Quick Start Guide - Joining a WebEx Meeting

Joining a WebEx Meeting

- Click on the "join the meeting" from the WebEx meeting invitation email.

- A browser window will open.
  - Click "If you are the HOST, start your meeting."
  - If you are **not** the HOST, enter Your name and Email address then Click "Join." (*Recording* option is **NOT** available to Participants).

- Once you start your meeting "Connect to Audio *(Please see next page)*"

Use this button to
Connect to Audio

Audio Connection

↳ I Will Call In

☏ Call Using Computer
Change settings

Cisco WebEx Meeting Center

File Edit Share View Audio Participant Meeting Help

Quick Start   Meeting Info   ⊕ New Whiteboard

Use this button to
View Participants

Use this button to
Chat

Use this button to
Take Notes

Participants   Chat   Recorder   Notes

Use this button to
Record

Participants

Speaker:

D7   Division 733 (Host

Test Meeting

Host: Division 733
Meeting number: 598 342 045

◉ Record   ⊗ End Meeting

☏
I Will Call In
More Options

Use this button to
Share Screen or Application

⬆
Share Screen
More Options

👤+
Invite & Remind
Copy Meeting URL

Audio Connection
Your microphone will be automatically muted when you connect.
*6 to Mute or #6 to unmute

For technical assistance, contact **NIST - ELDST** Meeting Support:
help@el.nist.gov or 301-975-8146

Quick Start Guide - Connect to Audio

If you select "I Will Call In"

- Call the conference meeting number

- Enter the access code (Conference Code)

- **** Important **** Once you have connected to the meeting, **enter your Attendee ID** (you will not be prompted). This links your call-in user number to your display name in WebEx (Fig. 3)
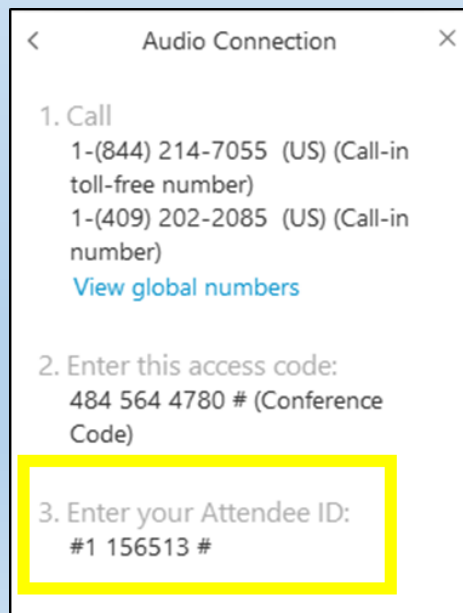

Fig. 3

If you select "Call Using Computer"

- Follow the prompts to download and install the WebEx audio browser plugin (see Fig. 4)

- The plug in will download to your browser (Fig. 5)

- Follow the prompts to install Reservationless-Plus VoIP (Fig. 6)

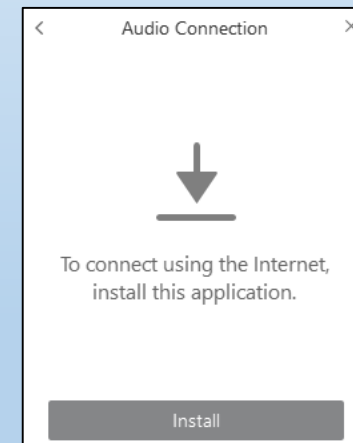- Allow the program through the firewall if prompted (Fig. 7)
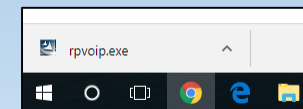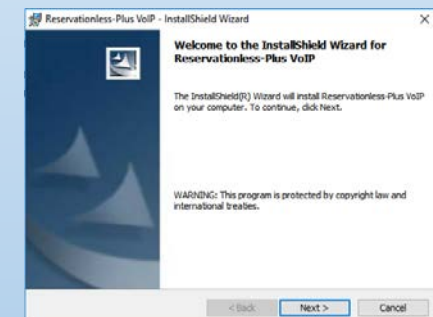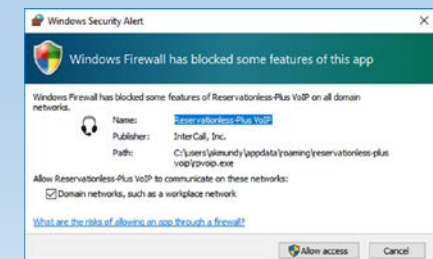

Fig. 4

Fig. 5

Fig. 6

Fig. 7

Before Joining a WebEx Meeting

GETTING READY

- **DON'T** wait until the last minute to join the meeting.

- **DO** set up your devices prior to the meeting (speakers, microphone, and camera).

- **DO** test your connection by going to http://www.webex.com/test-meeting.html.

- **DO** minimize distractions. Close other computer programs and browser tabs. Connect from a quiet location.

- **DO** consider your camera presentation. Ensure you have good camera angle and adequate lighting.

- **DON'T** sit in front of a window or other bright source of light.
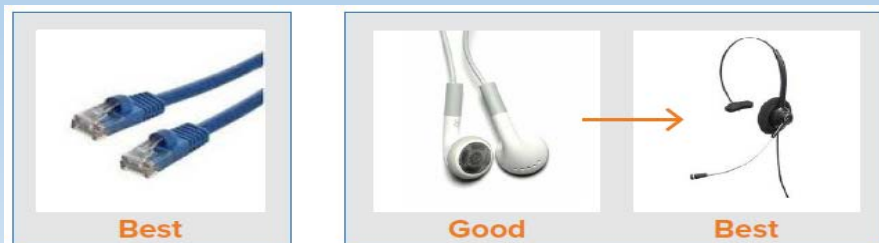
CONNECTING FROM A COMPUTER OR MOBILE DEVICE

- **DO** use wired internet connection, if possible, instead of wireless for best connection.

- **DO** use a headset, earbuds with mic, or headphones and computer mic to avoid echo.

- **DO** mute yourself when not speaking. Coughs and keyboard clicks are louder than you think.

- **DON'T** introduce multiple audio sources into your call. If connect with a mic and speaker on your computer, there is no need to dial in by phone too.

- **DON'T** use external speakers if possible. They can cause echo by feeding back into your microphone.

- **DON'T** use the speakerphone option when connecting to audio by telephone. Not all phones have built-in echo cancellation. Using a speakerphone can result in a poor audio experience.

For **technical assistance**, contact NIST - ELDST Event Support: help@el.nist.gov or 301-975-8146

Best

Good   Best