

Webex – Basic instructions for participants

Here we will show the steps you should take in order to successfully join the meeting you were invited to. You can join a meeting from your computer, mobile device, phone, or a video system. Pick the one that works best for you.

We will also explain how you can share content with other participants through the platform during a meeting.

** Check-out the last page of this document to find a series of good practices to follow to make the best of your experience.

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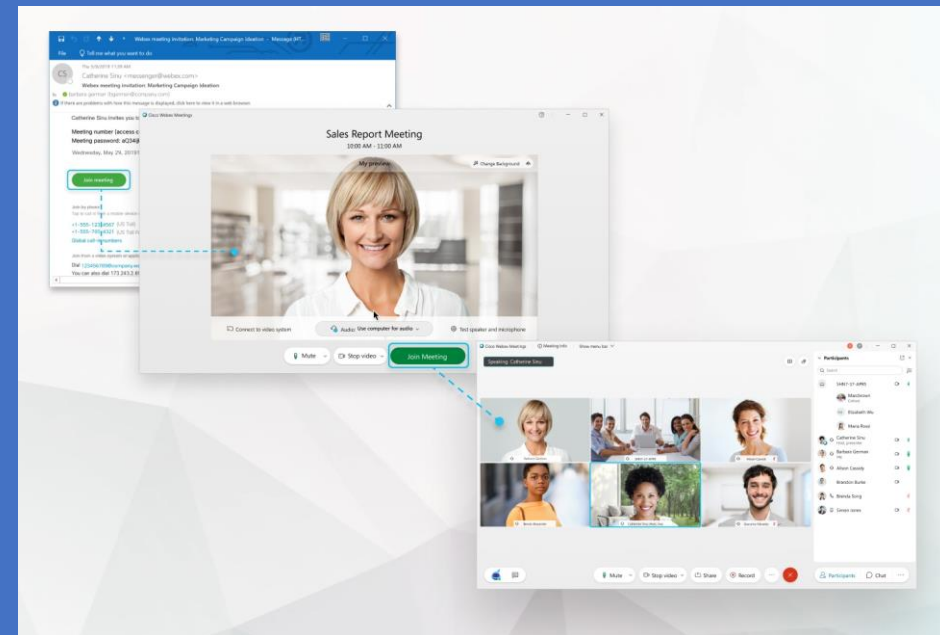
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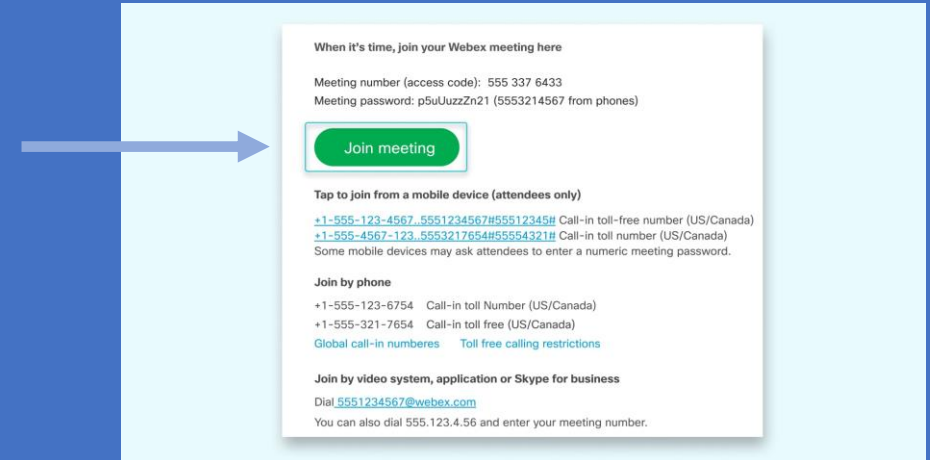
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Steps to join a Webex meeting from a **computer**:

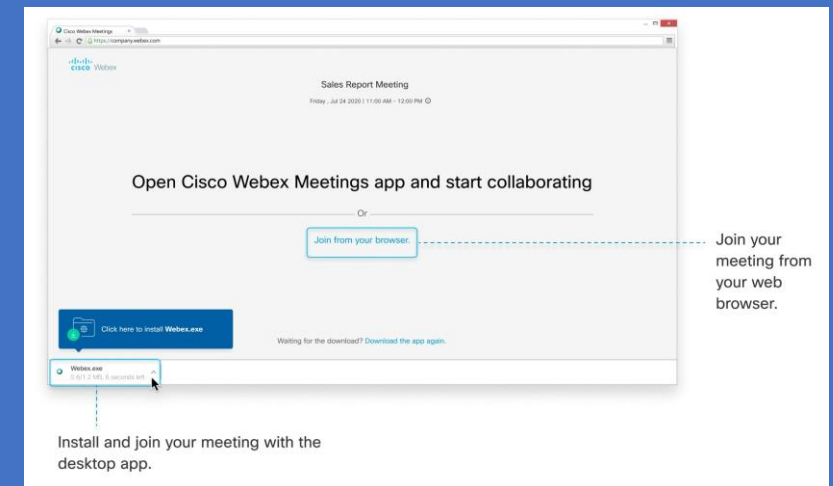
1. Open your email invite, and click Join meeting.

- If you had to register to attend the meeting via the Webex registration form, you will receive an automatic invitation email and a calendar invite.
- If you received the invitation directly from an IOSCO contact and not from Webex, look for a calendar invite attached. You may open it and save it to your calendar.



2. If this is the first time you're joining a Webex meeting, Webex automatically downloads the app.

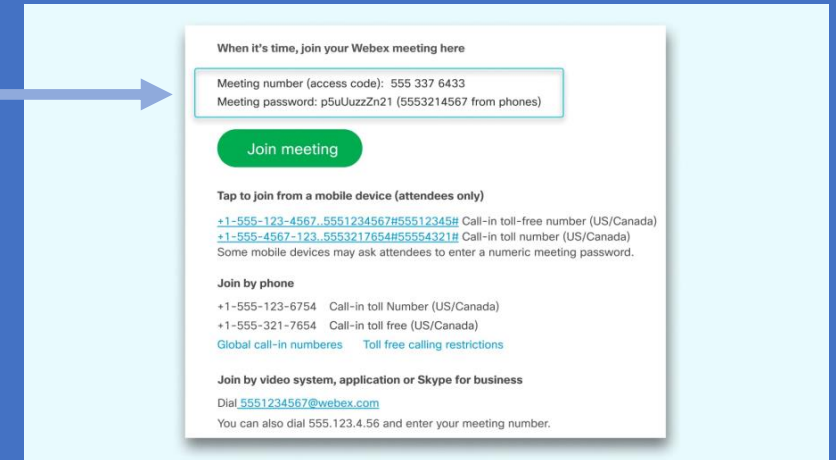
- If you don't want to install anything, click **Join from your browser**
- Click the installer file to install the app.
- If the automatic download didn't work, click **Download the app again**.



3. Enter your name and email address, and click Next.

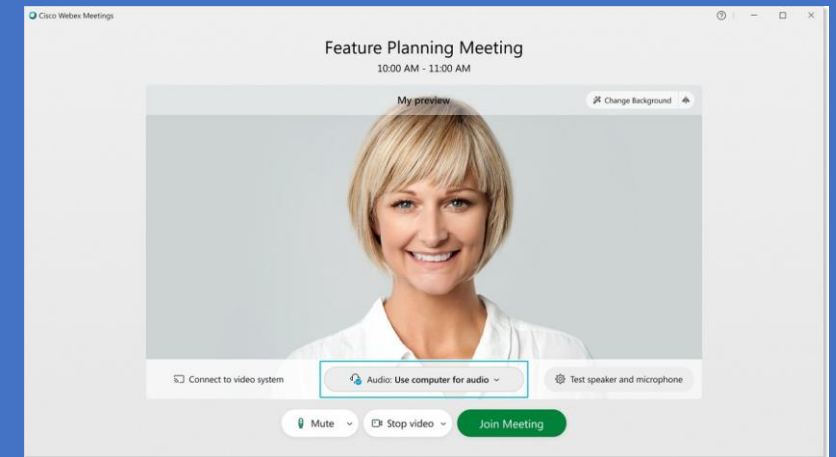
Steps to join a Webex meeting from a **computer**:

4. If you're asked for a meeting password, enter the meeting password - it's in your email invitation - and click Next.



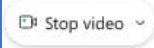
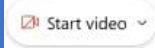


5. In the preview window, you can make sure your audio and video sound and look good before you join the meeting. First, choose how you want to hear.

- **Use computer audio (default)** – Use your computer with a headset or speakers.
- **Call in** – If you prefer to use your phone for audio, dial in when the meeting starts. A list of the global call-in numbers is available in your meeting invite. Choose this option if your Internet connection is slow.
- **Don't connect to audio** – Use this option when you need to join a meeting and share content, and don't need audio. For example, you're in a conference room with your team, or someone already connected to the meeting from a video device.



Steps to join a Webex meeting from a **computer**:

6. Choose whether or not you want to have your video and microphone turned on before you join.

- Click Stop video  or Start video  to turn your video off or on.
- Click Mute  or Unmute  to turn your microphone off or on.
- To connect to a compatible video device, click Use video system.

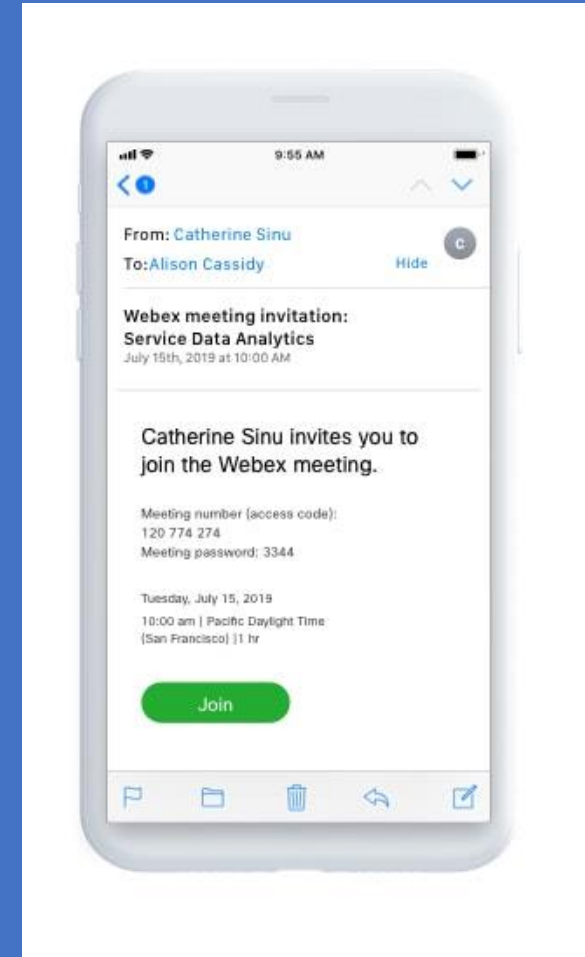
7. Click [Join Meeting](#).

8. For more information, [click here](#) to watch a video that walks you through how to join a Webex Meeting

Steps to join a Webex meeting from a **mobile device**:



1. Tap Join meeting in your email invitation when it's time to join the meeting.
2. Tap Download to install the Cisco Webex Meetings app and join the video conference.
3. Tap Open after the is installed and accept the Terms of Service and Privacy Statement.
4. Enter your name and email address, then tap OK.
 - If necessary, enter the meeting password — it's in the email invitation — and tap **OK**.
 - When the Webex Meetings app opens, your video is turned off by default. Tap **Start video** to preview how you'll look to others before you join the meeting.



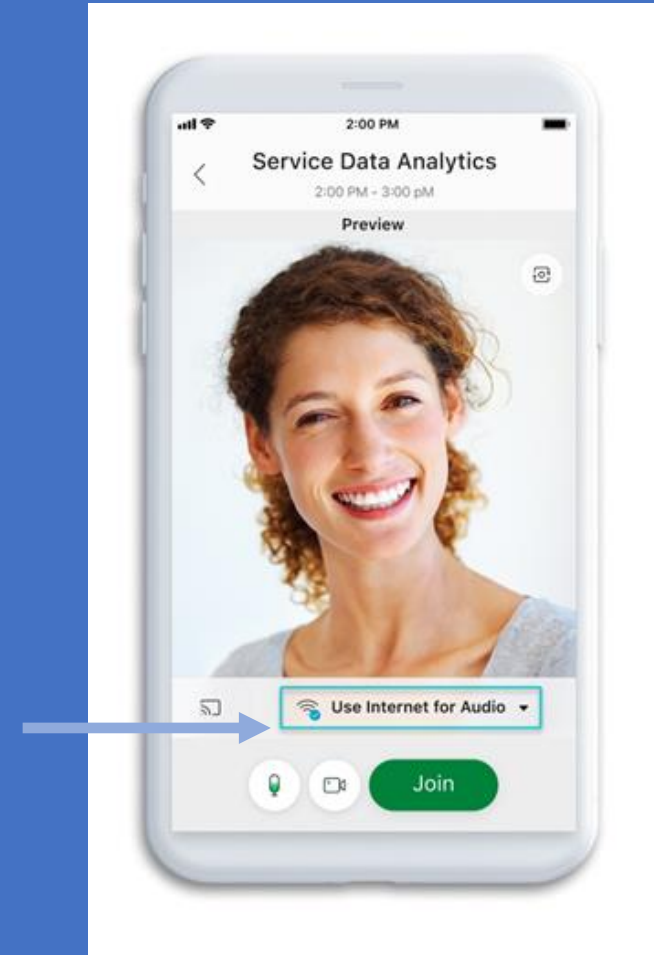
Steps to join a Webex meeting from a **mobile device**:

5. Change your audio and video settings before joining your meeting.

- **Use Internet for audio** (default) – Use your phone with a headset or speakers.
- **Call in** – If you prefer to use your phone for audio, dial in when the meeting starts. A list of the global call-in numbers is available in your meeting invite. Choose this option if your Internet connection is slow.
- **Don't Connect Audio** – Use this option when you need to join a meeting and share content, and don't need audio. For example, you're in a conference room with your team, or someone already connected to the meeting from a video device.

6. Click **Connect to a device** to join the meeting from a compatible video device.

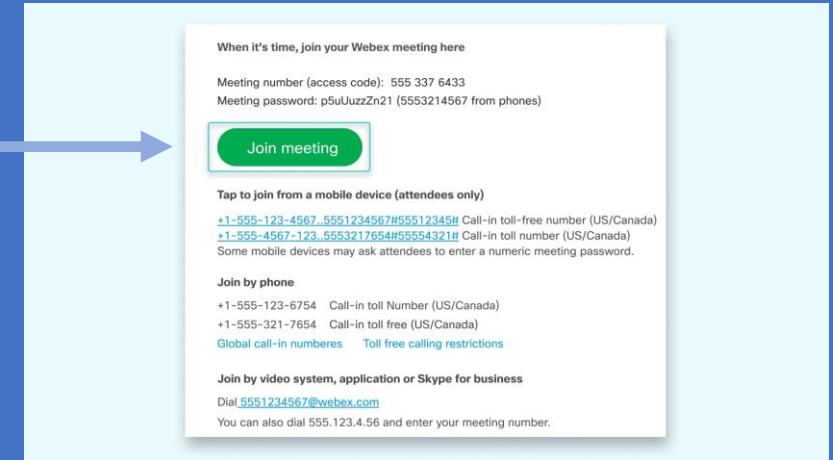
7. Tap Join.



Steps to join a Webex meeting from a **web browser**:

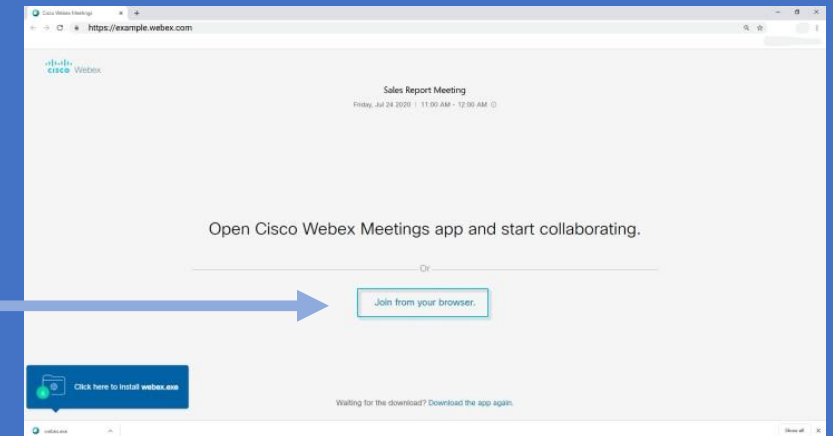
1. Open your email invite, and click Join meeting.

- If you had to register to attend the meeting via the Webex registration form, you will receive an automatic invitation email and a calendar invite.
- If you received the invitation directly from an IOSCO contact and not from Webex, look for a calendar invite attached. You may open it and save it to your calendar.



2. Webex starts preparing to connect you to your meeting. If you join from a Windows computer or Mac, click Join from your browser. If you join from a Linux computer or Chromebook, you won't be prompted to install anything. The meeting simply opens in your browser.

- You may see a meeting details page load, instead. If so, click Join Meeting.
- If prompted, allow your browser to access your camera and microphone in order to see and hear what's going on in the meeting.



Steps to join a Webex meeting from a **web browser**:

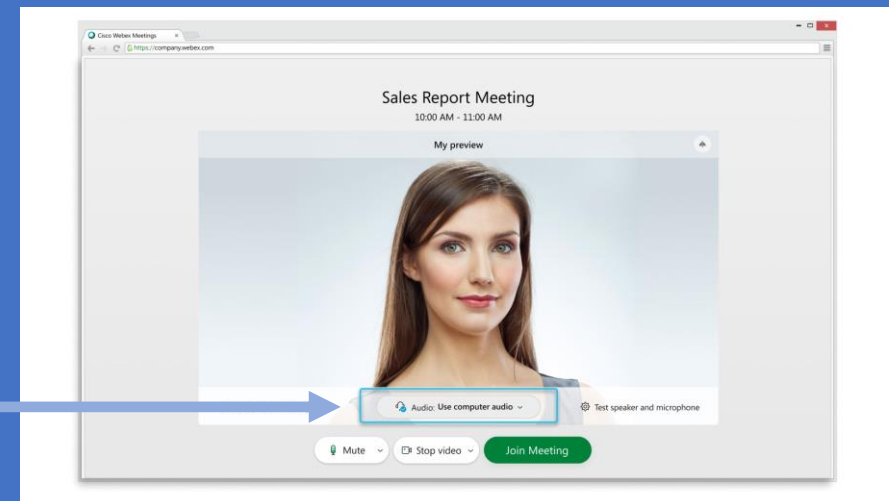
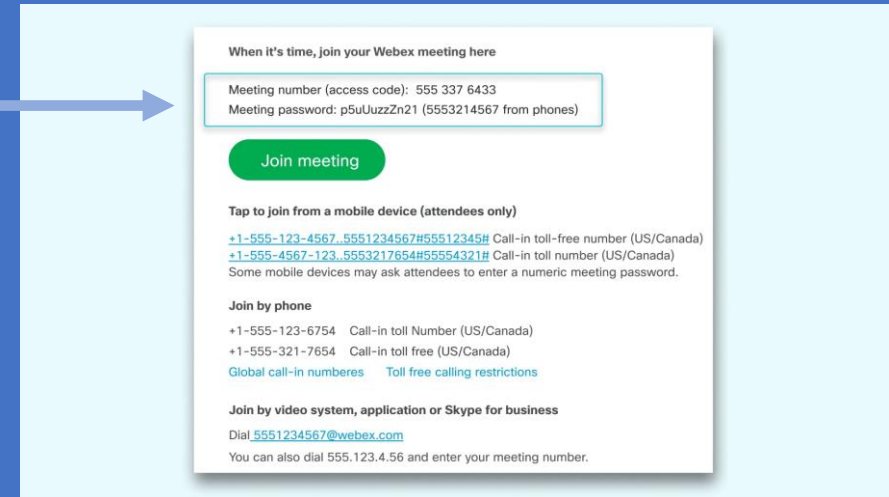
3. Enter your name and email address, then click Next.

- The name you enter is the name everyone in the meeting sees.

4. If you're asked for a meeting password, enter the meeting password - it's in your email invitation - and click Next.

5. In the preview window, you can make sure your audio and video sound and look good before you join the meeting. First, choose how you want to hear.

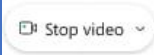
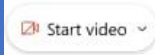


- **Use computer audio** (default) – Use your computer with a headset or speakers.
- **Call in** – If you prefer to use your phone for audio, dial in when the meeting starts. A list of the global call-in numbers is available in your meeting invite. Choose this option if your Internet connection is slow.
- **Don't connect to audio** – Use this option when you need to join a meeting and share content, and don't need audio. For example, you're in a conference room with your team, or someone already connected to the meeting from a video device.



Steps to join a Webex meeting from a **web browser**:



6. Choose whether or not you want to have your video and microphone turned on before you join.

- Click Stop video  or Start video  to turn your video off or on.
- Click Mute  or Unmute  to turn your microphone off or on.
- To connect to a compatible video device, click Use video system.

7. Click [Join Meeting](#).

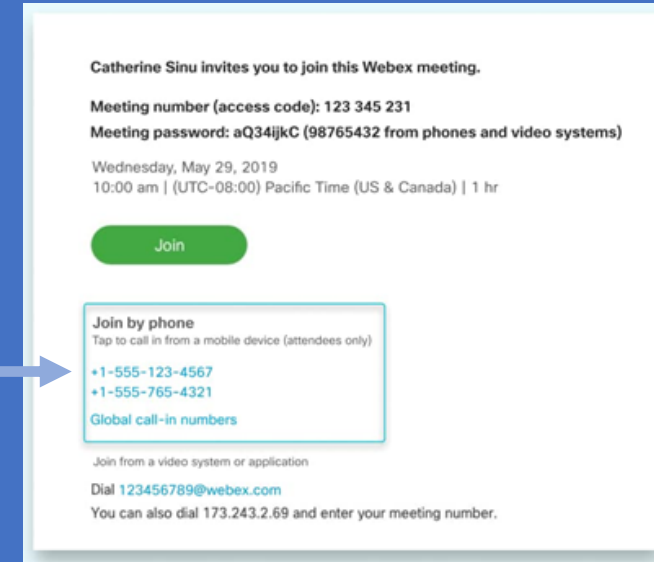
8. For more information, [click here](#) to watch a video that walks you through how to join a Webex Meeting

Steps to join a Webex meeting from a **telephone**:

If you're experiencing bandwidth issues, this is the way to go.

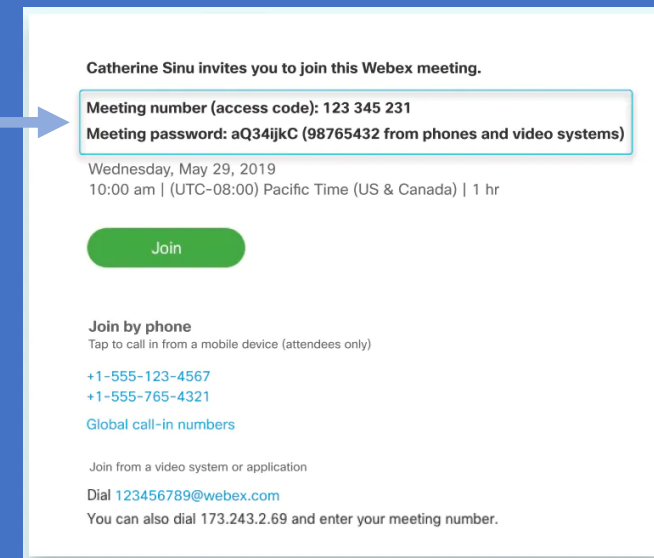
When you dial into a meeting, you can hear everyone in the meeting, but won't be able to see anyone or what they share during the meeting.

1. Open your meeting invitation and call one of the numbers under Join by phone. Depending on the host's meeting plan, your email invite provides a list of call-in numbers,



2. Enter your meeting or access code, then press #.

3. Enter your attendee PIN or ID, if you have one. If you don't, press # to be placed in the meeting lobby where the meeting host can admit you.





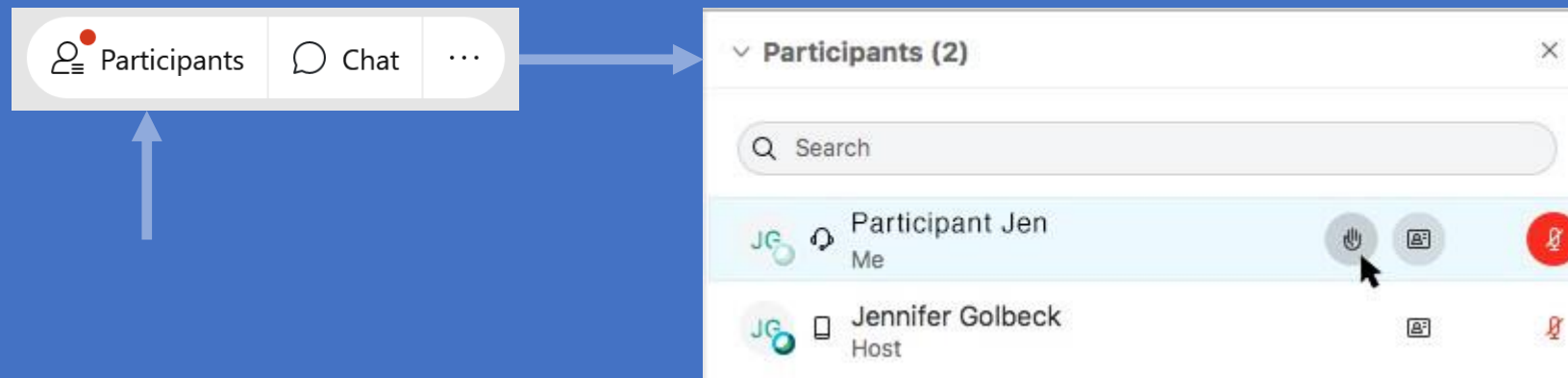
Once you join the meeting, you'll be able hear everyone in the meeting but won't be able to see anything that's being shared.

Steps to **raise-hand** via Webex Meetings:

Use the “raise hand” function to take the floor or to ask a question (*Alternatively, you may send a message through the chat box).

1. How to raise/lower hand:

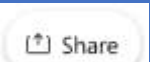
- a) At the bottom-felt of the window, you will find a couple of buttons that say “Participants” and “Chat”.
- b) By clicking on “Participants” you will open the list of participants.
- c) Move the mouse over your name to see the hand icon. Click on it to “raise hand”, when your hand is raised this icon will appear in blue .
- d) To “lower hand”, you click the hand icon again, then hand icon will change to black . Please remember to lower your hand once you have finished intervening.






Steps to **share content** via Webex Meetings:

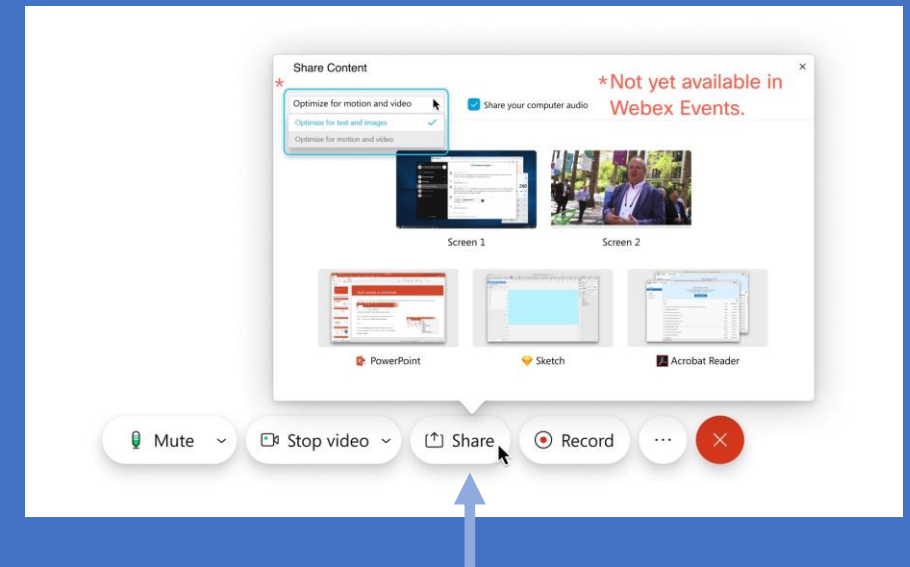
Keep everyone informed and engaged by sharing nearly any type of content during a meeting. You can share your entire screen with others, or choose which files and applications you want to share so you can keep everything else private. Anyone connected to a meeting can do it:

1. Sharing your main screen:

- When you share your screen, everyone sees what you can see on your screen. If you have a Word document or a PowerPoint slide, or even a website or chat window open, they'll see it.
- Before your meeting, mute notifications and close any personal or sensitive documents. This way, you don't have to worry about accidentally sharing private or distracting information.
- Select  and Screen.

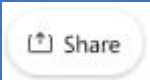
2. Share only a specific application:

- When you share a specific application, participants can't see anything other than the shared application. For example, if you have your browser and PowerPoint open and you choose to share PowerPoint, they can't see the browser tabs you have open. But if you have several PowerPoint presentations open, you can switch between them and they'll still be shared. You can also edit slides as you share them.
- *If you accidentally click on an application that's not shared, they'll see a grey screen.*
- To share an application that is open, select  and select the application from the list of open applications.
- To share an application that is not open, select  and Other Applications, then click  next to the application you want to share.




Steps to **share content** via Webex Meetings:

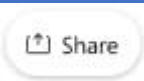
3. Sharing a video:

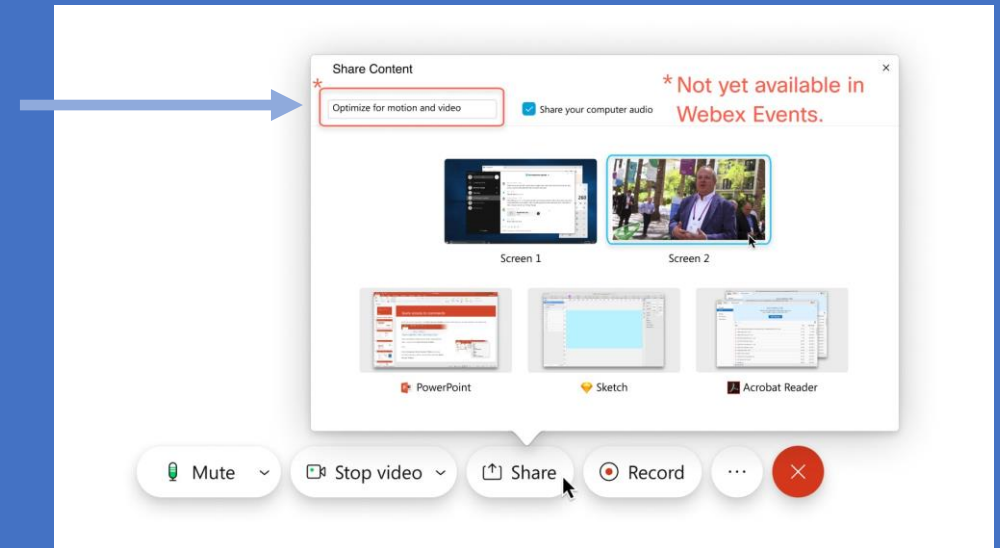
- Sharing video is slightly different from sharing any other type of content. That's why Webex Meetings has a sharing mode that's optimized for video.
- Go to  , select Optimize for motion and video from the drop-down menu, and then choose the content you want to share.

4. Share a file:

- Sharing files allows you to share a single file. It could be anything, like a document or video file stored on your computer.
- If you already have the file open, share your screen or application. File sharing may not work when you're trying to share a PowerPoint presentation with embedded video.
- To share a file, select  and Share File.

5. Share whiteboard:

- Create a whiteboard to visually share your ideas. Whiteboards shared during a meeting aren't automatically saved. Remember to save your whiteboard.
- To share a blank work area where you can collaborate with the other meeting participants using both text and graphics tools, select  and New Whiteboard.



Good practices when joining a Webex Meeting



1. When joining via a computer:

- If you have already joined via laptop/desktop with a mic, you do not need to connect via telephone. This can cause feedback issues due to multiple audio sources.
- Please ensure to mute your microphone when joining the meeting. You will be able to unmute yourself when you wish to intervene.
- You may use the raise-hand function or send a message to the Committee Chair via the chat box if you wish to intervene.
- If joining via computer, please identify yourself appropriately, avoiding entering the meeting as anonymous, guest, acronyms or other.
- Refrain from connecting to the meeting with another participant also connecting in the same room, specially if not using a headset. This can cause echo due to multiple audio sources

2. When joining via a mobile device (through the Webex app):

- Refrain from using speakerphone functions on mobile devices. Not all phones have built in echo cancellation and this can result in a poor audio experience.
- If speakerphone is necessary, please mute your phone when not speaking; this will limit the opportunity for echo to occur.

3. When dialling in from a telephone:

- Although this is not the preferred option in terms of interaction, it is recommended for those experiencing internet issues
- If joining by audio only, please introduce yourself at the start of the call (unless you are late to the meeting!)
- Please ensure that you mute your own phone when joining a meeting via telephone. If that is not possible, refrain from joining the meeting from an environment that produces background noise.
- Moderators have been instructed to mute participants that introduce background noise to the call. Those connecting via telephone should mute themselves using their devices' mute option. If a moderator is obligated to mute someone connected via telephone due to disturbing background noise, this person will not be able to unmute themselves. In this case the participant would need to send an email to the IOSCO Committee Liaison or to met@iosco.org to request to be unmuted.

4. If you need any assistance with your connection, please reach out to César Fernández at ITsupport@iosco.org