PARTICIPATING IN A WEBEX MEETING

**Join Meeting**

You can join a meeting from your computer, mobile device, phone, or a video system. Choose the one that works best for you.

1. Open your email invite/calendar event and click the link to join meeting (should be a hyperlink – you can also copy and paste into an internet browser window)
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.
3. Enter your name as you want it to appear in the meeting and then click Sign in to access the full list of meeting features OR if you just want to join the meeting quickly and don't need access to all meetings features, click Join as a guest
4. If you're asked for a meeting password, enter the meeting password from your email invitation and click Continue
5. In the preview window, make sure your audio and video are set to your preferences
6. Click Join Meeting

**Virtual Backgrounds**

1. To set your virtual background before you join a meeting, click Change background (this can be found on the dropdown menu of your camera/video options) on the preview screen and choose the background that you want to use.
2. To change your background during a meeting, click the Video options icon Video options icon, choose Change virtual background and select the type of background you want.
3. When you're ready for everyone in the meeting to see your background, click Apply.

**Chat**

If you would like to send a message in the chat, this function can be accessed on the toolbar at the bottom of your meeting window.

1. Click on the chat button
2. Use the drop down to select sending a private message to   
   another participant, sending a private message to the   
   host, or sending a message to everyone.
3. Type your message in the text box and send

**Mute/Unmute Yourself**

We have set most meetings to a mute on entry default setting. This will help with the quality of our workshops and webinars. There are several ways to participate in each interactive session.

1. Unmute – to speak please use the buttons found on the bottom of your meeting window and unmute yourself. Don’t forget to put yourself back on mute when you are finished
2. Raise Hand – if you would like a turn speaking or have a question you can raise your hand until the host calls on you – at which time you will unmute to participate. When your hand is raised it will turn yellow – when you would like to lower you hand click on the icon again.

**Closed Captioning**

If you would like to use closed captioning during the meeting – you can turn on this function using the toolbar in the bottom of your meeting window. Click the CC button and then choose what language you would like text to appear. To turn off closed captioning use the same button.

**Audio Settings (Microphone Selection/ Noise Removal)**

If you would like to adjust any of the Audio and microphone settings they can be accessed from within the meeting using the Audio & Video drop down on the top Menu Bar OR use the dropdown next to your microphone button on the bottom toolbar.

**Camera Settings (Change Background/ Noise Removal)**

Video, Camera, and Background selection can be set before entering a meeting (as detailed above). If you would like to adjust any of these settings they can be accessed from within the meeting using the Audio & Video drop down on the top Menu OR use the dropdown next to your camera button on the bottom toolbar.

**Leave Meeting**

To Leave the meeting click on the red X on the bottom toolbar.