webex™

user guide

Scheduled meetings, up to 150 participants.

Contents:

Join a meeting from Google Calendar:

1. Click **Join WebEx.**
This will take you to a secondary page.

2. On the Meeting Information page, enter any requested information.

3. Click **Join.**

Set an alternate host:

Ensure that your WebEx meetings can start even if you are delayed, by assigning an Alternate Host.

1. Create a new WebEx meeting in **Google Calendar.**

2. Next to Alternate hosts click **Add a Host.**

3. Enter a name or email address.

4. **Save** event.

Find original host's Leader PIN:

1. Open roche.webex.com

2. Select **My WebEx.**

3. Select **My Meetings**.

4. Search for the meeting you want to start as an Alternate Host.

5. Click on the meeting title.

6. Expand the **More Information** drop down.
    This is where the Leader PIN is located.

7. Start the meeting.

Change a recurring WebEx Meeting:

1. Open the calendar event and remove WebEx details.

2. **Save.**

3. Reopen the calendar meeting and add new details e.g. new date/time.

4. Add a new WebEx to the meeting.

5. **Save** and update participants.

Troubleshooting:

Participants appearing as Call-in 'User 1' etc. :

Remind participants to enter their Attendee ID on their telephone when connecting audio.

Call-in participant can't unmute:

Dial **#6** on your device.

Noise or echo?

Mute everyone using the WebEx participant menu.

If in a conference room, other participants in the room must not connect to audio. Simply use the in room speakerphone.

In-call assistance:

* Dial ***0** for Operator help in the conference.

* Dial **00** for individual Operator assistance.