WEBEX OVERVIEW

QUICK START GUIDE FOR WEBEX PARTICIPANTS

TRAINING AND DEVELOPMENT
DEPARTMENT OF TRANSITIONAL ASSISTANCE

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Training Together

Table of Contents

Training Together

Overview – What is WebEx

WebEx is a web-based platform for video conferencing, online meetings, and webinars. Similar to other video conferencing platforms, WebEx provides a solution to tele-communication, allowing meeting attendance from anywhere.

There are 2 things participants will need to join a meeting:

1) **The Invitation -** This is typically sent through an email. You can be invited by the host or forwarded the invitation.

1) **Meeting Date and Time**

2) **Accept, Tentative, or Decline Invitation** – *accepting an invitation will add the meeting to your Outlook Calendar. You will receive a notification when the meeting is about to start.*

3) **Meeting Number and Password**

4) **Meeting Phone number**

2) **Audio Connection –** It can be headphones, computer speakers, or a cell phone

There are 2 ways to join a WebEx meeting without an account:

1. Calling into a meeting with a phone
2. Via the WebEx webpage

1) Calling in with a Phone:

Note: Participants only calling in with a phone will not be able to see any sort of shared screens from the hosts.

Step 1: In the Webex meeting invitation email, you will receive a US Toll-Free number to call. Dial this number on your phone.

Join by phone
Tap to call in from a mobile device (attendees only)
+1-203-607-0564 US Toll
+1-866-692-3580 US Toll Free
Global call-in numbers | Toll-free calling restrictions

Join from a video system or application
Dial 610818718@statema.webex.com
You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial 610818718.statema@lync.webex.com

Toll-Free Number:

1-866-692-3580

Step 2: When you dial in the US Toll-Free number, you will receive an automated prompt asking to enter your Meeting Number or Access Code. Each meeting has a specific access code. Enter the number and then press #.

When it's time, join your Webex meeting here.

Meeting number (access code): xxx xxx xxx
Meeting password: DTA123

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Step 3: When prompted, enter your attendee ID Number. If you do not have an attendee ID, press #. After pressing # you will be connected to the Webex meeting.

Reminder: If you are in a noisy location, please put your phone on mute. You can mute and unmute your phone by pressing *6.
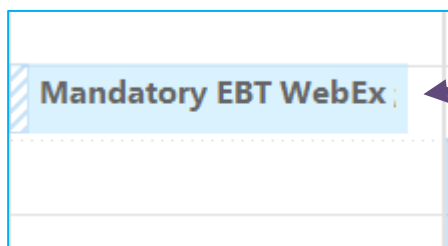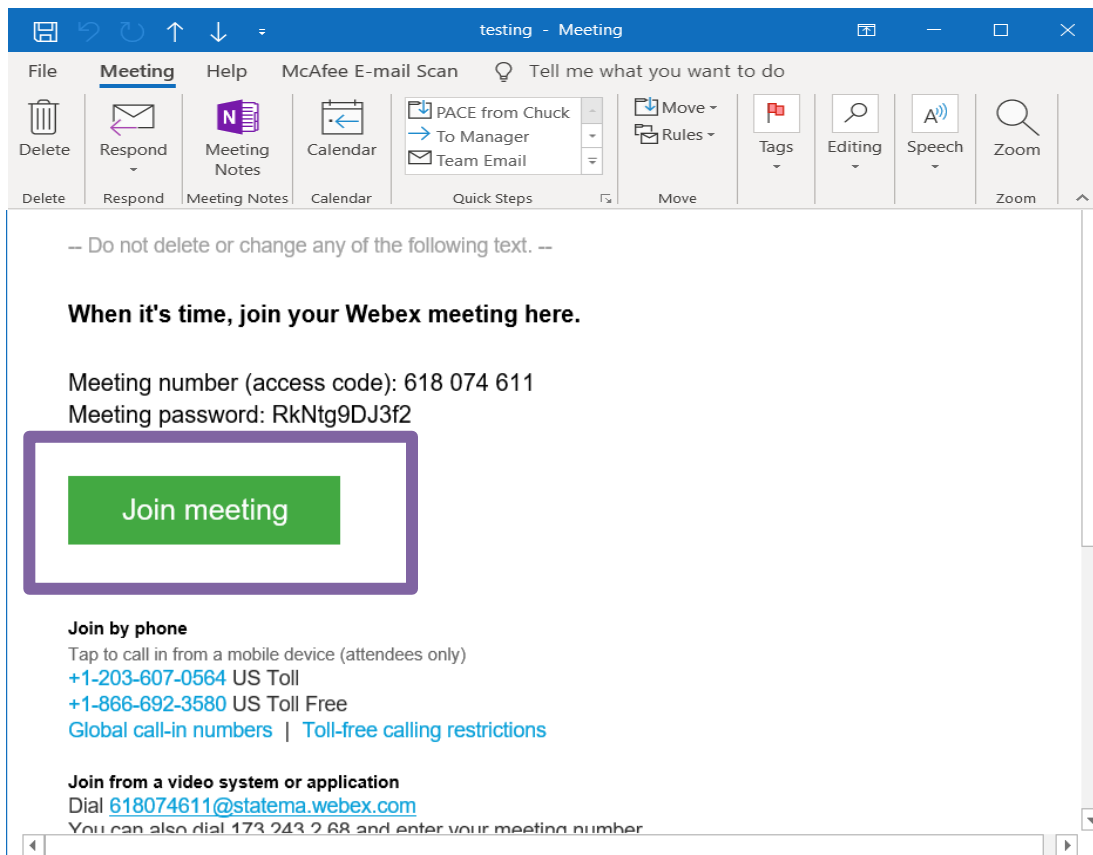
Do not put your phone on hold.

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2) **Joining Via the WebEx URL:** https://statema.webex.com/webappng/sites/statema/dashboard.
   This can be done in 2 ways:

   A) <u>**Through the initial invitation**</u> – if you have accepted the meeting, this can be found on your Outlook calendar as an event. When you select 'Join Meeting', it will bring you to the Webex website.

Quick Tip: Double-Clicking on the meeting information in your outlook calendar will show you the meeting details.

B) **Through the Website (*See above for URL or webex.com)*** – You can log onto the Webex website through the URL above and join the meeting from there.
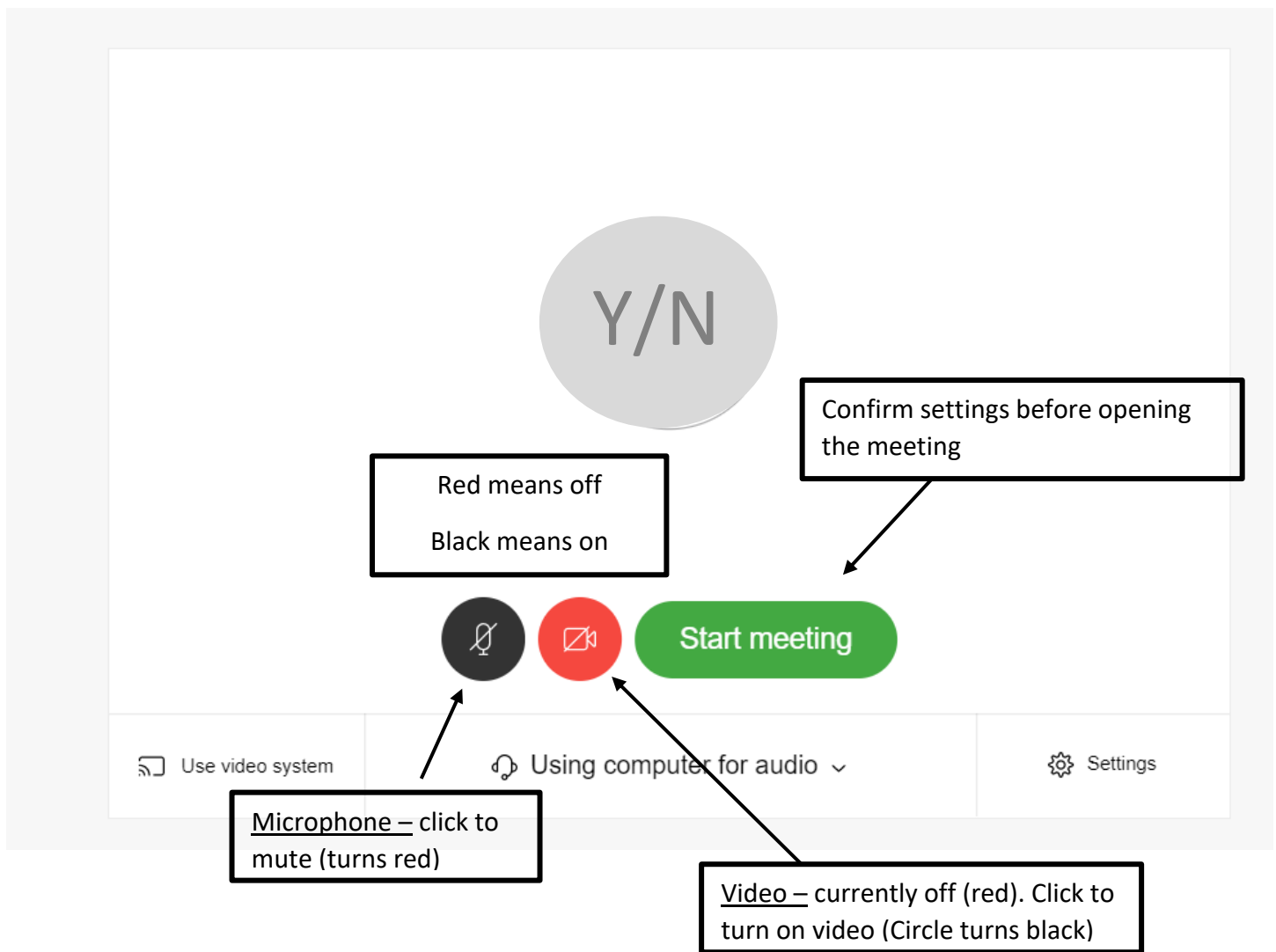
Before you join the meeting, you will be prompted to select your audio and video settings.

Y/N

Confirm settings before opening the meeting

Red means off

Black means on

Use video system   Using computer for audio ⌄   Settings

Start meeting

Microphone – click to mute (turns red)

Video – currently off (red). Click to turn on video (Circle turns black)

*** *Note: Video is only available to participants with a camera. Video is not a necessity as a participant. Having video may cause lag during the call. Hosts, however, may attempt to share information over their video/share screen.* ***

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Audio Settings:

Before starting the meeting, you can select your audio settings. There are 4 options to choose from. *(Note: You can also change these settings after you have started the meeting)*
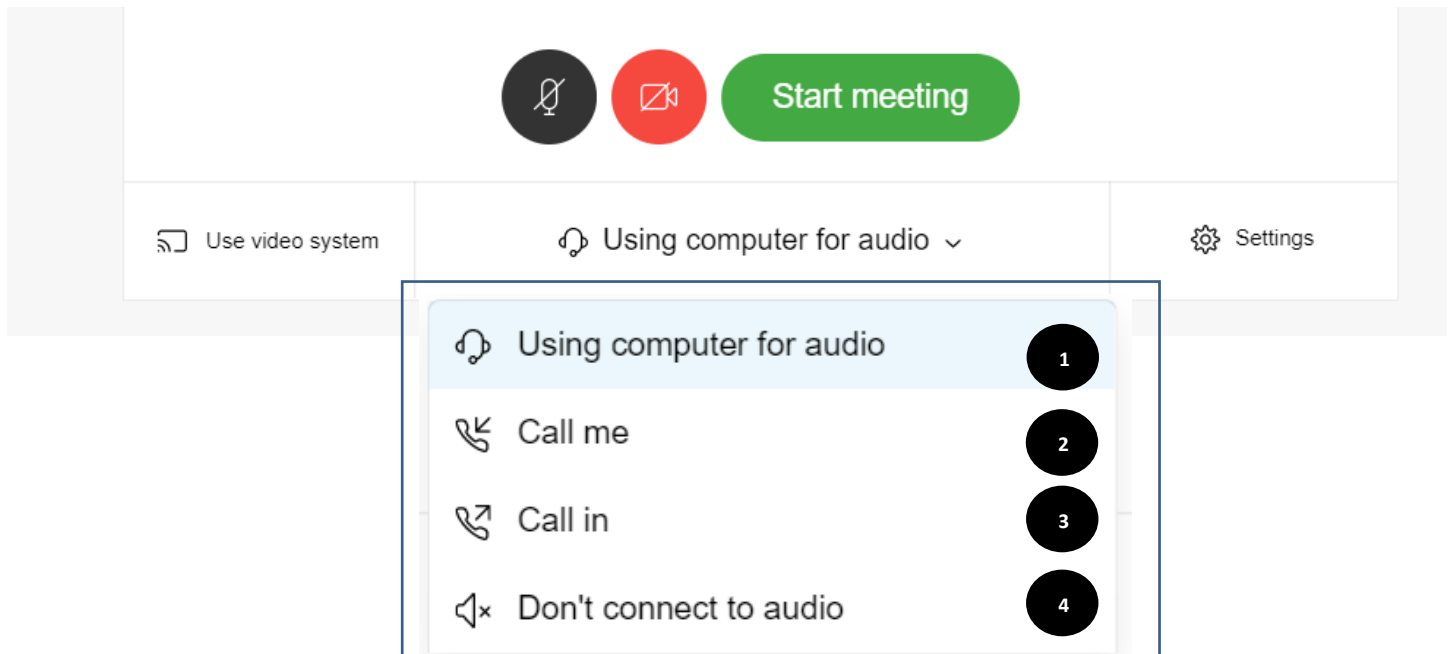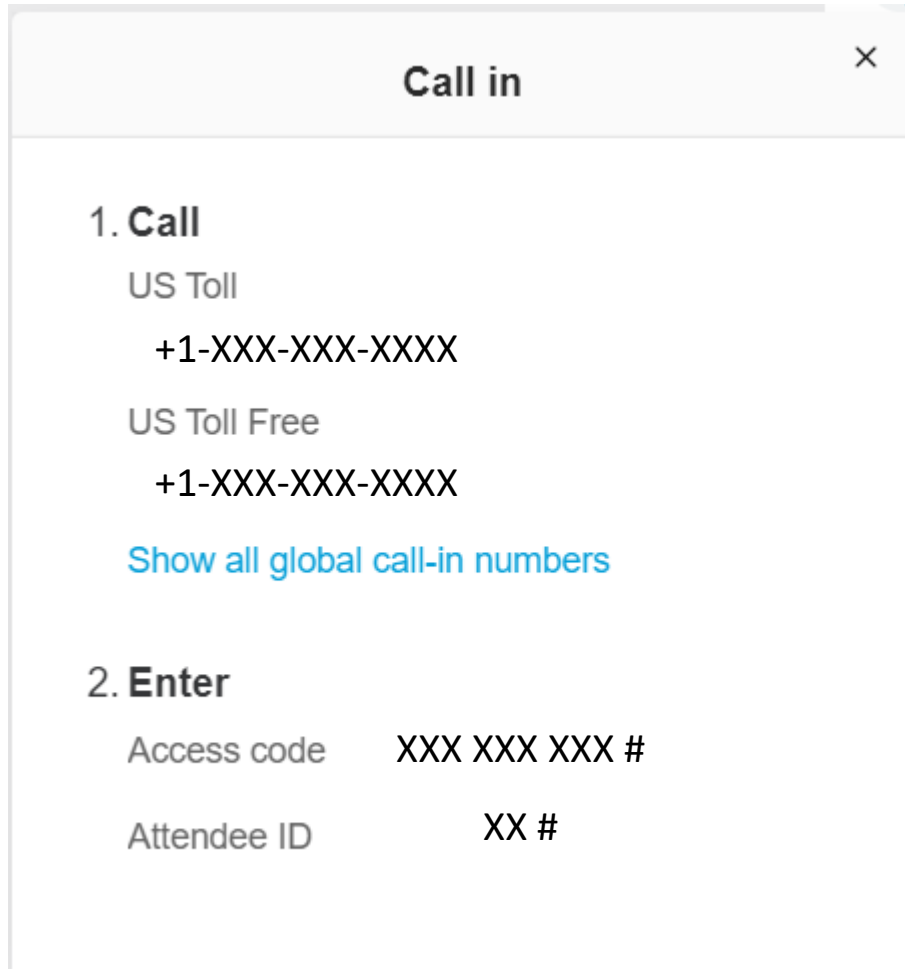

1. **Using computer for audio** – this option uses the computer microphone and speakers

   i. Headphones with microphones recommended

Note: If you are not speaking at the meeting, you do not need a microphone.

2. **Call me** – this option allows WebEx to call a selected number (all audio in the meeting will be through the phone.)
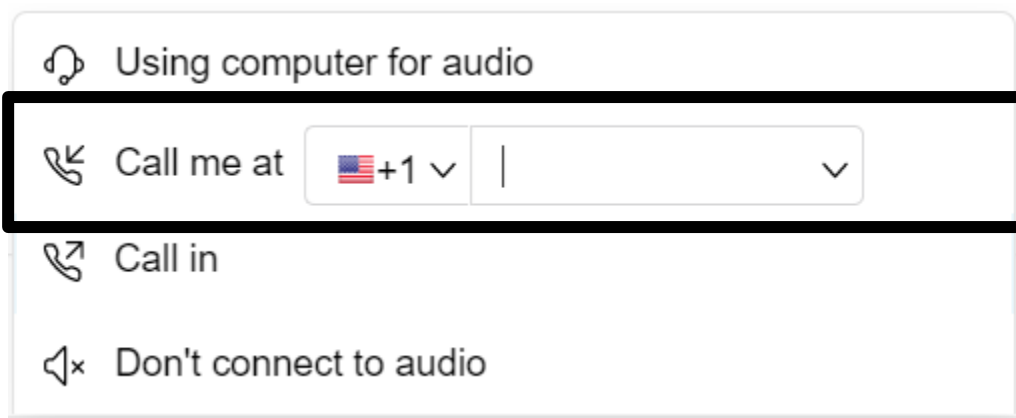
3. **Call In** – in this option, the user will call into the meeting using a phone. This information is also provided in the invitation email to the meeting. Each meeting has a meeting-specific access code. Each attendee also has their own ID. Both the access code and attendee ID will be prompted upon calling in.

Call in ×

1. **Call**

   US Toll

   +1-XXX-XXX-XXXX

   US Toll Free

   +1-XXX-XXX-XXXX

   Show all global call-in numbers

2. **Enter**

   Access code   XXX XXX XXX #

   Attendee ID   XX #

4. **Don't connect to audio** – this option will have no audio

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Meeting Icons:

The following meeting icons will appear once you have joined a meeting.
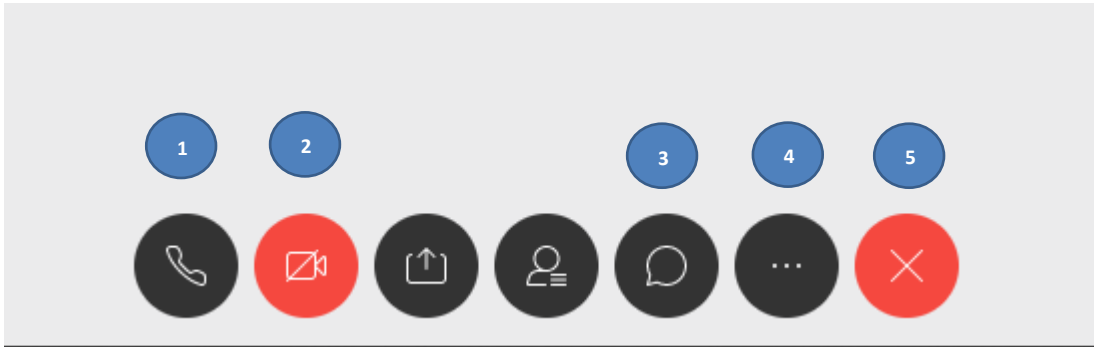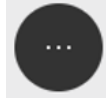

1. **Audio Connection:** Change audio setting while the meeting is in session. (see page 7)
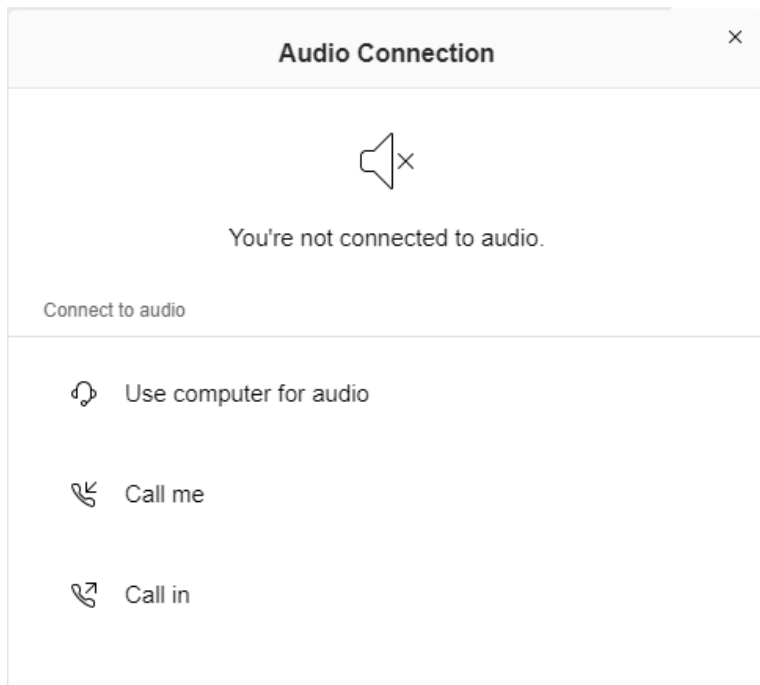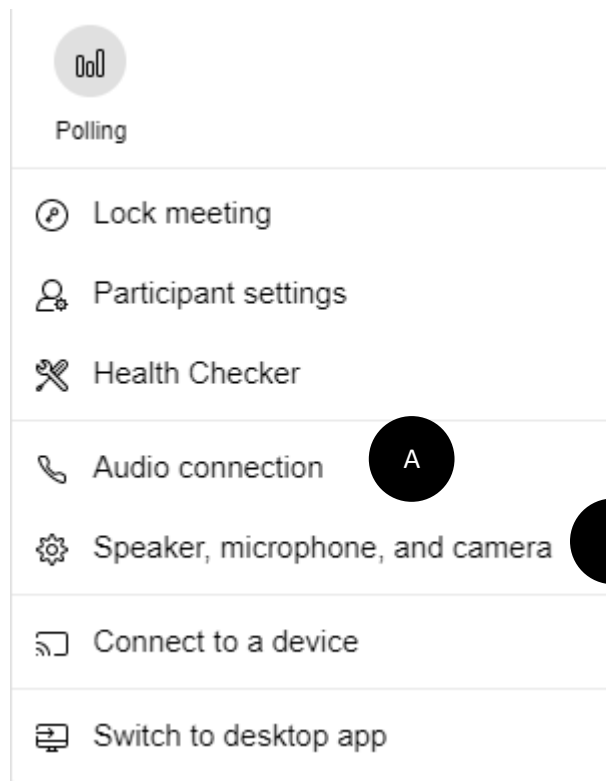

2. **Video: ON** **or OFF**

3. **Chat:** Text chat with the entire meeting or send a private message to individuals in the meeting. If you are listening in and do not have microphone access, typing into the Chat will allow you to communicate to the rest of the audience.
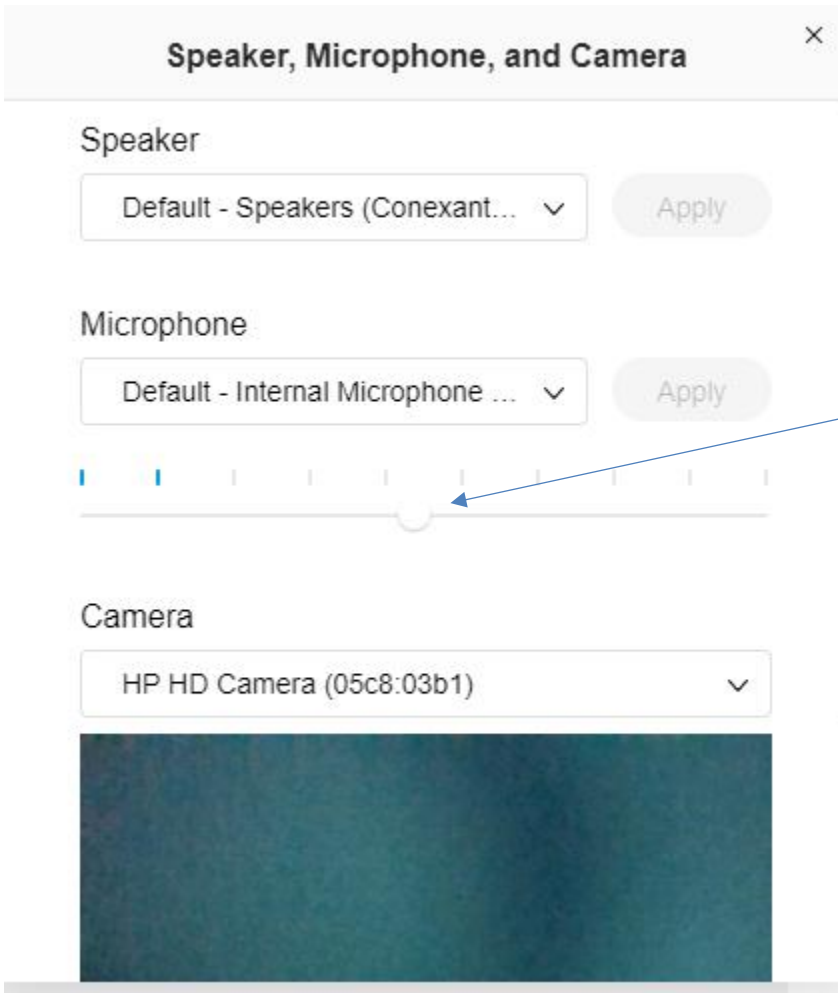
4. **More Options:** ⚫⋯ This function allows additional control.

A) <u>Audio Connection:</u> Change audio setting within the meeting. See audio connection above.

B) <u>Speaker and Microphone:</u> Change the speaker and microphone output options. If you are using an external speaker or microphone, this is where you would select your preferred device.

TIP: You can also change the volume settings. For example, if you know you are speaking in a large room setting with one microphone input, you can max out your microphone output such that it projects louder to the other participants. This is helpful if the speaker is not close to the microphone.

5. **Leave Meeting:**

If you are a participant, selecting this option will leave the meeting. However, you can rejoin at any point if the meeting is still in session.

If the host ends a meeting, all participants exit the meeting, receiving a notification that the meeting has ended.

Housekeeping Rules:

Following these guidelines will make a better WebEx experience for everyone.

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1) **Mute yourself if you are not addressing the entirety of the WebEx meeting**
   Being unmuted if you are not address the everyone in the WebEx will cause disruption in the follow of the meeting. The speaker will be cut off and it will be hard for other participants to hear. In addition, any background, no matter how small, can be picked up by the microphone. Please be courteous and make sure you are muted if you are not speaking.

2) **Knowing how to Unmute and Re-Mute**
   Depending on the host, you may be automatically unmuted when the floor opens up for questions. If you are not speaker, please make sure to mute yourself so the speaker can ask their question. Alternatively, if you have a question or comment and you are muted, either use the chat option or unmute yourself at an appropriate time. Make sure to share the floor and mute yourself after. **(Reminder: if you are calling in on your phone, use *6 to mute and unmute)**

3) **If calling in using a phone, DO NOT put the call ON HOLD.**
   Mute yourself on your call instead. Putting the call on hold will broadcast the hold music to the entire WebEx and no one will be able to speak over the automated audio.

4) **Do not join a meeting more than 15 minutes early.**
   The meeting room must be opened by the host before you are able to join. Be on time, but do not attempt to join a meeting before your reminder on Outlook.

5) **Please contact someone privately if you have connectivity issues.**
   If you are having issues on your end with WebEx, please contact either the host or support privately. You can use the chat feature or email. Please do not interrupt the WebEx.

6) **Leave the meeting when the meeting is dismissed.**
   If the meeting is over, please leave accordingly. Please pay attention during the meeting, including when it is dismissed.

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