



# Getting Started Guide for WebEx Participants

## Test Your WebEx Compatibility

The first time you join a WebEx meeting, the Meeting Center application will automatically be installed. However, to prevent any issues, be sure to test your computer and browser with WebEx at least **seven** days before your first scheduled meeting.

### To join a test meeting:

1. Click the following link (login required): [Try a test meeting.](#)
2. Enter your **Name** and **Email Address** in the **Join Meeting Test** window.

### Join Meeting Test

Test your browser by joining a meeting. Please enter the information below to get started.

Name

Email Address

**Join**

**Client download and join meeting test**

- Please review [System Requirements](#) before proceeding.
- If you are unable to join or having difficulty running the test, please contact WebEx Support at 866.229.3239 Option 1 or visit [support.webex.com](http://support.webex.com) for helpful support information.

Note: If you are hosting a meeting, sign in to your WebEx account to start your meeting.

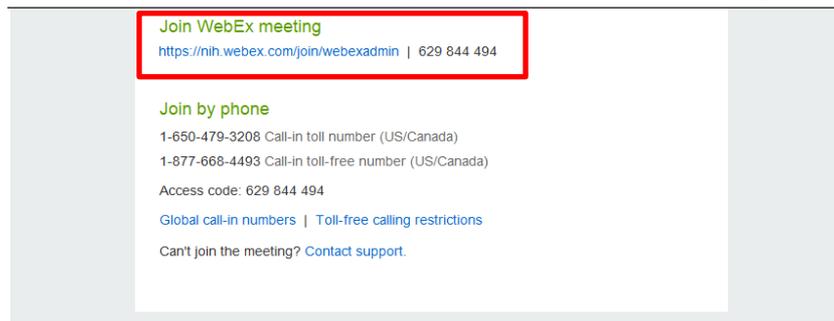
3. You will now join the WebEx test meeting.

## Join a Scheduled Meeting

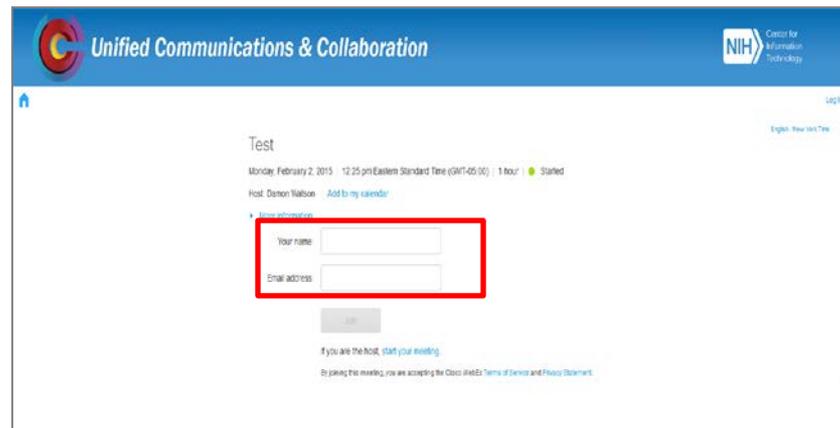
You can join a WebEx meeting simply by clicking the meeting link in an email, Outlook appointment, or instant message invitation.

### To join a scheduled meeting:

1. From the email invitation or the open calendar appointment in your Outlook, click on the link that appears under **Join WebEx meeting.**



2. Enter **Your Name** and **Email Address.**



3. Click the **Join** button to enter the meeting room.

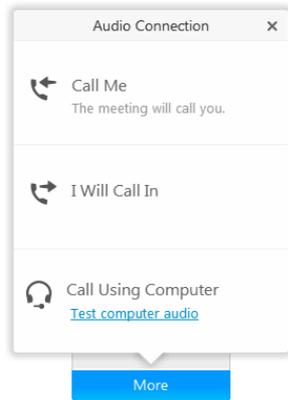


## Audio Dialogue Box

Connect to the meeting audio using your computer (VoIP) or traditional phone conference.

### To join the audio conference:

1. The **Audio Conference** menu will appear automatically when you join the meeting.



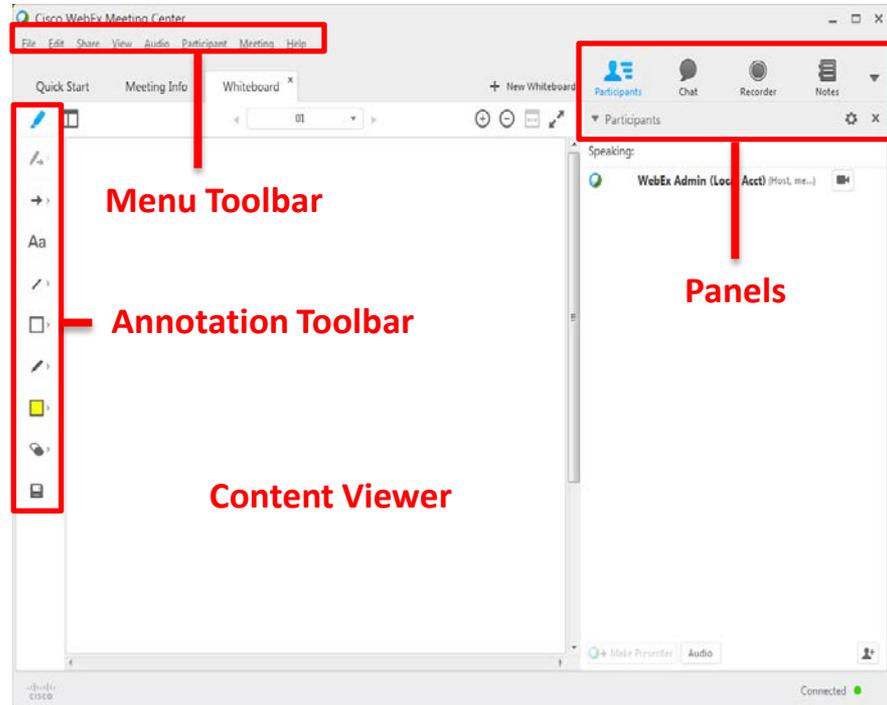
2. Select one of the following audio options:

Select audio option...	Then...
<b>Call Me</b>	<ol style="list-style-type: none"><li>1. Select the check box <b>Remember phone number on this computer</b> if you would like to store this number for future meetings</li><li>2. Click <b>Call Me</b>. <i>You will receive a call and may be prompted to press 1 to connect.</i></li></ol>
<b>I Will Call In</b>	<ol style="list-style-type: none"><li>1. Dial the phone number listed, enter the meeting access code, and enter the attendee ID #.</li><li>2. Close the window.</li></ol>
<b>Call Using Computer</b>	<ol style="list-style-type: none"><li>1. Click <b>Test computer audio</b> to adjust your speaker and microphone settings as needed.</li><li>2. Click <b>Call Using Computer</b>. <i>You are now connected to the audio conference.</i></li></ol>

**Note:** Your meeting Host may choose to use [WebEx Audio](#) or [VoIP](#) only.

## Navigate the Meeting Window

The meeting window enables participants to chat, send video, share information and interact with each other via documents, presentations, whiteboards, applications, and more. It provides a forum for you to manage all aspects of the meeting that you control as a participant.



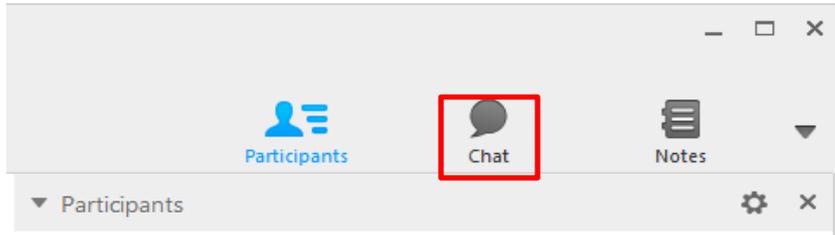
- **Content Viewer:** Displays presentations, documents, video files, whiteboards, and Web content.
- **Panels bar:** Provides areas for chat, polling, Q&A, names of participants, and the recorder.
- **Menu Toolbar:** Allows access to Meeting Center tools and functions.
- **Annotation Toolbar:** Lets participants annotate files and whiteboards shared during a meeting (the Host must first activate the tools for participants).

# Chat

If the host or presenter enables it, participants can use the chat instant message feature to ask questions without interrupting the presenter, chat privately with meeting attendees, make comments to the group, or send a note to the meeting host.

## To use the chat feature:

1. Click on the **Chat** button to open the Chat panel.



2. Choose the person or people with whom you'd like to chat from the drop-down menu.



Select...	To...
<b>Everyone</b>	Address everyone in your meeting.
<b>Host</b>	Chat privately with the meeting host.
<b>Individual</b>	Hold a private conversation with another meeting participant.

3. Click the **Chat** box above the Send to menu and type your message, then click **Send**.

# Share Video

If the host or presenter enables it, participants can view video from the presenter's webcam and send video from their own webcams. When enabled, all participants can view live video even if they do not have a webcam installed on their computer.

## To start and stop your video:

Click the camera icon (  ) in the Participants panel. The icon turns green, and your video feed appears at the top of the Participants panel. Click the camera icon again to stop your video.

## Video options

You can control video settings, as well as switch between cameras connected to your computer, by clicking the Set Video Options icon (  ) beneath the Participants panel.

## Video view and list view

To see the thumbnail images of other participant's video, select the **Video Thumbnails** icon by moving your mouse over the Participants panel.

## Full screen mode

You can expand the video image to full-screen mode by clicking the active speaker icon (  ) on the Participants panel. To leave full-screen mode, click **Exit Full-Screen View**. To end your video while in full-screen mode, click **Stop My Video**.

