
User guide for Webex meetings

Prepare your PC

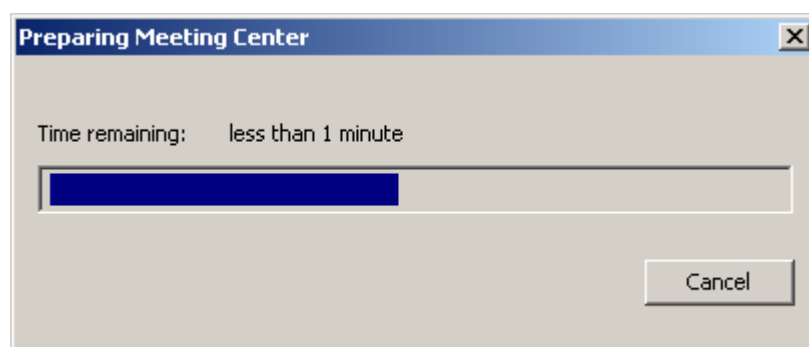
1. Check the system requirements
 - Internet Explorer 6/7/8
 - JavaScript and cookies enabled
 - Requires Sun Java 5 or higher
 - Recommend ActiveX be enabled for Internet Explorer
 - Intel or AMD processor (1GHz or faster)
 - At least 512 MB RAM
 - Headset with microphone (same as for Skype)
2. If this is your first Webex meeting, join a [test meeting](http://www.webex.com/jointest/) to set up your browser (see details below):

<http://www.webex.com/jointest/>

3. Contact the organizer in case of any problems

Before the meeting

1. Make sure you have your headset ready and configured. You can test it for example with Skype (Tools, Options, Audio Settings).
2. Turn off your phone(s), close your office door or ask your colleagues not to disturb you during the meeting.
3. Join the meeting a few minutes before the set time by following the link in the invitation email. The first time you join a meeting, the following message is displayed:



4. This means that the Webex plug-in for Internet Explorer is being installed. Next you will see the login screen:

It's time to join!

If you are the host, [start your meeting](#).

Your name:

Email address:

☐ Remember me on this computer
([Clear my information](#))

☐ I would like to take a free WebEx trial (email required).

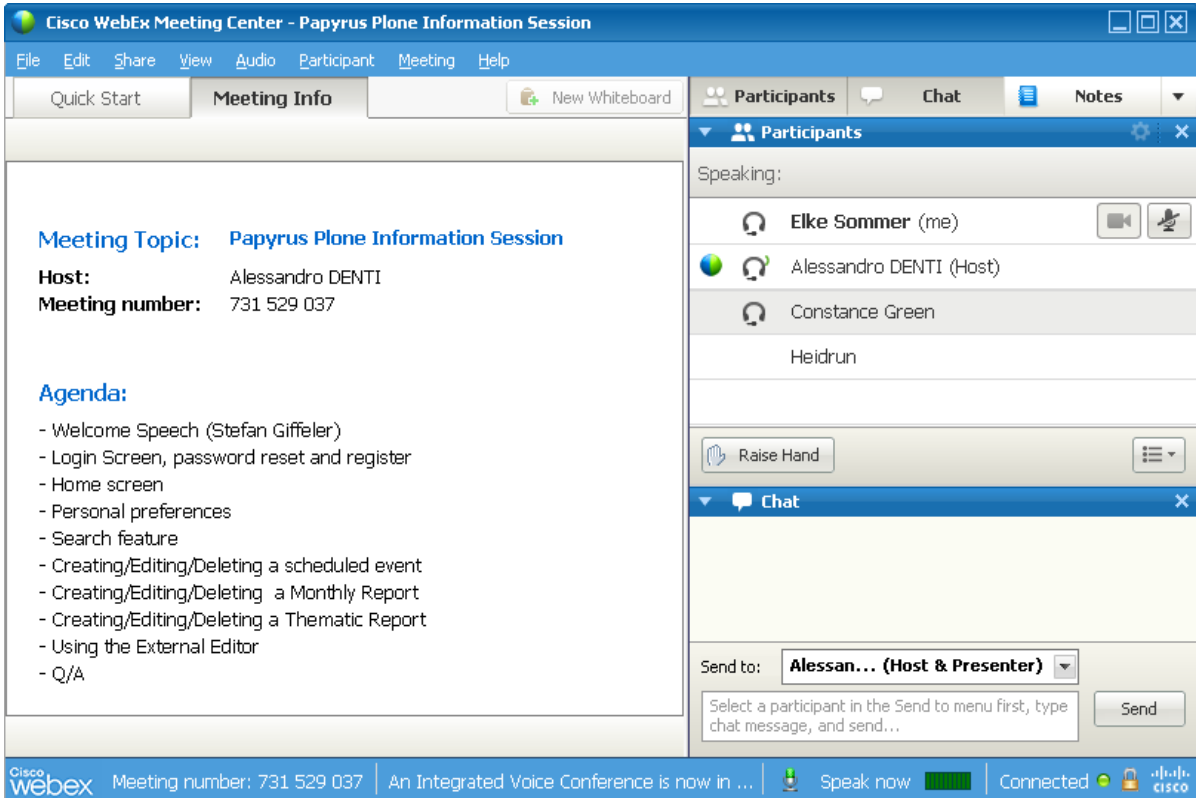
Join

5. Enter your name and email address. You can use your name or a nickname; entering the correct email address is important if you want to receive a follow-up message with notes and documents from the meeting.
6. Click on **Join**. If the button is greyed out, the meeting has not yet started. Otherwise the following message is displayed:

Meeting In Progress

Do *not* close this window, refresh this Web page, click **Back** or **Forward**, or click a URL in another window. If you do so, the meeting will end.

7. Wait until you see the meeting screen with a sharing window, a list of participants and a chat window, for example:

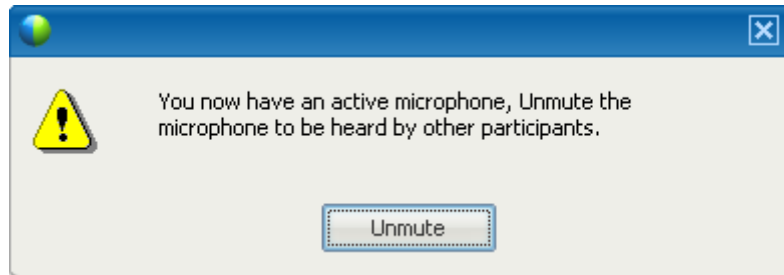
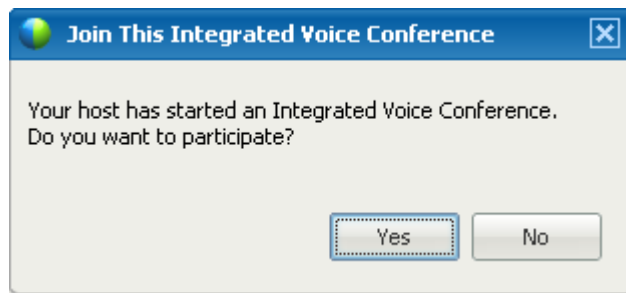


The screenshot shows the Cisco WebEx Meeting Center interface. The title bar reads 'Cisco WebEx Meeting Center - Papyrus Plone Information Session'. The menu bar includes File, Edit, Share, View, Audio, Participant, Meeting, and Help. The main window is divided into several sections:

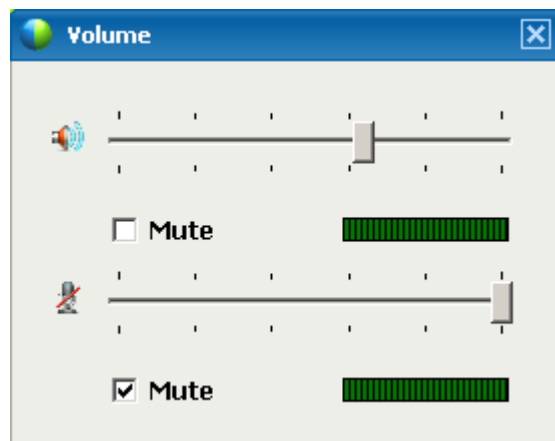
- Meeting Info:** Displays the meeting topic 'Papyrus Plone Information Session', host 'Alessandro DENTI', and meeting number '731 529 037'. It also lists an agenda with items like 'Welcome Speech (Stefan Giffeler)', 'Login Screen, password reset and register', 'Home screen', 'Personal preferences', 'Search feature', 'Creating/Editing/Deleting a scheduled event', 'Creating/Editing/Deleting a Monthly Report', 'Creating/Editing/Deleting a Thematic Report', 'Using the External Editor', and 'Q/A'.
- Participants:** A list of participants is shown, including 'Elke Sommer (me)', 'Alessandro DENTI (Host)', 'Constance Green', and 'Heidrun'. There is a 'Raise Hand' button and a 'Speaking:' indicator.
- Chat:** A chat window is open, showing a 'Send to:' dropdown menu with 'Alessan... (Host & Presenter)' selected. Below it, a text input field contains the instruction 'Select a participant in the Send to menu first, type chat message, and send...'. A 'Send' button is also present.

The bottom status bar shows the Cisco WebEx logo, the meeting number '731 529 037', and a message 'An Integrated Voice Conference is now in ...'. It also includes icons for 'Speak now', 'Connected', and the Cisco logo.

- Click on **Yes** to participate in the audio via VoIP session and on **Unmute** to activate your microphone.



- Adjust your audio settings, if necessary:

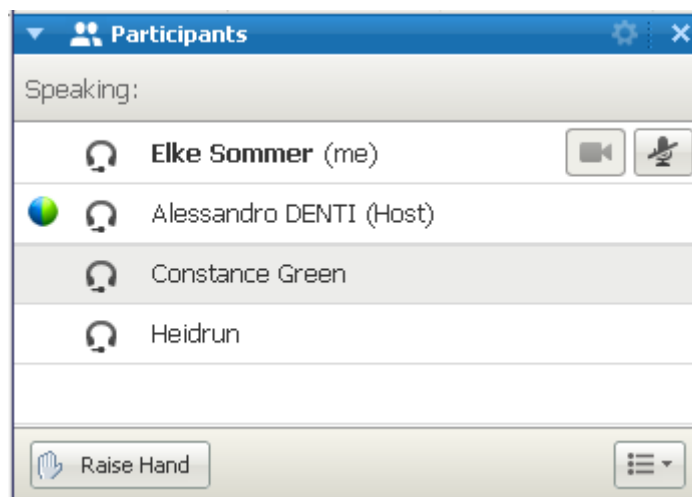


- You can adjust the audio settings or leave the audio conference any time using the Audio menu in the Meeting Window. If this is your first meeting or if you experience problems with using your headset, leave the audio conference and run the [Audio Setup Wizard](#) (see details below).

During the meeting

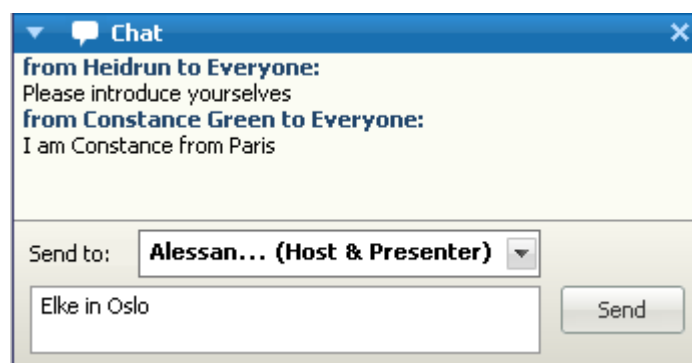
The Webex meeting window consists of an area to share content and panels for interaction between presenter and attendees. When a meeting opens, you will see at least the participants and chat panels.

Participants



- Each meeting has a participant marked (Host) and a presenter marked by the Webex balloon. A headset icon is displayed beside each attendee who has joined the audio conference. The presenter can mute an attendee, in which case the icon is followed by a red cross. You can also mute yourself, using the mute button beside your name, for example if your phone rings or there is another disturbance in your office. At the bottom of the Participants Panel is a button **Raise Hand**. If you click on the button, a hand will appear at the side of you name. Raise your hand if you have a question, wish to speak or in response to specific questions.

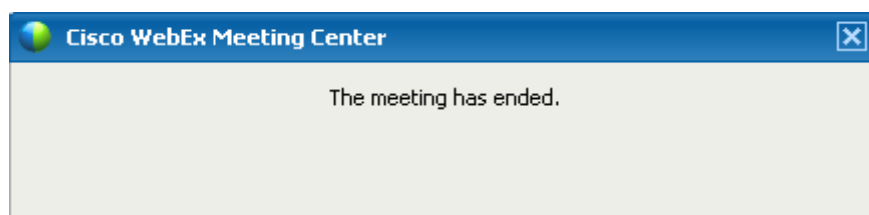
Chat



The chat window allows participants and presenter to exchange text messages. Select who you want to send the message to from the **Send to:** pull-down menu, type your text in the window below and click on **Send**.

Leave the session

You can exit any time by clicking on **File, Leave Meeting** in the Main Menu. If the host ends the session, you will see the following message:



PC setup

1. Join the Webex test meeting using this link:

<http://www.webex.com/lp/jointest/>

2. Fill in your name and email and click on **Join**.

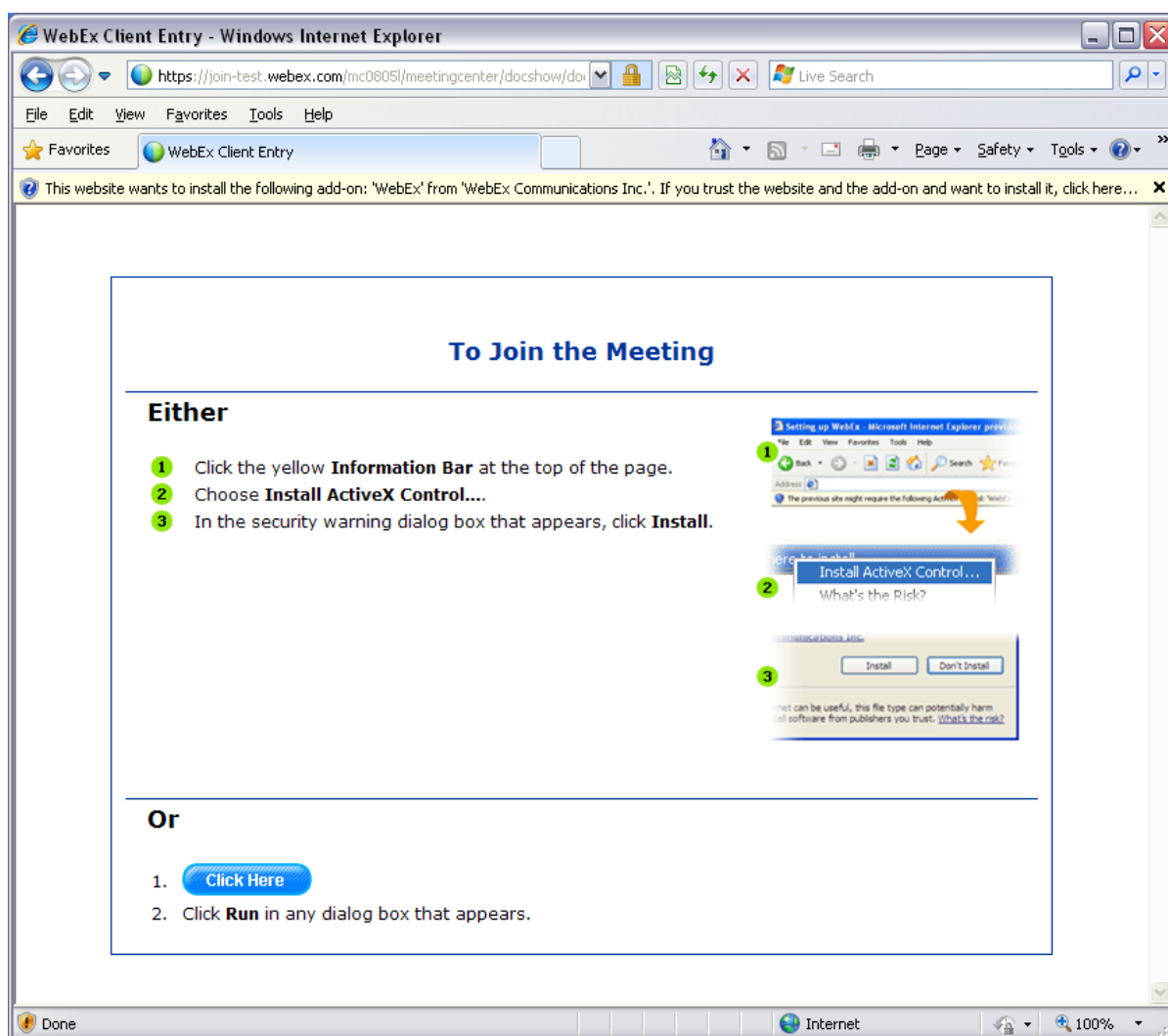
Join Meeting Test

Test your browser by joining a meeting. Please enter the information below to get started.

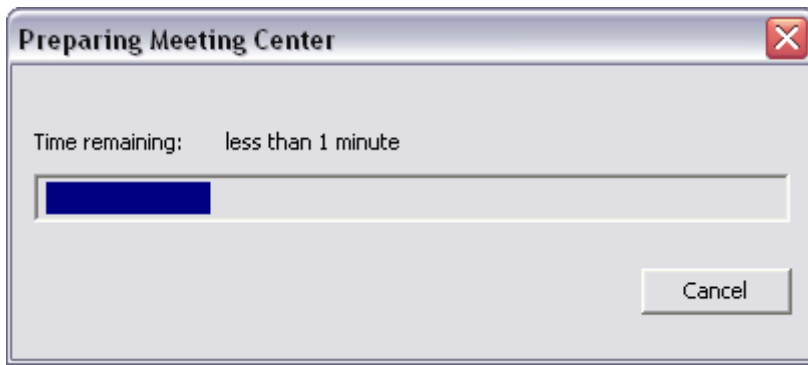
Name:

Email:

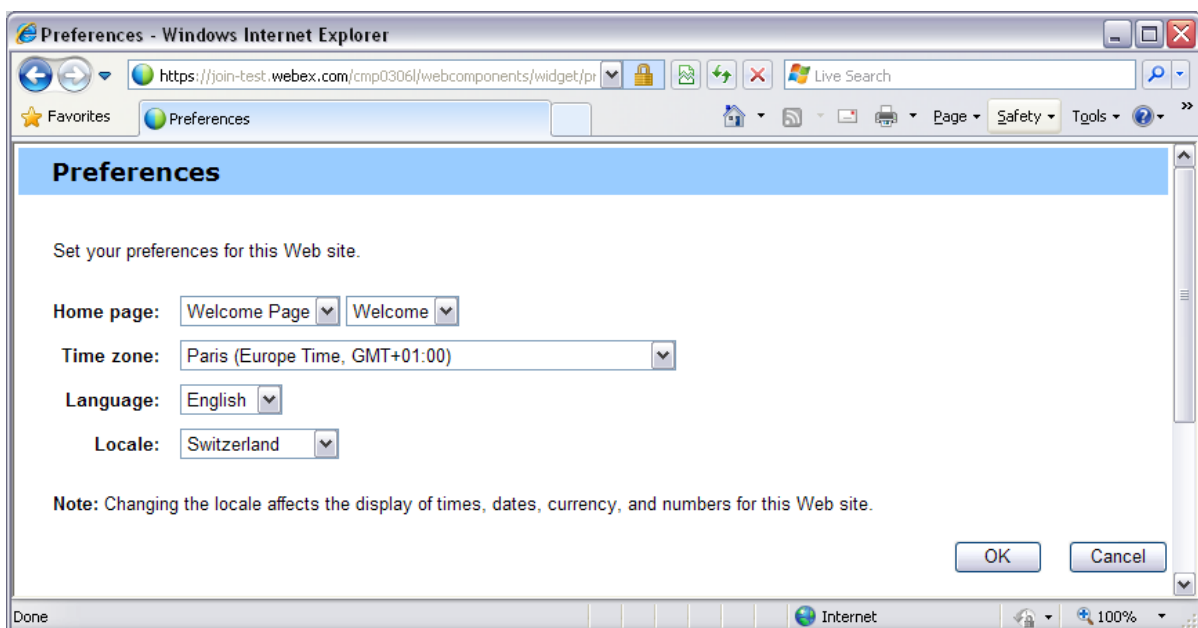
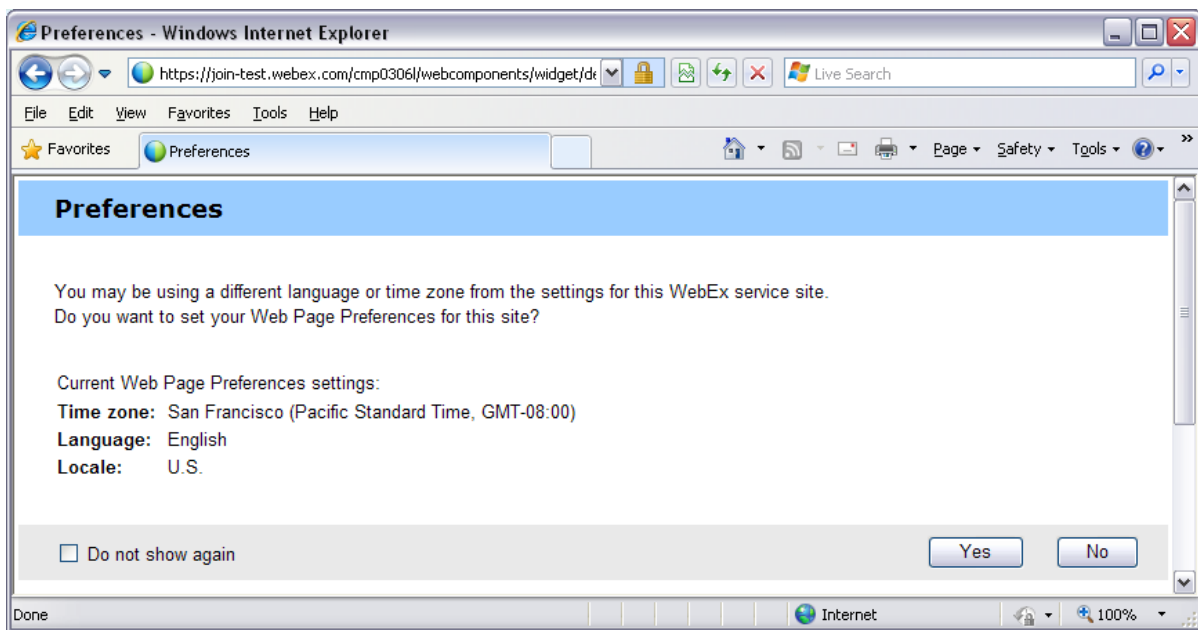
3. Follow the instructions below to install the ActiveX Control:



4. A progress indicator shows the installation of the Webex browser plug-in:



5. In the **Preferences** window, click on **Yes** to change your time zone, language and country:



-
6. If you do not see the following message, please contact the organizer for further instructions and help.

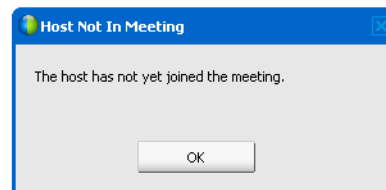


Your PC is now optimized to join and participate in WebEx meetings.

You will see a "Host has not yet joined the meeting" pop-up message.

Please click OK to close the message window.

This meeting is for testing purposes only and all in-meeting functionality has been disabled.



Audio setup

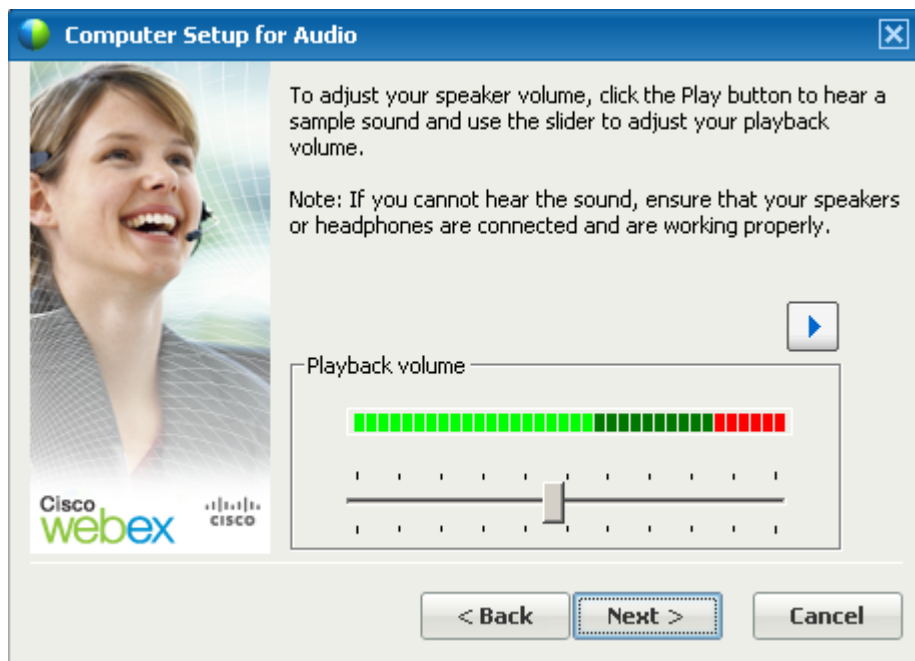
In the Main Menu, select **Audio, Computer Setup for Audio**. If this function is not available, you first need to leave the audio conference.



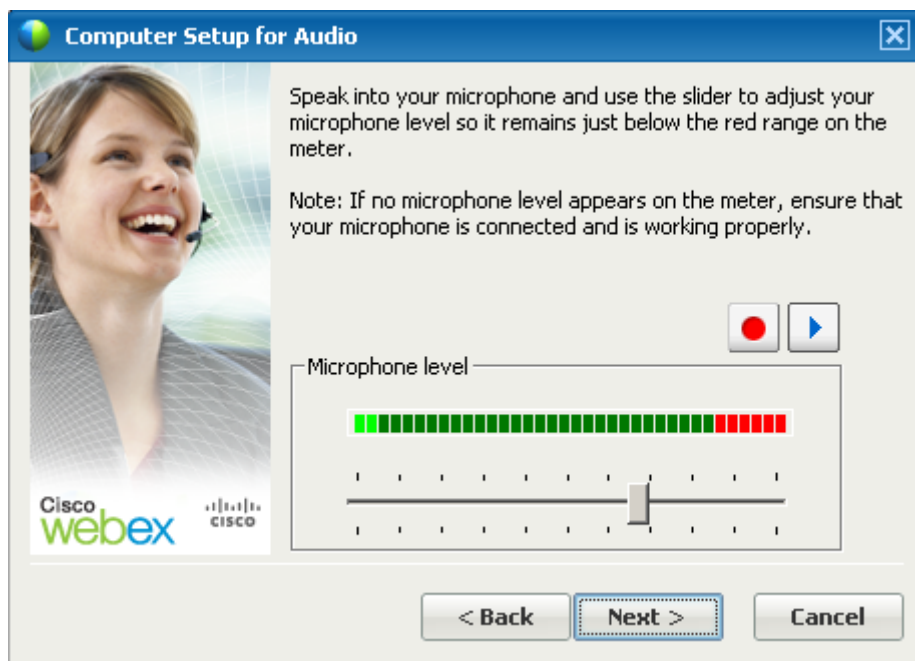
Click on **Next**



Select your headset as the preferred recording and playback device. **Next**.



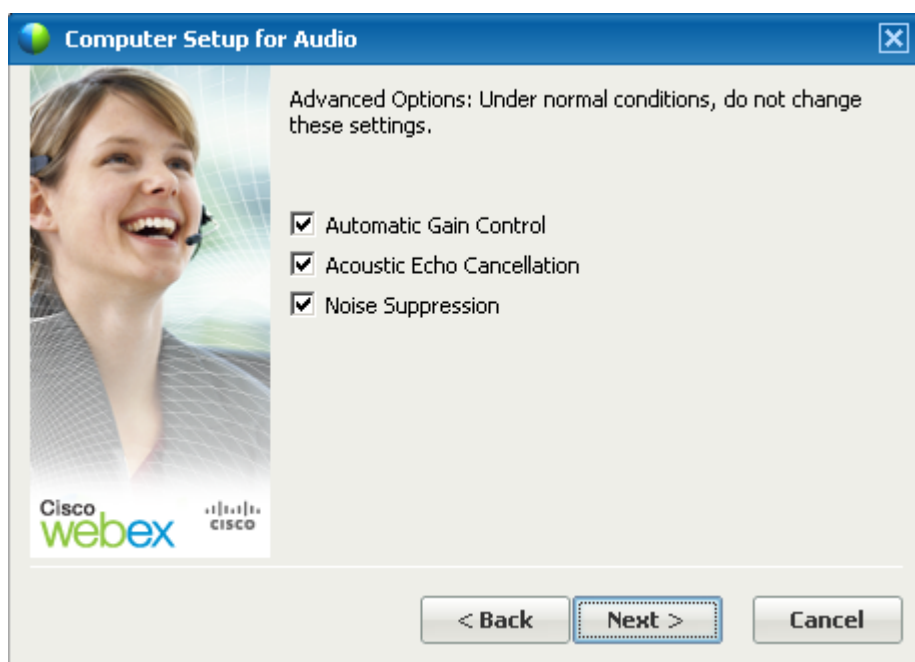
You can test and adjust the speaker volume. **Next.**



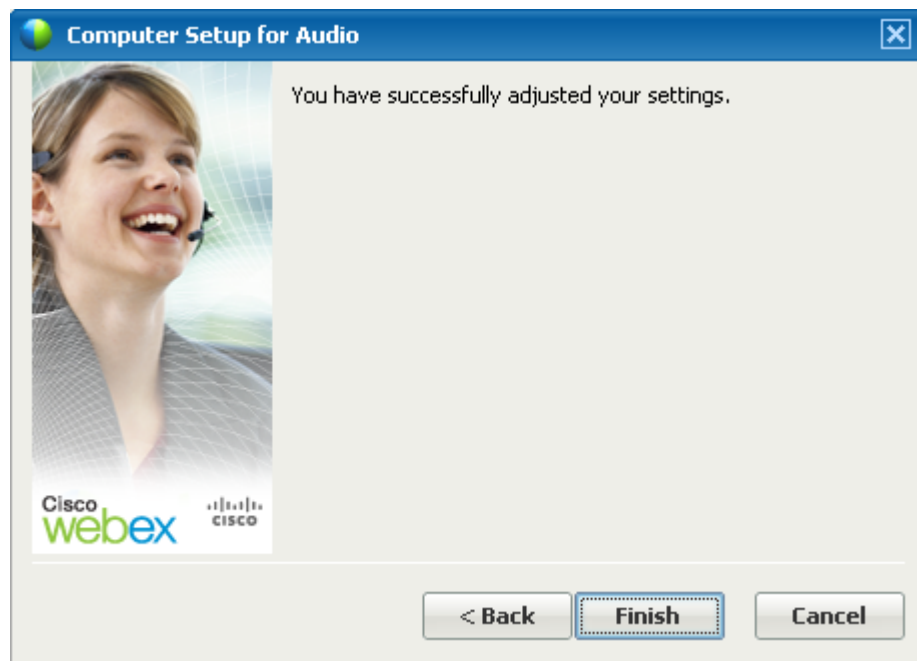
You can test and adjust the microphone level. **Next.**



Select Headphones. **Next.**



Leave the default settings. **Next.**



Click on **Finish**.