

Luma Labs – Webex Guide

Thank you for joining Luma Labs! To help answer questions during sessions, our team will monitor the chat.

Please follow the instructions below to assist you in navigating Webex. This will help you:

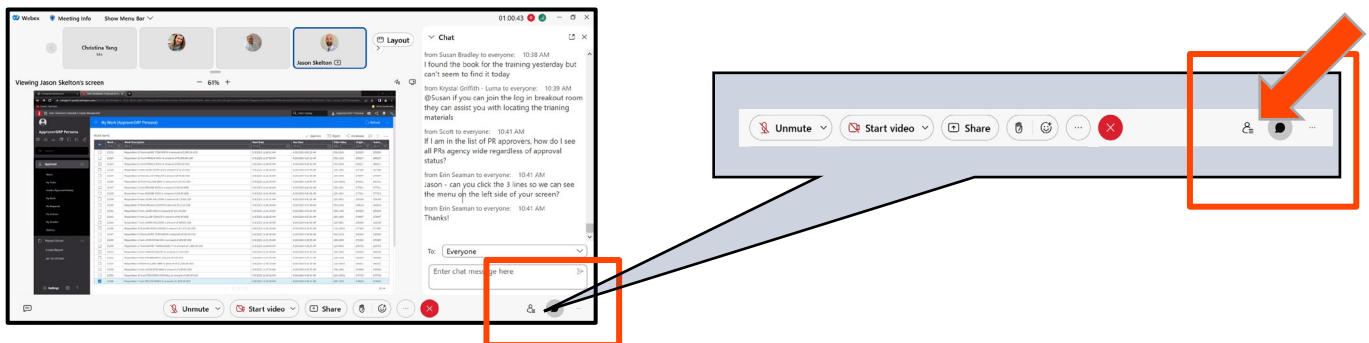
- 1) **Edit your display name** for chat questions, and 2) **Join breakout rooms** to talk to an Agency Advocate.

How to Edit Display Name in Webex

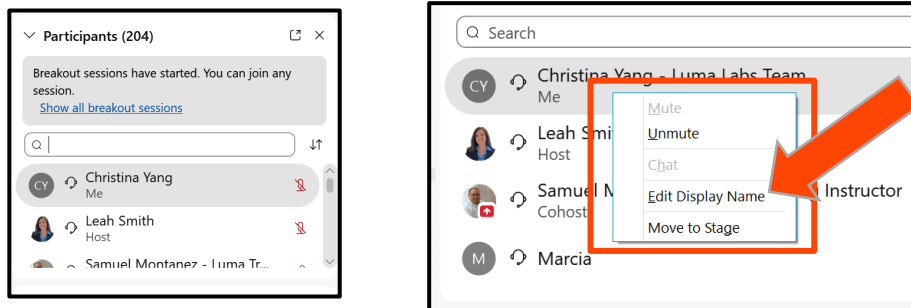
All participants can change their own display name. Any Host or Co-host can also edit names for participants.

- As a **Luma Team Member**: Please change to (First, Last – Luma Team/Role) to highlight who from Luma is answering questions directly.
- As a **Luma Labs Participant**: Please change to (First, Last – Agency) so any specific agency, or role-related questions can be addressed.
 - For example: [*Jane Doe – Historical Society*]

Step 1: Please navigate to the bottom of the Webex window. In the bottom right-hand corner, select the person icon with three lines. This will open the participant list, with your name showing up first.

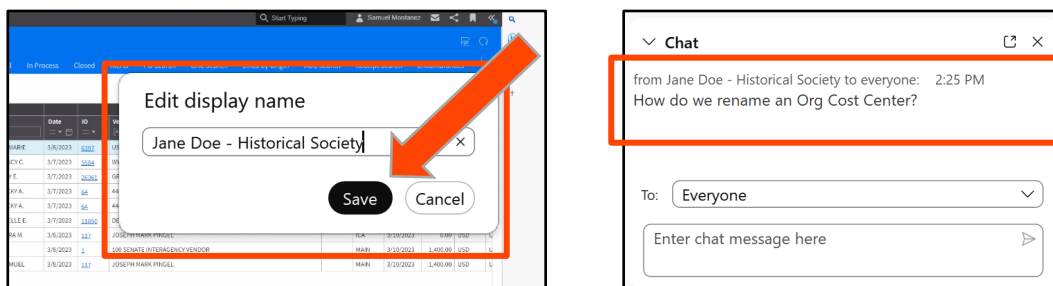


Step 2: Right click on your name, prompting options shown here on the right. Select “Edit Display Name”.



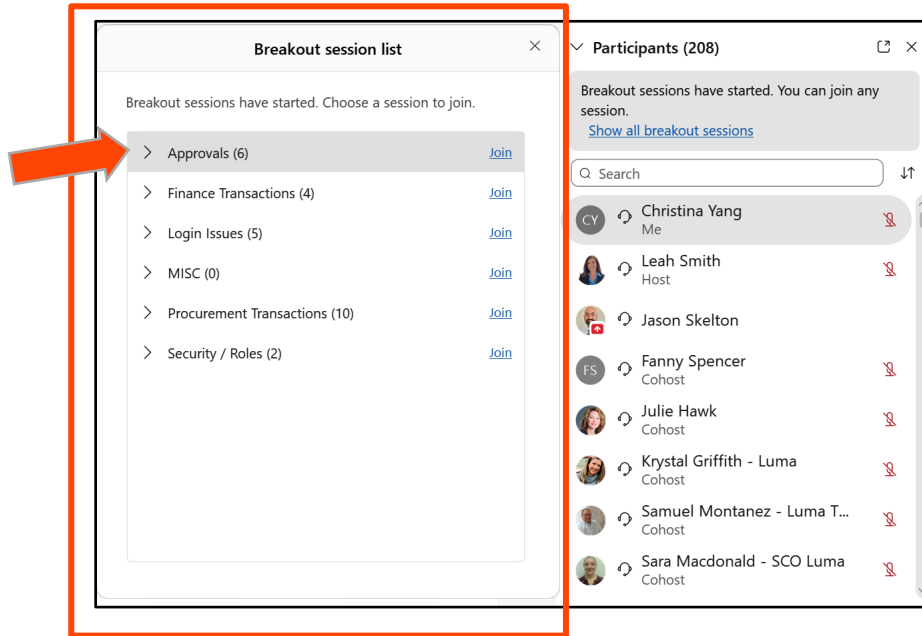
Step 3: A pop-up will appear. Enter your first and last name, a hyphen, then your agency. Then, select “Save”.

Congrats, your questions in the chat will now show your new display name!

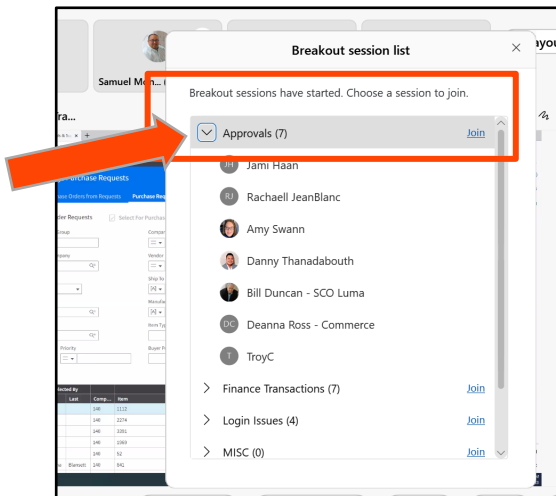


How to Join Breakout Sessions in Webex

Step 1: Hosts will enable breakout sessions. Navigate to the “Participants” list. Select the link “[Show all breakout sessions](#)” in blue. This will open a pop-up showing all the available rooms. Click “Join”.



Step 2: Each room will be designated a topic. To see who is in each, select the “>” side caret/arrow on the left.



Step 3: To return to the main room, select the red exit button in the lower right-hand corner. A “Leave session” pop-up will allow you to confirm or cancel.

