



Your first meeting
made easy.

How To Join Webex Meetings - Attendees

Please plan to join the meeting at least 10 minutes early if this is the first time you are connecting using WebEx.

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.

To Join a Meeting

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

You might be asked to enter a meeting password, it is in your email invitation.

When you join a meeting, the Audio and Video Connection dialog box appears. To connect your audio during a Webex meeting, you can use your phone, computer, or a video device. You can also join solely by phone, viewing the CAMPO presentation slides through the website.

If you have not used your computer for Webex before, it will be easiest to use your phone. After you click start, you will get a pop up box with phone dialing instructions.

During the Meeting

The Webex user interface is simple. Meeting options are in the center and participant lists, online chat, and other panels are on the right.

Audio & Video

If you don't choose an audio or video connection at the start of your meeting, you can select Connect audio and video to go back to the Audio and Video Connection dialog box.

During a meeting, you can stop or start your audio connection at any time. From the meeting control panel (typically in the middle of the screen), you can select Mute and Unmute to turn your audio on or off. Similarly, you can select Switch camera device or stop my video and start my video to turn your video on or off.

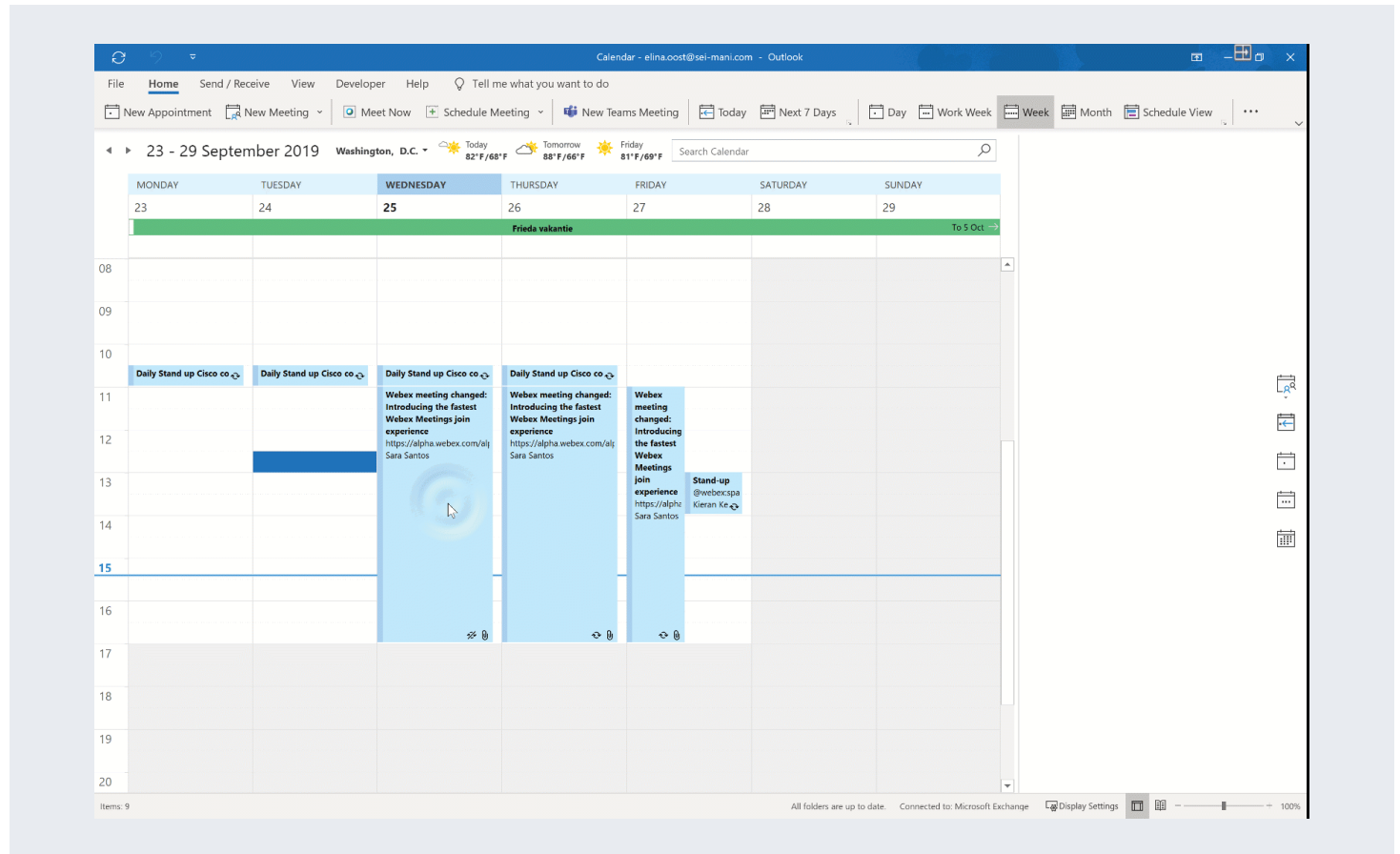
Join the Webex meeting from your browser:

Step 1

Click **Join Meeting** either from the calendar invitation or the weblink sent from the meeting organizer.

Step 2

View your video preview before joining the meeting. Once ready, **Click Join meeting.**



Audio best practice

Join from a quiet place

If you have a very noisy background, participants will struggle to hear you clearly, so try to join from a quiet location. This is especially important if you are the presenter.

Mute yourself

Muting your audio is a good way to prevent unwanted sound from your environment disturbing the meeting. Sounds such as keyboard strokes, breathing, and background chat maybe more audible to other participants than you realize. Click or tap your microphone icon to mute.

Use a good headset

The best audio experience is achieved with a good internet connection and a good quality headset.

Earphones can be used but tend to pick up a lot of background noise, so they are not recommended.

When using a headset, place the microphone in front of your chin, not in front of your mouth, to avoid heavy breathing sounds.

Have one audio source

If you and your colleagues are planning to join a Webex meeting from the same meeting room, it's best for everyone to join the web part of the meeting individually from their computers. However, only one audio connection should be made to avoid feedback and echoes.

Designate one person to join the Webex meeting with audio either by dialing in using a phone or by connecting via their PC. Other participants in the same room should join the Webex meeting, and turn on their videos but not connect to audio.





Video best practice

Find your light

Good lighting can make all the difference: too much light behind you can make it look like you're in witness protection, whilst too much light in front can wash you out or create strange shadows. Get it just right by adjusting your curtains or blinds and having a warm light on your desk.

Get your angles right

Position your camera just above eye level. This gives a warm, open look. You might also want to place the camera slightly left or right from your face so that you appear from your favorite angle.

What's behind you

Think about what's behind you and in the view of the camera. Clear the clutter and create a backdrop that the people you are meeting with will enjoy seeing. Your background is a great conversation starter and a window to your personality. Don't want to reveal too much? You can buy pop up screens to hide anything you don't want others to see.

In a group meeting?

When joining a Webex meeting with a group of people from a meeting room (if not all participants are able to join the web part of the meeting using their laptops), ensure the video camera is directed at the room at large instead of one person. This will make it easier for others to follow the discussion.

Joining audio from your computer

The Use computer for audio option allows attendees to join audio over the internet

1. Make sure your headset is plugged into your computer.
2. Select the Use computer for audio option by clicking the button down in the middle of the interface.
3. Click the option on the bottom right corner of the meeting window to change the settings.
4. Select your headset under Speaker, in the drop-down list.
5. Click Test to check you hear the jingle through your headset.
6. Select your headset under Microphone, in the drop-down list.
7. Click Join Meeting.

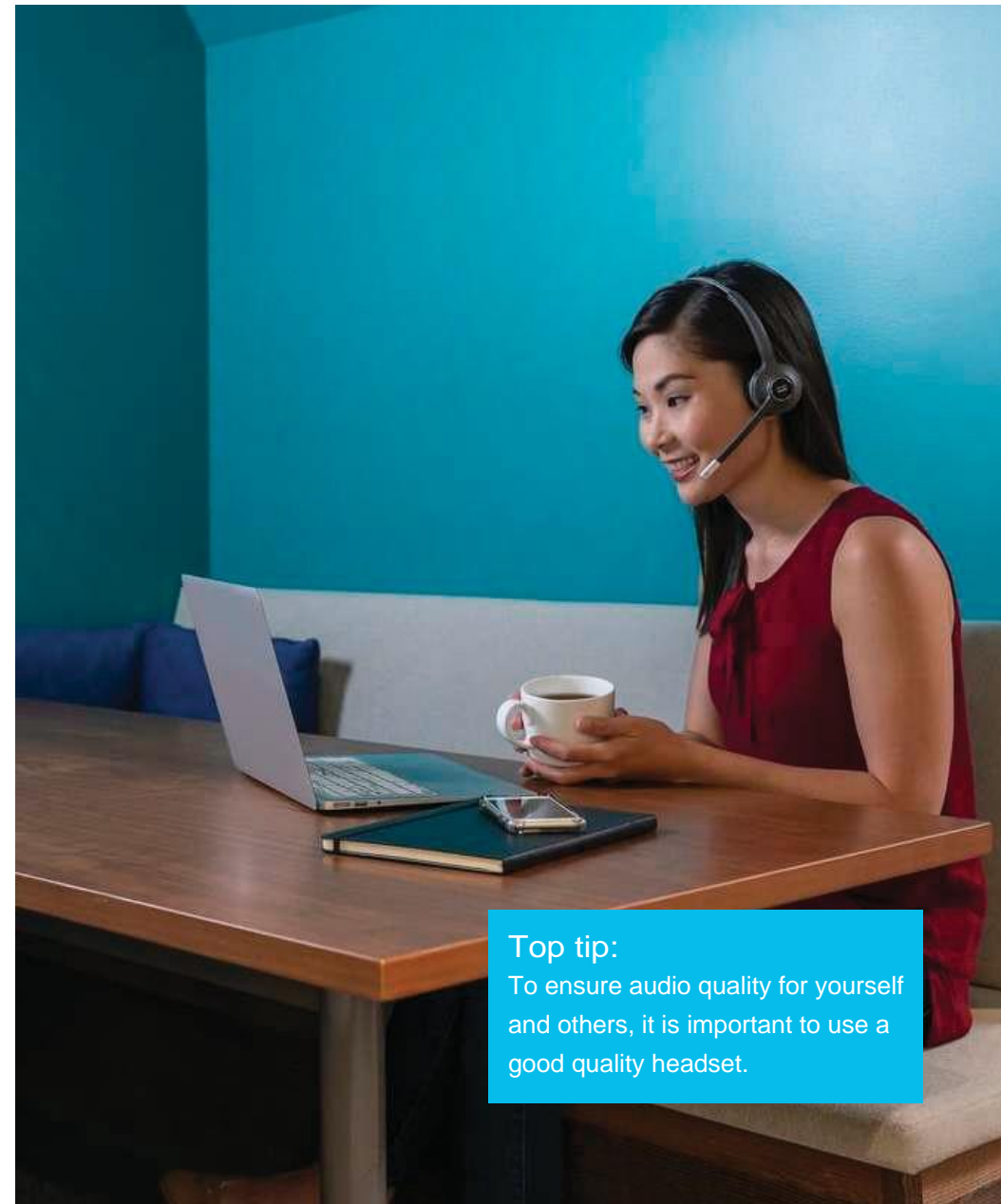
Problems when using the computer for audio?

If you do not hear any sound, make sure:

- The headset is plugged in.
- To turn up the volume.
- To test the headset in another USB port.
- That the correct device is selected in the list.

If others do not hear you (well), make sure:

- The correct device is selected in the list.
- The microphone is not muted (there might be a button on the device itself).



Top tip:
To ensure audio quality for yourself and others, it is important to use a good quality headset.