



Education Team

User Guide for Cisco WebEx™

January 2014

This user guide is intended for Scotia iTRADE® clients who will be joining a Scotia iTRADE learning session via Cisco WebEx.

The guide covers:

- Preparations steps to take before class
- Direction on how to join your session
- Information that will be important to optimize your learning experience during your session

If you have any questions or concerns, please contact the Scotia iTRADE Education Team by emailing education@scotiaitrade.com.

Should you have technical difficulties, it is best to reach out to Cisco WebEx at 1-866-229-3239

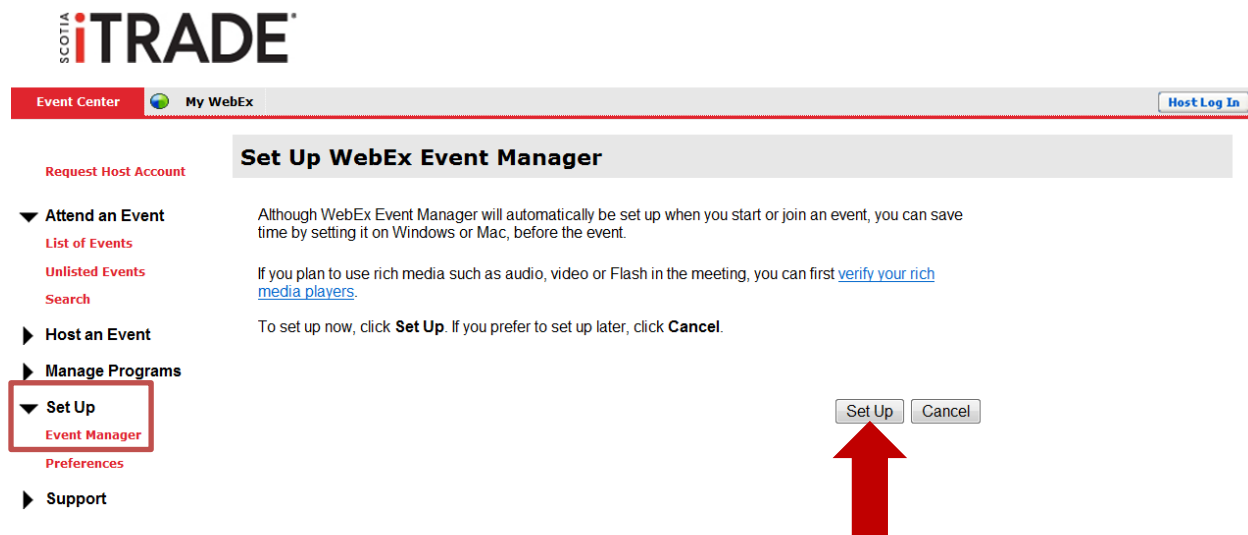
BEFORE CLASS

Install Scotia iTRADE Event Manager via Cisco WebEx

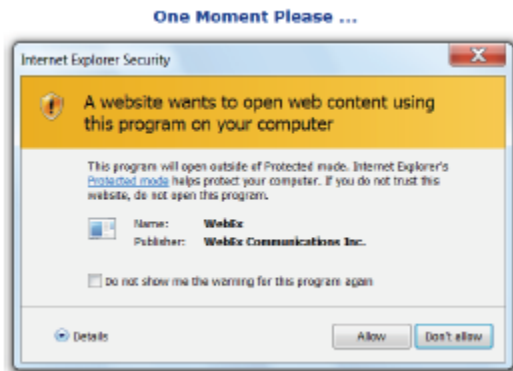
At any time before your session begins, you are able to access the Scotia iTRADE Event Manager via Cisco WebEx site and install the Cisco WebEx Event Manager. **This is not a mandatory step**, as setup will happen automatically when you join your first session, but you can do it before your session to save time. Using the Event Manager also allows you to register for upcoming sessions, all in one screen.

To install Cisco WebEx Event Manager, navigate to <http://scotiaitrademeetings.webex.com> and click on **Event Manager** on the left side of the page, under the **Setup** heading.

This will load a new page where you have the ability to **verify your rich media players**. Click the Set Up button to install WebEx Event Manager.



When you click Set Up, you may receive a browser security warning. Click **OK** or **Allow**. You may also wish to check the box indicating 'Do not show me the warning for this program again' to avoid being prompted each time.



Once you click OK or Allow, Cisco WebEx will install the Event Manager plug-in to your computer and you are now ready to join Scotia iTRADE sessions via Cisco WebEx in the future.

Tips for Mac Users and Users without Admin access to their computer

When attempting to download and install Cisco WebEx Event Manager on a Mac, the file will not open. If you don't have Admin access to your computer, the file won't open either.

Please review the download screen for direction. There may be a note indicating 'Plug-in not enabled' – in such case, click on the hyperlink to enable Java plug-in required for download.

Installing...

1. Select the yellow bar above to install the WebEx add-on.
 2. When you are requested to take an action, select **Yes, Continue, Install, or Run.**

Problems?
 If you are unable to install using ActiveX, you can use Java instead. You can download Java at <http://www.java.com>. Ensure that Java is enabled for your browser. Then click **Install Using Java.**

Minimum Requirements for Scotia iTRADE Sessions via Cisco WebEx

	Windows	Mac OSX
Operating Systems	2000 XP SP3 2003 Server Vista (32-/64-bit) Windows 7 (32-/64-bit) – chat not functional! 2008 Server (64-bit only)	10.5 10.6 10.7
Minimum System Requirements	Processor – Intel or AMD JavaScript and cookies enabled ActiveX enabled (unblocked for IE is recommended) Sun Java 5 or later	Processor – Intel JavaScript and cookies enabled Apple Java 5 or later
Supported Browsers	Internet Explorer version 6, 7, 8 (32-/64-bit), 9 (32-/64-bit) Firefox version 3.x, 4.x, 5.x Chrome version 11, 12, 13	Firefox version 3.x, 4.x, 5.x Safari version 4, 5.0 Chrome version 11, 12, 13
Additional OS browser support can be found on the WebEx website .		

REMINDER EMAILS

You will receive reminder emails **including all session access details**. Keep this email handy as you will need the details included in order to log into your Scotia iTRADE sessions. Read and save the email in a safe place! It also includes the event password.

ON THE DAY OF CLASS

Get ready to join your session 5-10 minutes before your webinar starts.

Joining a Webinar Using Event Centre:

Navigate to <http://scotiaitrademeetings.webex.com> and click on Event Centre on the top navigation bar. Locate your session on the 'Today' tab, or by searching, and click **Join** on the right hand side. The session name can be found in the reminder email you received before your class.

You will now be asked to log into the session. Please enter your login information as per the reminder email and click **Join Now** to enter.

Joining a Webinar From An Email:

The registration email as well as the reminder emails include a link to join the webinar. If you have not previously joined a Scotia iTRADE session via Cisco WebEx, or installed Cisco WebEx Event Manager, you will be prompted to install the required components at this time. You will need to allow this installation in order to load your classroom.



EDUCATION EVENT

Dear Bianca Baumann,

You are now registered for the Scotia iTRADE® educational session,
Options Trading Using Technical Analysis With The Montreal Exchange.

We will start the event on time and recommend to join at least 10 minutes before the scheduled starting time so you won't miss valuable information.

Event Details

Topic:	Options Trading Using Technical Analysis With The Montreal Exchange
Host:	Scotia iTRADE
Save the date:	Date and Time: Thursday, December 13, 2012 12:00 pm, Eastern Standard Time (New York, GMT-05:00)
Event number:	666 441 136
Event password:	ilearn2012

[Click here](#) to join the online event.

Joining a session without Email and Cisco WebEx Event Manager:

If you can't find the email, and you don't have the Cisco WebEx Event Manager installed, you can always navigate back to our Learn & Do More Section > Seminars and Webinars, and select the session from the calendar view. [Click here](#) to navigate to the calendar view.

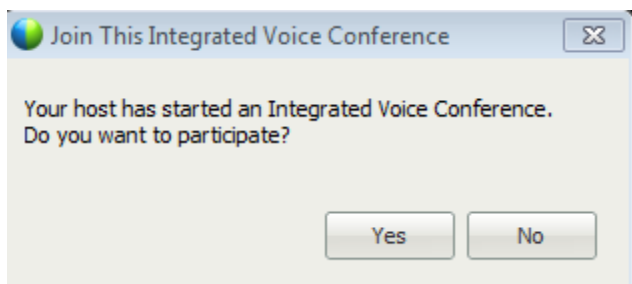
You need to click on 'Register Now' and the new page opening up will allow you to log in with your email address and password on the right hand side.

The password for our sessions is ilearn2014.

If you log in and the screen reads 'Session in Progress', please close the browser window and re-join the session.

AUDIO OPTIONS

We are using VoIP for our sessions. When you enter the session you will see the following window



Please click on 'yes' to join our integrated voice conference. Otherwise, you will not hear us.

By default, everyone is muted.

Ensure that your speakers are working.

If you need to test your speakers within Cisco WebEx, go to the top level navigation Audio > Test Audio and follow the on-screen prompts. You can also call **WebEx at 1-866-229-3239**

DURING THE SESSION

Your session host will share a presentation, files and their desktop with you throughout the session. You will have a number of interactive features available to you as well.

Attendee Pod

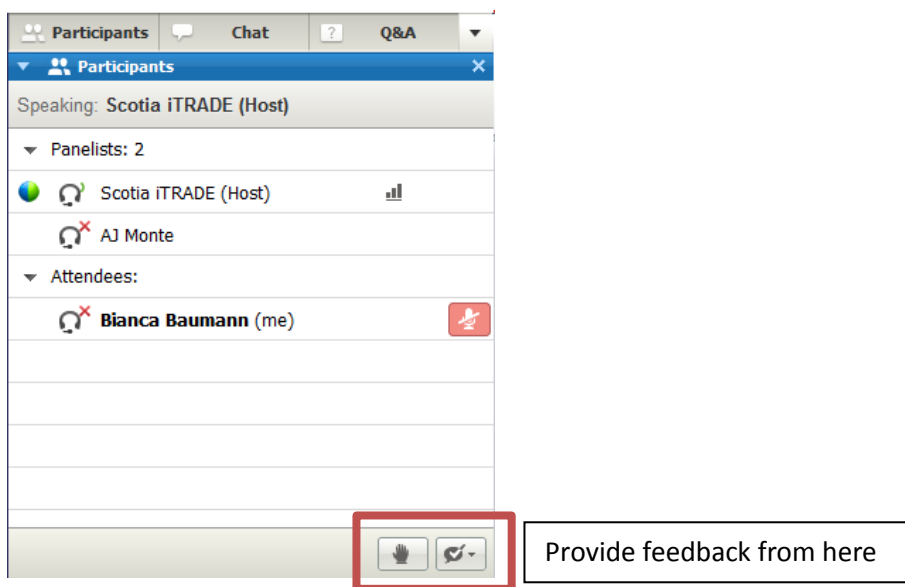
You will only see yourself in the attendee pod, this is a privacy setting

Chat

Your instructor will enable chat for you in order to ask questions and add comments to your learning session. The chat window can be found on the right hand side of your screen. Type your question or comment into the appropriate box and click 'Send' or use the 'Enter' key on your keyboard.

Provide Feedback

As a participant in a Scotia iTRADE session, you have many options for providing feedback to your instructor. Between the Attendees and Chat panels, you will see the option to 'Raise your Hand', 'Agree or Disagree', and ask your instructor to slow down or speed up

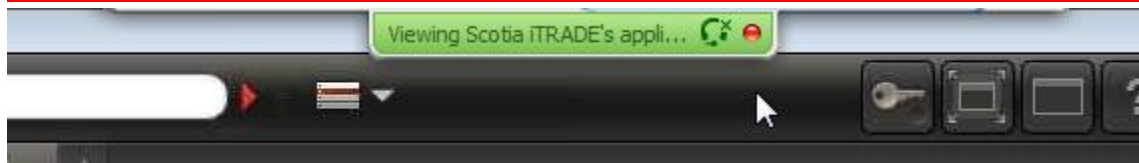


Mute

Everyone is muted by default. For any questions, please use the chat window

Screen Sharing

If a platform, such as Scotia OnLine, is shared, you will not see the panels on the right hand side anymore. Instead, the top of your screen will look like this:



Hover over the green rectangle to get access to your chat panel.

Leaving the session

To leave your session, click File > Leave Session or click the X in the top-right corner of the application window.

Survey

After the session, a survey will pop-up. Please take 5 minutes to tell us about your experience

For any technical questions, please contact **WebEx at 1-866-229-3239**

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