

Making it All Work

For Dale Carnegie, Live Online sessions you will need:

Your own computer/laptop, internet connection, and to be ready to participate! One computer, one audio connection. Our sessions are engaging and interactive. They build on Dale Carnegie structures and process with your sharing of experiences.

Recommended WebEx Connection Test – [Click Here to Test Your Connection](#)

This diagnostic test ensures that your computer and network connections are verified to provide you with the best possible experience.

System Requirements

Learning Platform	WebEx Training Center / WebEx Meeting Center
Processor	Windows: Intel Core2 Duo CPU 2.XX GHz or AMD processor (2 GB of RAM recommended)
Operating System	Windows Vista 32-bit/64-bit, Windows 7 32-bit/64-bit, Windows 8 32-bit/64-bit, Windows 8.1 32-bit/64-bit, Windows Server 2008 64-bit, Windows Server 2008 R2 64-bit, Windows 10. Mac OSX 10.7 forward.
Web Browser	Chrome (Recommended), Microsoft Internet Explorer 11 or later
Browser Settings	JavaScript and cookies enabled on web browser; ActiveX enabled on Internet
Internet Connection	High speed (DSL, cable modem, ISDN, T1)
Audio: VoIP or Teleconference	Headset(s) are strongly recommended VoIP or Telephone
iPhone or iPad	Download needed from Google Play or iTunes App Store; More information available at: https://www.webex.com/products/web-conferencing/mobile.html

Tips to succeed in the online classroom:

- Join early. Sessions are open 30 minutes before start time.
- Turn off email, phones, IM tools and clear distractions from your training area.
- Get into the game; participate! Prepare to be called by name.
- Raise your hand when you have a question or comment.
- If you leave the session, use the step away/step in button to let others know when you leave or return.
- If using a speaker phone, mute it until you want to talk.
- Eliminate background noise. Locate yourself away from other conversations, TV, music, pets, children, and coworkers.
- Go to a private room or cubicle for the duration of your session.
- Use a noise reducing headset and microphone.

For additional information about the operation of your system using WebEx, please visit:
<https://help.webex.com/docs/DOC-4748>

Never attended an online meeting with us? Test your connection at:
<https://www.webex.com/test-meeting.html>

