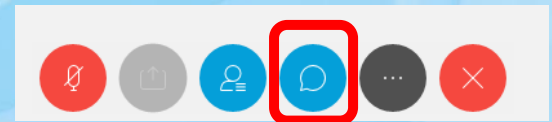


IEEE *{List name of Meeting}* Virtual Meeting DD MMMM YYYY

The teleconference will begin at {List Time} {(List GMT)} {List Time Zone}

All audio lines are muted upon entry.

For troubleshooting, please use the chat feature.



Join Meeting via WebEx

INSTRUCTIONS:

For joining meeting via WebEx and some best practices on use of tool

How to Join and Participate in a Virtual WebEx Meeting

Helpful Tips and Guides

1

Visual

- Refer to Meeting Credentials sent –
Was provided in either email or calendar invite format with details to join
- 1st click on the url to Join Meeting
Then follow below steps to connect to audio

2

AUDIO

- *Select an Audio Connection of Choice*
 - *Call Me*
 - *I will Call In*
 - *Call Using Computer*

3

You've joined the webinar (audio and visual)

Refer to the below for some features and icons

- Upon entering the webinar,
 - **MUTE** line; if not already muted
 - Use **CHAT "Send Host"** for technical questions
 - Use **Q&A** to ask questions of the speakers
- Additional features available - click to use
 - Mute/Unmute Your Line
 - View Participants List

Teleconference (Webex) Join Options – Visual Connection

- ▶ Refer to meeting credentials sent
 - Use link to join meeting



Event Information:

Event status: Not started

Date and time:

Duration:

Description:

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

Join Event Now

You cannot join the event now because it has not started.

First name:

Last name:

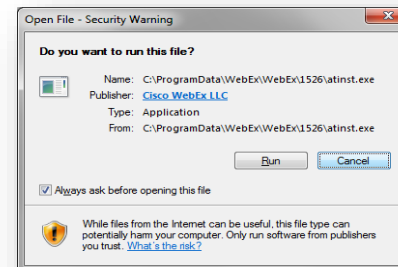
Email address:

Event password:

Remember me on this computer
([Clear my information](#))

[Join by browser](#) **NEW!**

If you are the host, [start your event](#).



NOTE: A WebEx plug-in may appear when you try to join.
If you're prompted to run WebEx application, please do so.

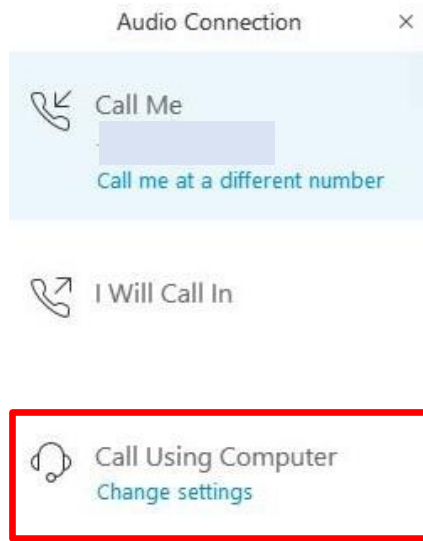
Teleconference (Webex) Join Options – Audio Connection

Call Me – Preferred Option



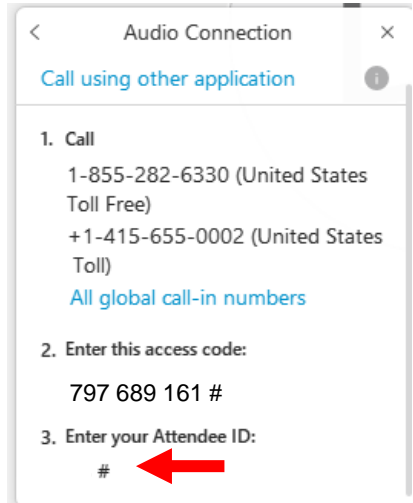
Select country and enter your phone number

Call using Computer



Call Using Computer
Change settings

I Will Call In



Remember to enter in Attendee ID#
This will ensure your name appears on the participant list

Teleconference (Webex) – icons & features

Mute / Unmute

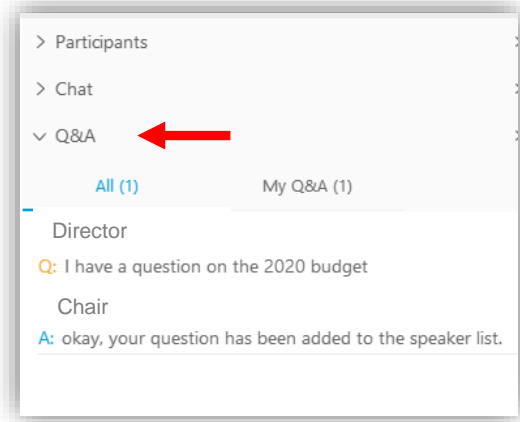
Lines will be muted upon entry

Technical support will:

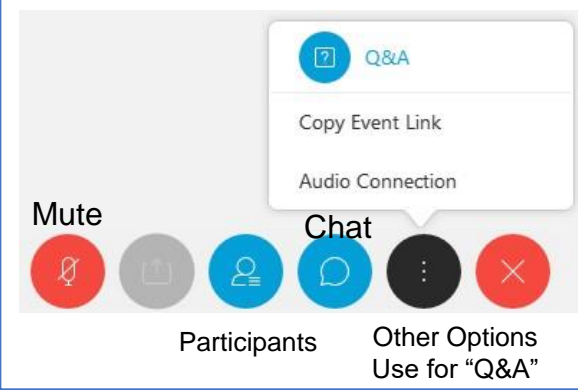
- Unmute lines during discussion, after you "Raise your Hand"
- Manage unmuting of your individual lines for Q&A and motion(s)

Questions

Enter in Q&A



Tool Bar Icons



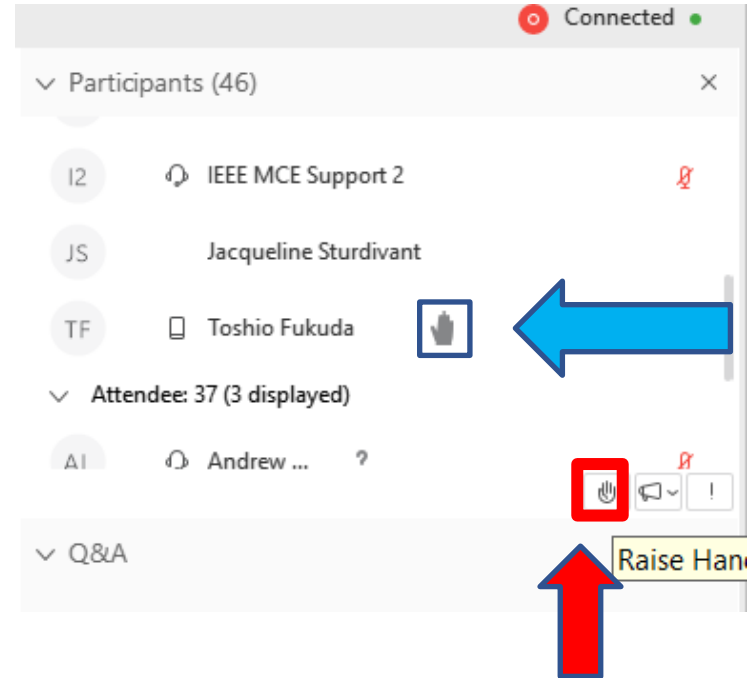
If you are not on Webex interface (i.e. on audio only), lines will be unmuted during discussion to address your comments and questions.

Teleconference (Webex) – icons & features

Use Raise Hand Feature to Request to be Unmuted to Speak

▣ Raise Hand

- Click on “**Raise Hand**” button
- **Hand icon** will appear next to User Name
- We will un-mute your line to speak
- After you speak,
 - click on “Raise Hand” button so icon is removed from your name
 - After, be sure to click again to remove hand



Presenters – how to advance slides

INSTRUCTIONS:

For Presenters to advance slides

Presenters – How to Advance Slides in WebEx

- ▶ When time to present...
Once you share your presentation
 - Click on slide
 - You will **see slide # and arrows**
 - ways to advance
 - **Click on arrows to advance**

