

WebEx Participant Guide

Steps to join and participate in a WebEx Meeting

Sara Caplis

WebEx Participant Guide

26 March 2018



Meeting Invite

The WebEx Meeting invite may have several views dependent on how the meeting is scheduled by the Host. The invite will have the link needed to join the meeting room as seen below in a simple Webex invite.

Hello,

Join me now in my Personal Room.

Join WebEx meeting

[https://mytrials.webex.com/join/itwebex1\[mytrials.webex.com\]](https://mytrials.webex.com/join/itwebex1[mytrials.webex.com]) | 920 268 618

Join from a video conferencing system or application

Dial itwebex1@mytrials.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Click here to join the meeting



Teleconferencing information is listed here. Please note, your invite might include additional/alternate bridge information that you may wish to join instead such as Adigo or Verizon.



Join by phone

1-240-454-0879 USA Toll

1-240-454-0879 USA Toll

Access code: 920 268 618

[Global call-in numbers\[mytrials.webex.com\]](#)

Meeting Invite

The WebEx Meeting invite may have several views dependent on how the meeting is scheduled by the Host. The invite will have the link needed to join the meeting room. More complex invites might look like the one seen here.

This section contains meeting information, the event number, and event password.

Hello Sara Caplis,

Sara Caplis invites you to attend a Web seminar using WebEx.

Topic: Test Meeting

Host: Sara Caplis

Date and Time:

Tuesday, March 27, 2018 8:00 pm, Pacific Daylight Time (San Francisco, GMT-07:00)

Event number: 924 612 981

Event password: MnW9iKqf



Click here to join the meeting



To join the online event

1. [Click here\[mytrials.webex.com\]](https://mytrials.webex.com) to join the online event.

Or copy and paste the following link to a browser:

<https://mytrials.webex.com/mytrials/onstage/g.php?MTID=e1b48f63e78a8c8edc31799d95cf0b14b>

2. Click "Join Now".

Teleconferencing Information is listed here. Please note, your invite might include additional/alternate bridge information that you may wish to join instead such as Adigo or Verizon.



To join the audio conference only

To receive a call back, provide your phone number when you join the event, or call the number below and enter the access code.

USA Toll: 1-240-454-0879

Global call-in numbers: [https://mytrials.webex.com/mytrials/globalcallin.php?serviceType=EC&ED=659069767&tollFree=0\[mytrials.webex.com\]](https://mytrials.webex.com/mytrials/globalcallin.php?serviceType=EC&ED=659069767&tollFree=0[mytrials.webex.com])

[https://mytrials.webex.com/mytrials/globalcallin.php?serviceType=EC&ED=659069767&tollFree=0\[mytrials.webex.com\]](https://mytrials.webex.com/mytrials/globalcallin.php?serviceType=EC&ED=659069767&tollFree=0[mytrials.webex.com])

Access code: 924 612 981

Log into WebEx as a Participant

- Clicking on the link will open the WebEx log in page which will look one of two ways.
- Enter your name and email address and select how you'd like to join the meeting.
- If you select "Join Meeting" your computer will download the WebEx client.
- If you don't wish to download anything, select "Join by browser."
- Keep in mind, key functions may be lost if you use the browser only.

The screenshot shows the WebEx login interface for a meeting titled "E&IT WebEx Room 1". On the left, there is a circular icon with the letters "SC" and a partial view of a chair. The main form contains two input fields: "Your name" and "Your email address". Below these is a large grey button labeled "Join Meeting". To the right of this button is a link that says "Join by browser NEW!". Below the "Join Meeting" button is a link with a three-dot icon and the text "More ways to join". Two red arrows point upwards from the text "Join using client" (under "More ways to join") and "Join using browser" (under "Join by browser NEW!") to their respective elements. A pop-up notification box is overlaid on the right side of the page, titled "Try the new WebEx web app!". It contains three green checkmarks followed by the text: "Nothing to install", "Simple, intuitive, and even faster", and "Ideal for participants who need basic meeting features". At the bottom of the pop-up is a blue link that says "Learn more". The background of the page features a blurred image of a city skyline across a body of water.

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- If you select "Join Meeting" your computer will download the WebEx client.
- If you don't wish to download anything, select "Join by browser."
- Keep in mind, key functions may be lost if you use the browser only.

Event Information: Test Meeting

[English](#) : [San I](#)

Event status: ● Started

Date and time: Tuesday, March 27, 2018 8:00 pm
Pacific Daylight Time (San Francisco, GMT-07:00)
[Change time zone](#)

Duration: 1 hour

Description:

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

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!**

Join using client


Join using browser

Connecting Audio and Video

After joining the meeting you will be given several options to connect your audio and/or video. Options may vary depending on the Meeting Host's preferences. Use the drop down menu to make your selection.




Audio and Video Connection




Select Audio Connection

Call Me ▼

 +1 ▼

424-316-9955 ▼



Select Video Connection

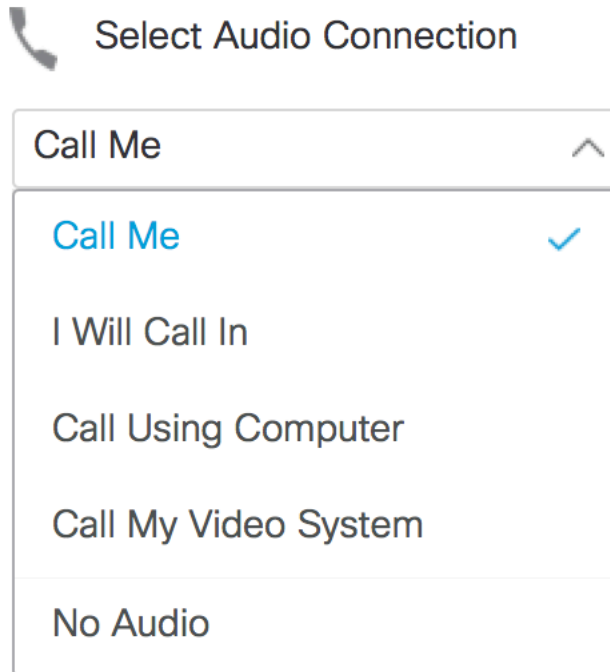
No Video ▼

Connect Audio

Skip

Connecting Audio

Select how you would like to connect your audio to the conference room. The list of options may be different depending on the Host's preferences.



Select Audio Connection

Call Me

Call Me ✓

I Will Call In

Call Using Computer

Call My Video System

No Audio


- Call me will allow you to enter your phone information for a dial out.
- I will call in will show you the phone bridge information so you can dial into the bridge from your phone.
- Call Using Computer will connect your computer's microphone to the room.
- Call My Video System will allow and external video system to connect to the room.
- No Audio will allow you to view the session only.
- If none of the options in the drop down menu work for you, check your invite to find out if dial in information is provided from PGI, Adigo, or Verizon and dial in using that information.

After you have selected how you will join, click

Connect Audio

Connecting Video

Select how you would like to connect your video to the conference room. The list of options may be different depending on the Host's preferences.

 Select Video Connection

No Video	^
FaceTime HD Camera	
No Video	✓

- Selecting your cameras computer (FaceTime HD Camera in this case) will allow others to see you when you speak.
- Selecting “No Video” will not provide others with access to your camera.

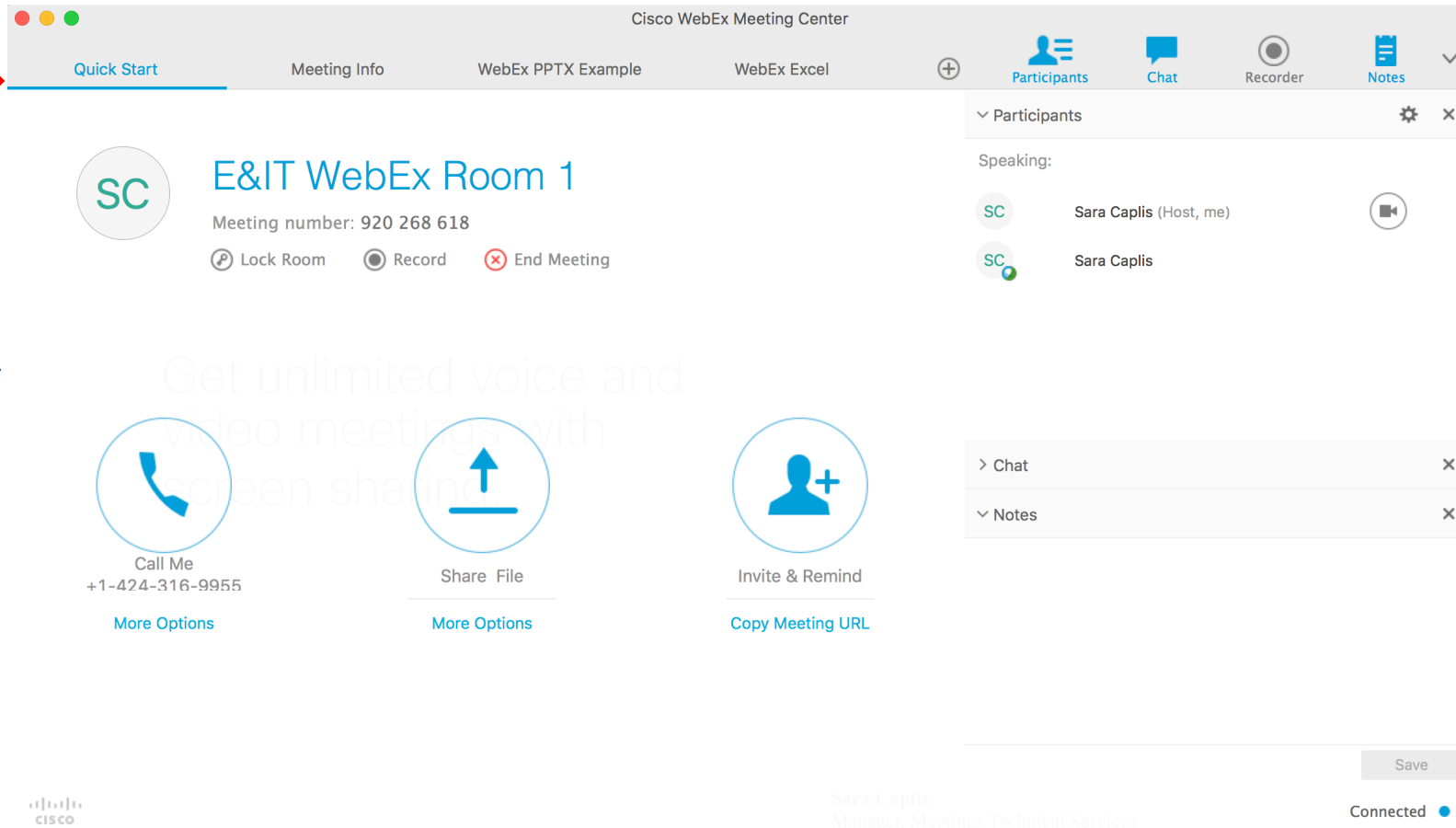
After you have selected how you will join, click

Start My Video

Participating in the Meeting

The participant view of the meeting will look something like this:

Various room information and documents can be viewed by clicking on the titles in this navigation bar. In this example the host has uploaded a PowerPoint and Excel file. Ability to view and advance the documents independent of the host depends on the Host's preferences.



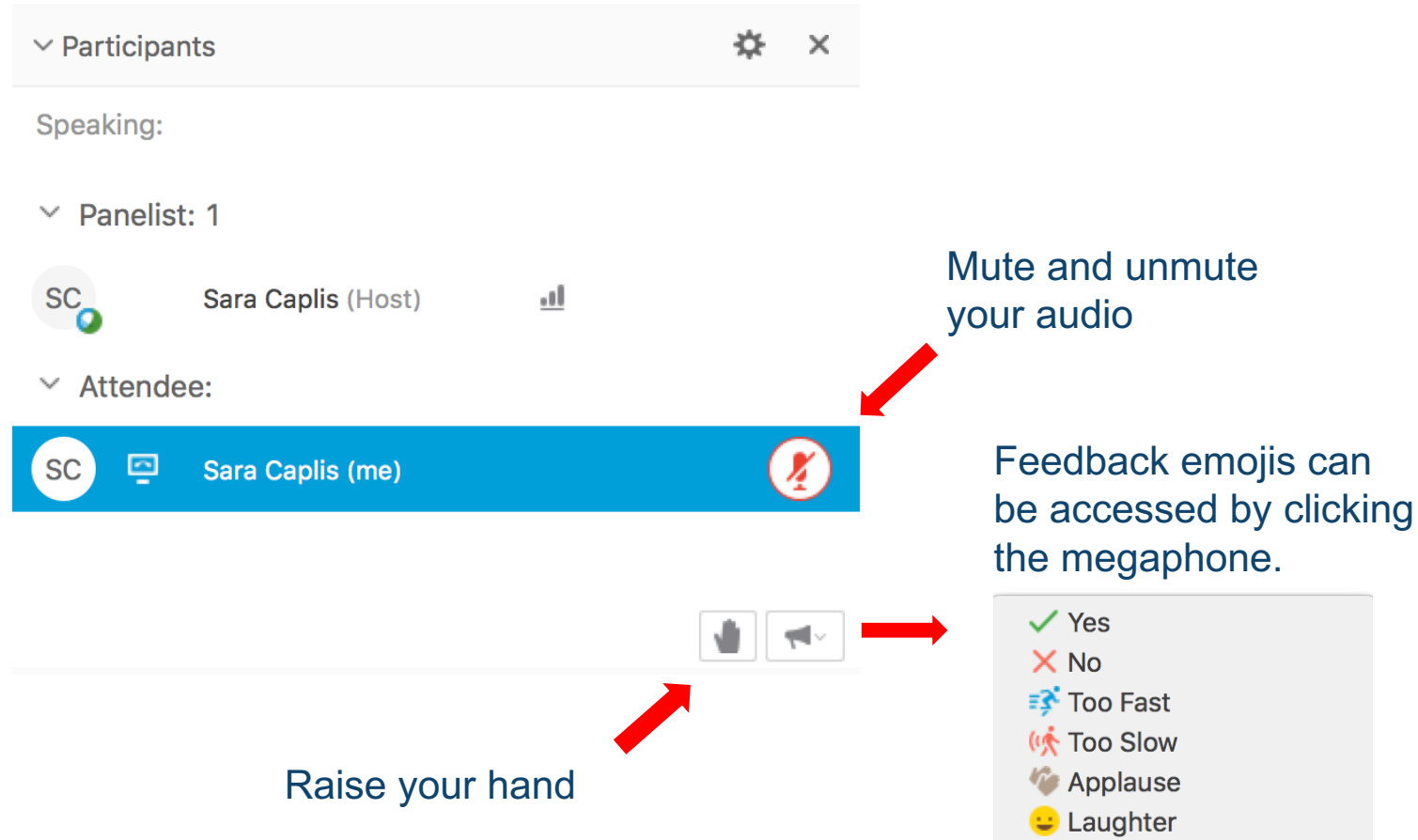
Select Participants, Chat, or Notes from this side of the navigation bar to add them to the left hand side of your screen.

Please note:

- The Notes feature is not available for all sessions and a Whiteboard is used in its place.
- Users can not view the contents of chat pod which occurred prior to their entry into the Session.

Participating in the Meeting

Depending on the Host's preferences, participants will be able to mute and unmute themselves, share their webcam, raise their hand to ask a question, submit feedback via emoji, chat with the group or individuals, etc. Here are some examples of what you may see:



The screenshot displays a meeting interface with the following elements:

- Participants:** A dropdown menu with a gear icon and a close icon.
- Speaking:** A section indicating the current speaker.
- Panelist: 1:** A section listing the host, Sara Caplis (Host), with a microphone icon.
- Attendee:** A section listing the current user, Sara Caplis (me), with a microphone icon and a red slash through it, indicating they are muted.

Annotations and callouts:

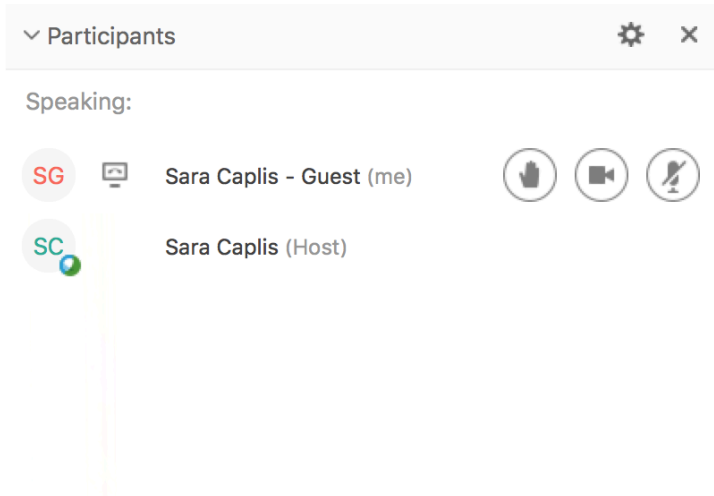
- A red arrow points to the microphone icon on the attendee bar with the text: "Mute and unmute your audio".
- A red arrow points to the hand icon on the attendee bar with the text: "Raise your hand".
- A red arrow points to the megaphone icon on the attendee bar with the text: "Feedback emojis can be accessed by clicking the megaphone.".

The feedback menu, accessed via the megaphone icon, contains the following options:

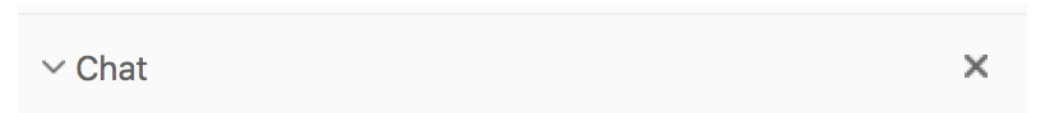
- ✓ Yes
- ✗ No
- 🏃 Too Fast
- 🐢 Too Slow
- 👏 Applause
- 😂 Laughter

Participating in the Meeting

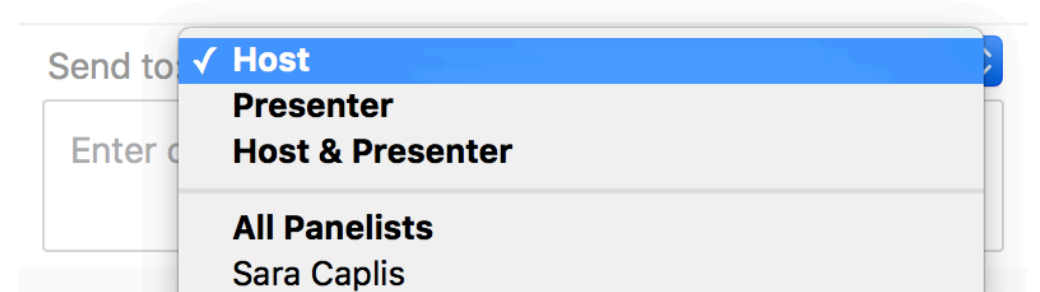
Depending on the Host's preferences, participants will be able to mute and unmute themselves, share their webcam, raise their hand to ask a question, submit feedback via emoji, chat with the group or individuals, etc. Here are some examples of what you may see:



More options available in a different style meeting. This participant can mute and unmute their audio, turn on their webcam and raise their hand.



The chat pod has a drop down menu showing options of who a participant can chat with. This can range from the entire group to individual private chats, depending on the Host's preferences.





Thank You and Questions

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