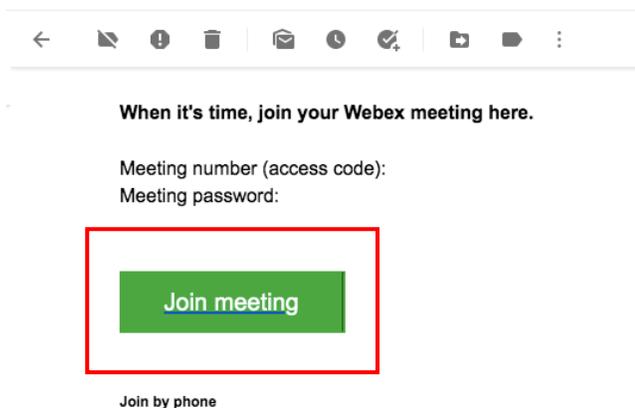


Participating on a WebEx Call: Tips and Advice for a Successful Call

Tip 1: Logging In

- You can join a WebEx meeting from your computer, mobile device, phone, or another video system.
- Desktop
 - To join a meeting, open your email invite and click the green “**Join**” button.



- If you have never used WebEx before, the WebEx App will automatically download onto your computer.
 - To install the app, click the installer file and follow the following instructions.
- Once the app has been downloaded, enter your name and email address into the appropriate spaces, and click “**Next**”.



Sign in to Webex Meetings

Email address

Next

[Use as guest](#)



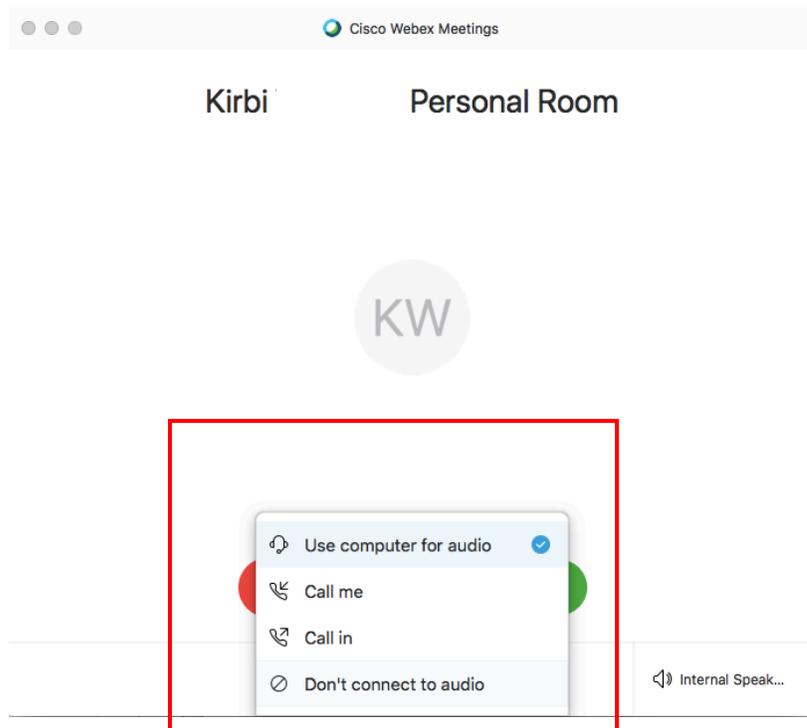
- If you are asked for a meeting password, which will be listed in your email invitation, enter it in the appropriate space then click “**Next.**”
- At this point, you should be successfully logged into the meeting.
 - From here, you will select and verify hearing capabilities and microphone options.

Issues signing in with Web Ex: <https://help.webex.com/en-us/n5q6x5j/Sign-In-Issues-with-Webex>

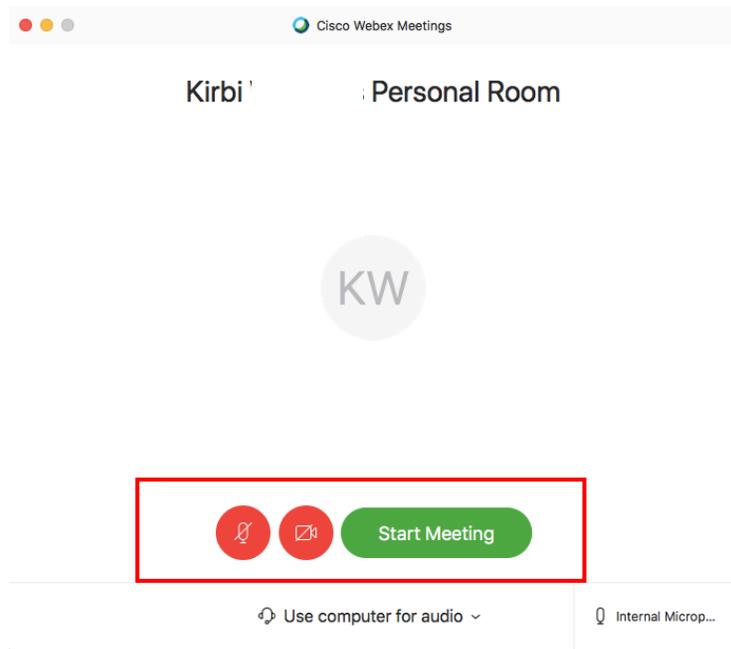
Other help: <https://help.webex.com/en-us/nrbgeodb/Join-a-Webex-Meeting>

Tip 2: Checking Audio and Video Capabilities

- Once you have successfully logged in, a window will pop up asking you how you would like to hear.



- Most versions of WebEx provide several options (the two below are the most common and the most utilized):
 - **Use computer for audio** (default) – This will use your computer with a headset or speakers.
 - **Call in** – Some people prefer to use your phone for audio, and will have to dial in when the meeting starts. To call in to the meeting, you can use the “global call-in numbers” that are located in your emailed meeting invitation.
 - This option is beneficial if you are experiencing a slow internet connection.
- Now you are in what can be described as a waiting room for the meeting.



- By default, your WebEx window will mute your microphone and turn off your video. To identify the video and microphone button, they will be in red on the tool bar at the bottom of your screen.
- To turn your video **on**, click on the red **“Start Video”** button. 
- To turn your microphone **on**, click the red **“Unmute”** button. 
- Once you have selected the to turn on/off your microphone and video, you will click the green **“Join Meeting”** or **“Start Meeting”** button which will bring you into

the WebEx call. 

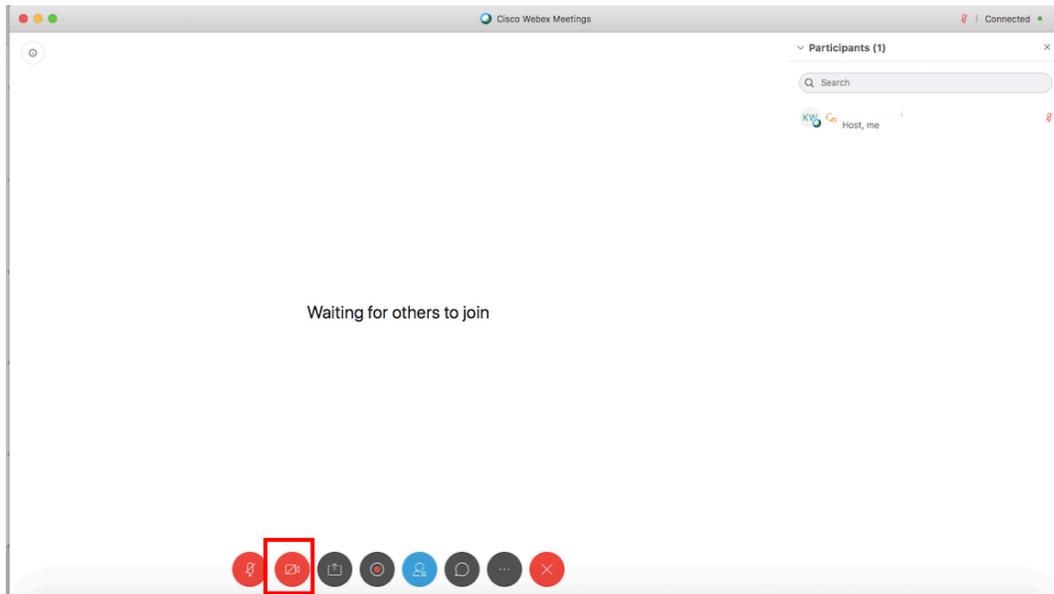
Other Help: https://help.webex.com/en-us/nrbgeodb/Join-a-Webex-Meeting#id_134856

Logging on with **Mobile**: https://help.webex.com/en-us/nrbgeodb/Join-a-Webex-Meeting#id_135069

Logging on with **Web**: https://help.webex.com/en-us/nrbgeodb/Join-a-Webex-Meeting#id_135069

Tip 3: Locating How to Turn Video On/Off

- To turn your video on, click the “**Video**” button on the toolbar at the bottom of the screen.



- If the button is **red**, your camera is **off**.



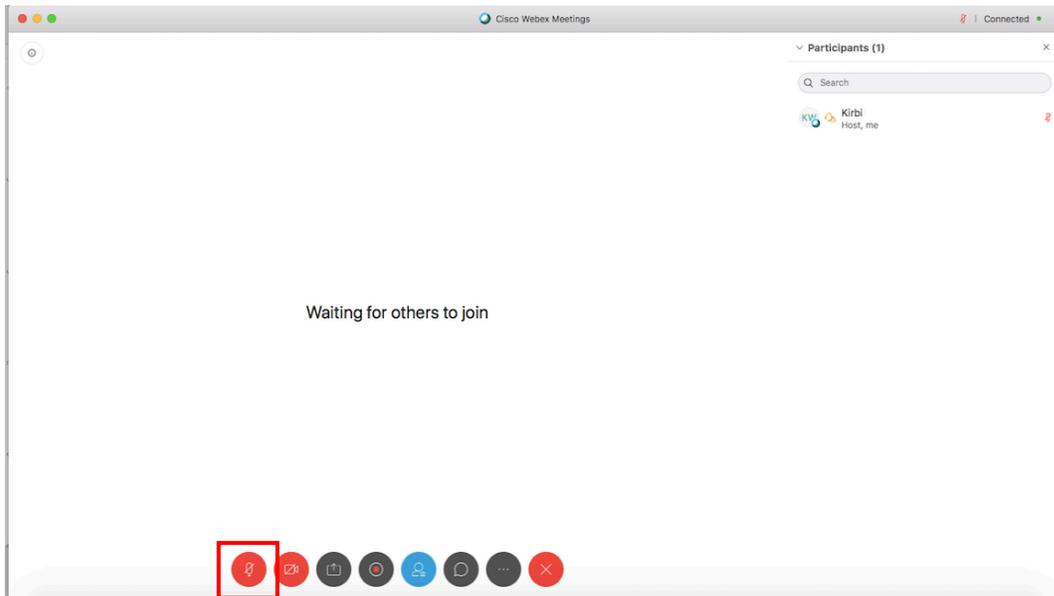
- If the button is **grey**, your camera is **on**.



Other help: <https://help.webex.com/en-us/96gbdu/Start-or-Stop-Your-Video-During-a-Cisco-Webex-Meeting>

Tip 4: Locating How to Turn Microphone On/Off

- To turn your microphone on, click the “**Microphone**” button on the toolbar at the bottom of the screen.



- If the button is **red**, your microphone is **muted**.



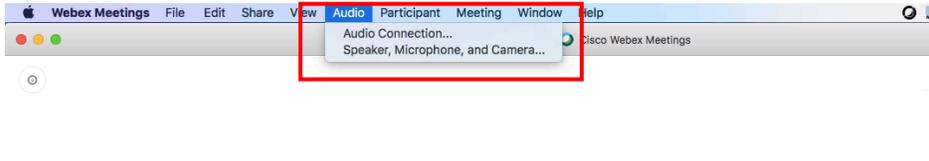
- If the button is **grey**, your microphone is **on**.



Other help: <https://help.webex.com/en-us/ik71r4/Mute-Yourself-in-a-Cisco-Webex-Teams-Meeting-or-Call>

Tip 5: Adjusting Your Audio

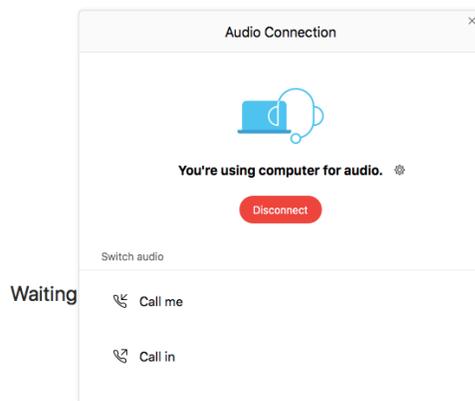
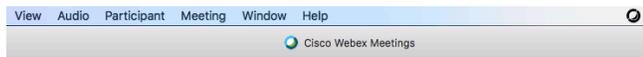
- To **adjust** your audio, navigate to the “**Audio**” tab that will be anchored at the top of your screen while WebEx is open.



Waiting for others to join



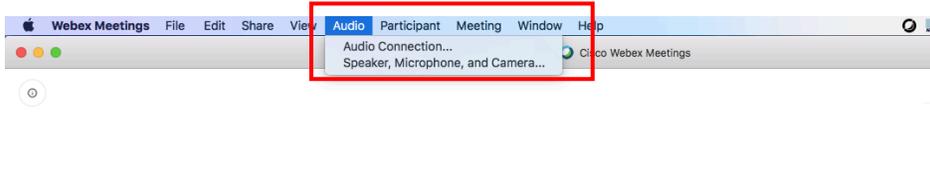
- From here, click on “**Audio Connection.**”



- This window will allow you to see what audio connection you are currently using, as well as allow you to change the audio connection.

Tip 6: Testing Your Audio and Video

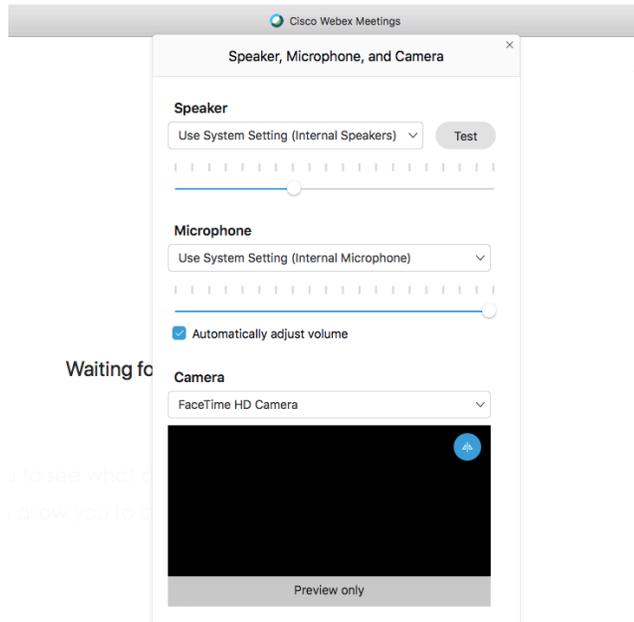
- To **test** your **audio** and **video**, navigate to the “**Audio**” tab that will be anchored at the top of your screen while WebEx is open.



Waiting for others to join



- From here, click on “**Speaker, Microphone, and Camera.**”



- This window will allow you to test your microphone, test your camera and video capabilities, as well as check your speaker.
- If you would like to test your audio or video before a meeting, you can do so by doing a test meeting at: <https://www.webex.com/test-meeting.html>
 - See also: <https://help.webex.com/en-us/nti2f6w/Webex-Meetings-Join-a-Test-Meeting>

Other help: <https://help.webex.com/en-us/zf86fe/Adjust-Your-Computer-Mic-and-Speaker-Volume-in-a-Cisco-Webex-Meeting>

Tip 7: Using the Chat Feature

- The chat feature is located on the right side of your WebEx window.
 - If the chat box is not seen there, then you can open the chat feature by clicking the “**Chat**” icon on the toolbar at the bottom of your screen (outlined in red).



Waiting for others to join



- This allows you to chat with other individuals on the call one-on-one.
- This also allows you to chat with the entire group as a whole.

- The Host of the meeting can change the access to this feature by limiting who can chat or turning of the feature completely.

Other help: <https://help.webex.com/en-us/WBX21522/How-Do-I-Send-a-Chat-Message>

Tip 8: Using the “Raise Hand” Feature

- The “**Raise Hand**” feature allows you to notify the Host or Presenter of the meeting that you would like to speak or need attention.
 - To use this feature, find your name on the right-hand side of the screen and hover over it.
 - A “**Raise Hand**” **icon** should appear.
 - Click on the “**Raise Hand**” button which will place a small hand icon next to your name, notifying the Presenter or Host.
 - To **withdrawal** the “Raise Hand,” click on the “**Lower Hand**” button again.

Tip 9: WebEx Account

- You do not need a WebEx account to join a meeting that you are invited to.
- All you need to join a meeting is the email invitation that provides you the login information to join the meeting.

Other help: https://help.webex.com/en-us/nrbgeodb/Join-a-Webex-Meeting#id_135400

General Help: <https://help.webex.com/en-us/nsuwb23/Best-Practices-for-Communicating-with-Participants-in-Cisco-Webex-Meetings>