samsi
NSF·Duke·NCSU·UNC

Webex and Audio Instructions for Working Group Members

1. Go to the email invitation that you received announcing the meeting, or go directly to WebEx: https://samsi.webex.com

2. Click on the link for the meeting you want to join**:**
   - If requested, enter your name and email address.
   - If a password is required, enter the meeting password (from the email invitation.)
   - Click "Join" to connect to the Webex meeting.

3. The first time you use WebEx, the Meeting Manager will run and it will take about a minute to setup.

4. After logging into the meeting, you should be seeing the SAMSI meeting screen or the screen of the presenters. WebEx can run slowly on Unix machines.

5. If you are having trouble with WebEx visit https://samsi.webex.com/mw0401lsp13/mywebex/default.do?siteurl=samsi

6. You can learn more about WebEx by visiting the Webex training center at https://help.webex.com/welcome. or by downloading User Guides (https://samsi.webex.com/mw0401lsp13/mywebex/default.do?siteurl=samsi)

7. Audio:
   a. If the meeting is scheduled as a VoIP meeting, you will need a working microphone/ headphones/speaker on your computer. To avoid background noises, please keep it on MUTE at all times, unless you are speaking.

   b. If the meeting is dial-up, it is necessary to **separately call** into the given teleconference phone number (from the email invitation.) When calling in:
      - Do not use a computer microphone or a speaker phone; this causes severe feedback in the system;
      - Handheld landlines, headphones, and cell phones are fine.
      - If cost of telephone calls is an issue, consider using either Skype or JaJah to place your calls to the conference line; these are virtually free within North America, and (for example) only cost roughly 2 cents and 3 cents per minute, respectively, from Europe.
      - Please dial no earlier than 5 minutes prior to the start of the working group meeting.

8. If you need help with the Teleconference line please contact the Working Group Webmaster or Sue McDonald, sue@samsi.info (919)685-9359.