WebEx - Attendee Guide

SEPTEMBER 2020

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GETTING STARTED FOR ATTENDEES

Webex Meetings makes joining and collaborating hassle free. You can meet anyone in the world online, talk to them over the phone or your computer, see each other's video and share content.

WHAT DO I NEED TO JOIN?

- Access to PC or mobile device with internet access

- If possible, use a quiet room free of distractions where you can converse freely.

- Give yourself time to get connected to the meeting, and after the meeting is due to end in case the meetings runs on, there are questions, etc.

- Pre-install the WebEx desktop application (See installing the WebEx application)

- Minimum bandwidth requirements are as follows

    o High Definition Video: 3 Mbps (Download) and 3 Mbps (Upload)
    o Standard Quality Video: 1.5 Mbps (Download) and 1.5 Mbps (Upload)

JOIN A MEETING

To get started with Cisco Webex at CoffeeSafe, please visit the following address and use the credentials provided to you.

https://coffeesafe.my.webex.com

Alternatively, CoffeeSafe invites you to a Webex meeting and you receive an invite with instructions on how to join in an email invitation. You can click the Join meeting link to join the meeting.

You might be asked to enter a meeting password. This can be found in your email invitation.

INSTALLING THE WEBEX APPLICATION

The Webex Meetings desktop app automatically downloads on joining a meeting from a Webex site or email invitation. Follow the on-screen instructions to complete the installation.

Whilst not necessary, it is highly recommended to use the Webex app rather than the joining the meeting via the web browser as it offers a smoother and compatible experience overall.

If you want to install the app without joining a meeting first, you can also download it manually. Go to https://coffeesafe.my.webex.com and follow the download link on the page.

BASIC LAYOUT

The Webex user interface is simple. Meeting options in the center and participants and other panels on the right.

Change your **Video Layout** to control where you view video participants and panels on your screen.
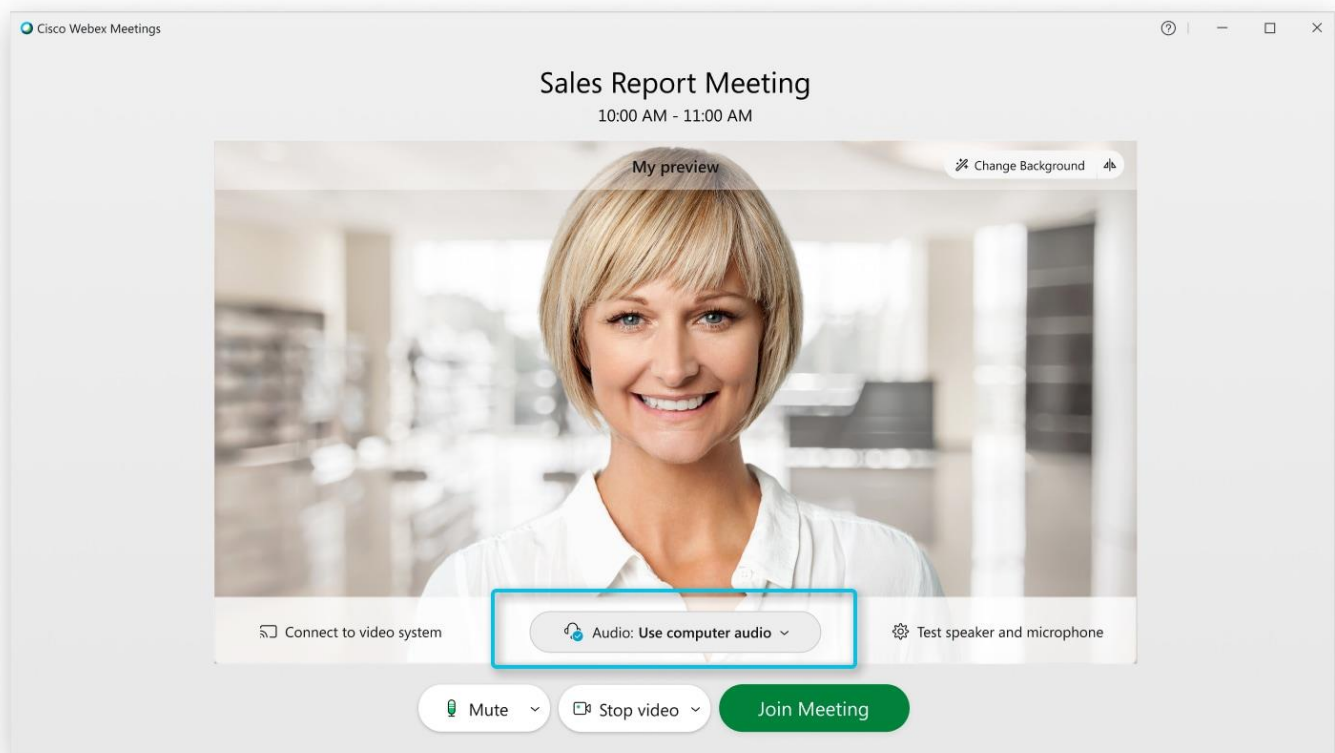
Choose **Floating Panel View** to position any panel where you want it – even on a second monitor.

Access the **Meeting Info** to get details about the meeting.

Meeting controls are easy to find at a glance.

CONNECT AUDIO

In the preview window, you can make sure your audio and video sound and look good before you join the meeting. First, choose the settings you use for audio in the meeting.

1. Click the audio connection options in the Webex Meetings app.

2. Choose how you want to hear the audio in the meeting:

   a. **Use computer audio** - Use your computer with a headset or speakers. This is the default audio connection type.

   b. You can change your headset, speakers, and microphone.

   c. **Don't connect to audio** - You won't hear any audio in the meeting through your computer or phone. Use this option if you are in the meeting room but want to use your computer to share content in the meeting.
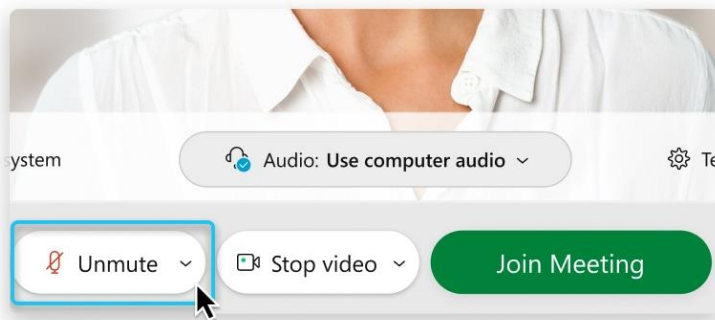
MUTE & UNMUTE AUDIO

If you want to join the meeting with your audio muted, click **Mute** 🎤 Mute ⌄ .

You'll see 🎤 Unmute ⌄ when your microphone is muted. Click **Unmute** 🎤 Unmute ⌄ when you want to speak in the meeting.
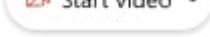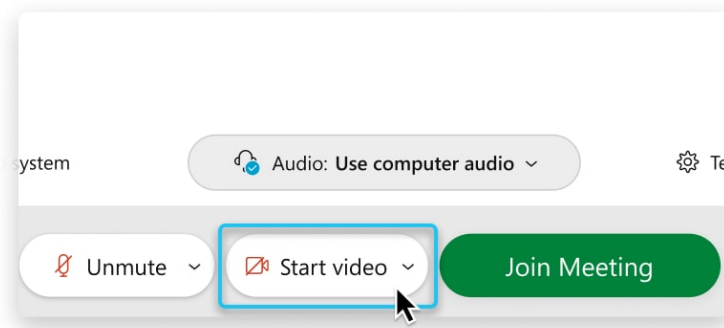
START YOUR VIDEO

Before you join or start a meeting you can choose the settings you use for video in the meeting.

If you want to join the meeting with your video turned off, click **Stop video** .

You'll see when your video is turned off. Click **Start video** when you want to show your video.

By default, your self-view video shows in mirror view. You can turn off mirror view if you want to see yourself in your self-view video the same way that other meeting participants see you.

If you want added privacy or to limit possible distractions from your video, you can use a virtual background. Click Change background, and then choose to blur or replace your background.