WebEx Tutorial

Purpose: The below tutorial provides helpful tips and reminders as well as instructions on how to join a WebEx meeting from either a computer or telephone.

A. Helpful Tips & Reminders

1. Upon receiving the WebEx meeting invitation via email, accept or add this event to your email calendar. By doing so, the invite should appear in your email calendar for the scheduled day and time with the brief instructions on how to join the meeting by either computer or telephone.

2. You may join the meeting 15 minutes prior to the scheduled start time. It is best to join as soon as possible as many WebEx meetings begin on the hour (or half hour) and circuits get busy.

3. Upon joining the WebEx meeting, please mute your microphone or select mute on your telephone keypad. This will ensure there is no feedback received on your end or heard by other attendees. When it is your turn to speak, select the microphone icon at the bottom of your computer screen or select *6 on your telephone keypad.

4. Once you are finished speaking, please mute your microphone or telephone.

5. You are not required to have your video turned on during the meeting.

6. If you get disconnected, please reconnect through your computer or dial back in. If for some reason you are unable to reconnect through your computer, you may simply dial in to the meeting.

7. For additional information, please visit Video Conferencing - Join a Webex Meeting.

B. How to Join a WebEx by Computer

1. Open the invite and select the green 'Join meeting' button.

Attached | Webex_Meeting.ics
8 KB

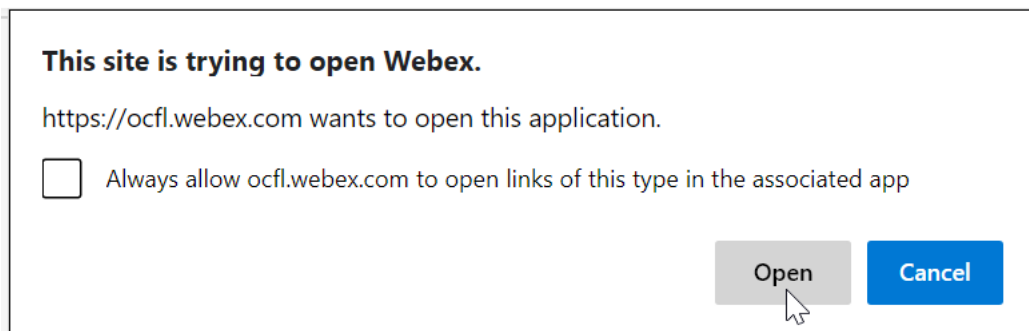2:00 pm | (UTC-04:00) Eastern Time (US & Can:

Join meeting

2. You may be prompted to download the Cisco Webex Meeting application to your desktop if you have not done so already.

3. The below message may appear when attempting to join the meeting. Select 'Open.'

Starting your meeting...

Click **Open Cisco Webex Meetings** if you see a message from your browser.
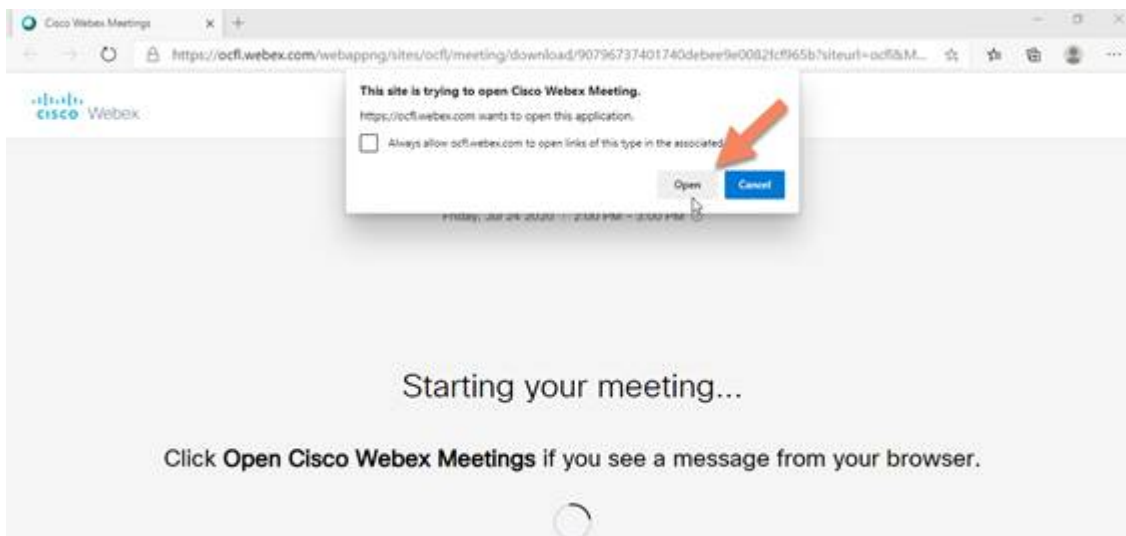
4. If the message doesn't appear, select 'Launch Meeting' instead, and then select 'Open.'

Launch Meeting

This site is trying to open Webex.

https://ocfl.webex.com wants to open this application.

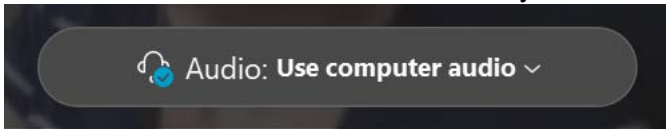☐ Always allow ocfl.webex.com to open links of this type in the associated app

Open   Cancel

5. Select 'Join Meeting.'

6. At the bottom of the screen, ensure your audio connection is properly displayed.

7. You have now joined the meeting. You should see your user appear under the Participants List on the right hand side of your screen.

C. How to Join a WebEx by Telephone

1. Dial the telephone number provided in the email instructions. You will be prompted to enter the access code followed by the pound sign.

Join by phone

1-408-792-6300 Call-in toll number (US/Canada)

Global call-in numbers

Meeting number (access code): 133 893 2612

Meeting password: 75YJejH4jhK

2. The prompt will advise that you are muted and that you may select *6 to unmute yourself. You have now joined the meeting.