completion of Step 3, captions will begin live streaming in the Multimedia Viewer panel:



### Screen Sharing and Participant Caption View

Hosts and participants may not see the Multimedia Viewer window upon screen share. To enable, select More > Multimedia Viewer. The Multimedia Viewer window can be repositioned by dragging the box.

