# WebEx User Guide

Steps to join the meeting:

1. **Participants should copy full url/Link or type full url to initiate the meeting** .
2. For laptop open the link on a browser, for phone/pad open it using WebEx app and enter your name and email address at the next screen.
3. Under Select Audio Connection, select whether you want to call in to the conference call or use your computer's audio. Note: It is best to only use computer audio when you have headphones and microphone.
4. Under Select Video Connection, select No Video, unless you specifically want to share video of yourself with other participants.
5. Click Join and you will be joined to the meeting.
6. **Concerned people who are invited for meeting should participate in Webex meeting**

Icon Guide
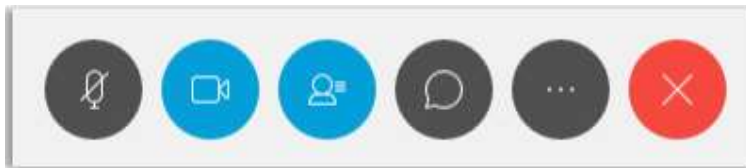
From left to right the icons denote the following:

- Mute/Unmute your microphone
- Turn Camera Off/On
- Show/Hide the Participants panel
- Show/Hide Chat panel
- More Options: Show/Hide Note panel, copy the meeting link, adjust audio connection
- Leave meeting

Audio Options

WebEx offers following Audio Options to connect. If you are facing issues in the default audio connection, kindly use the other options.
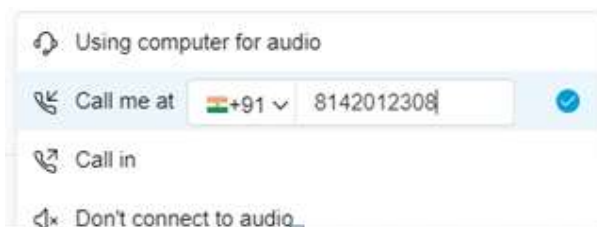
Call Me: You can ask WebEx to call you. You will receive a call and may be prompted to press 1 to connect.

Call In: Call in to the conference number listed in the invitation, enter the meeting access code followed by #key, and again confirm using # key.

Using Computer for Audio: This will use default system mic and speakers. If you are using headphones or external mic kindly select the same while joining. **We recommend using headphones if possible.**

Do's and Don'ts:

Do's	Don'ts
1. Join the meeting earlier to ensure testing. Testing shall start almost 2 hours before the VC. Please join and test your audio/video and keep the setup ready at least 30 min before the VC, ---Testing will be closed 20 min before commencement of meeting and participation in the meeting will blocked.	1. **Don't wait for last minute as it is difficult for NOC to organize testing for late participants. If we get any noise/disturbance from your location we shall be forced to mute**.
2. Please keep your microphone muted. Unmute only when you desire to talk or when you are addressed. The icon turns Red when it is muted and is black when unmuted.	2. Do not leave the mic unmuted. It creates disturbance for all users and no one is able to talk or listen properly.
3. Give your correct name and email address while joining the VC. It helps us in identifying your location and resolve the issues you are facing.	3. Do not Give random names or abbreviations or leave the field blank. We see users joining with names like HP or Desktop which gives a very bad impression among senior officials. NOC cannot change display names on WebEx.
4. Join only from single device. (as multiple logins from same place will create an echo) It may be a phone/laptop/desktop/Pad etc.	4 **Do not join from more than 1 device to test. It creates an echo or audio loop(howling sound) and all locations are disturbed.**
5. Please check your camera and ensure proper view is coming. Keep the viewing angle proper for laptop by adjusting the flap.	5. Do not keep the device too close or too far away.
6. Test your WiFi speed by visiting the site: speedtest.net. App is available for phone/pad users. Please ensure a good broadband connection with a speed of at least 10 Mbps.	6. Avoid using dongles/hotspots as these are very unreliable. If you are facing network issues please inform NOC and join the audio via your audio call.
7. Close all other applications on your device. Only webex should be running. Your device has a limited RAM and there should be enough available for webex to ensure that application doesn't hang.	7. Do not Run multiple applications like Word Processors/Music players/PDF readers etc during meeting.
8. Ensure that the location is free from background noise, background movement etc. Keep your phone in silent mode if possible.	8. Do not keep distractions near the device. Avoid rustling papers, eating noisy foods or making other distracting noises in the background.
9. Participants joining through WebEx should connect using Headphones as it restricts the other voices in the room.	