memecon Quickstart Webex

Help for Webex Guests

(The following helpsheet is adapted based on an original WEBEX document.)

WebEx is the most effective way to meet online — and it's easy to join! Take a few minutes prior to using WebEx for the very first time to download Meeting Manager and familiarize yourself with the basics of joining a meeting.
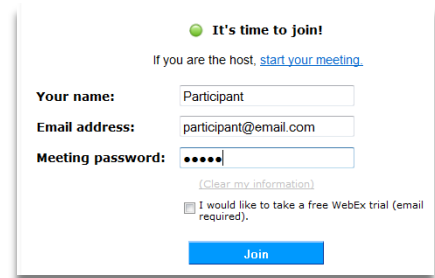
Attention: First time user need administrator right to install the program.

Access alternatives

There are two main ways of joining a WebEx meeting – by e-mail or directly through your host's Meeting Center site.

Join from an e-mail invitation:

1. Open your e-mail invitation and click the link to join the meeting.
2. When the Meeting Information page appears, click Join.
   Note – if you try to join a meeting before it's begun, the status line will appear as Not Started' and ask you to try joining when the meeting starts.
3. Enter your name and e-mail address in the Join Meeting window, together with the password, which is usually included in your Outlook appointment or invitation e-mail.

Join from a Meeting-Center-Site:

1. Open your web browser and type in the URL to the Meeting Center site: http://memecon.webex.com
2. Click on Join and select the meeting you want to attend from the Browse Meetings page.
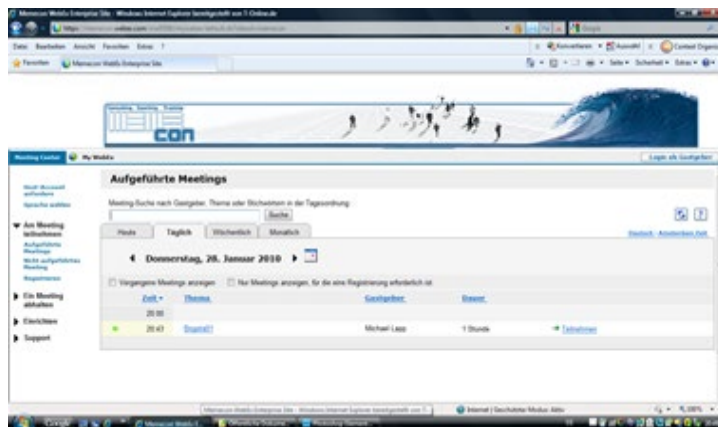
3. Click the Join link and enter your name and e-mail address in the Join Meeting window, together with the password then click OK.
   If you don't know the URL or password, contact your meeting host.

Activate Audio:

After the Login it appears the window Audio-Konferenz. There are two ways of joining 1) via computer headset/ - loudspeaker or 2) via phone.

1. If your headset or loudspeaker/mikrophone is connected click on Computerheadset verwenden. The first time it appears the Audio-Wizard. Click on Weiter and follow the instructions. Finally click on Verwenden. Now the audio-connection is started. On the top-left of your screen it appears volume and microphone control.

2. In case of a bad audio connection you can be called by phone. For this purpose you need a telephone close to your computer. You enter your country code and your phone number (without leading 0). Then you click on Mich anrufen. Now you get a telephone call and while you get connected a voice informs you about the progress. After some seconds you will join the conference..
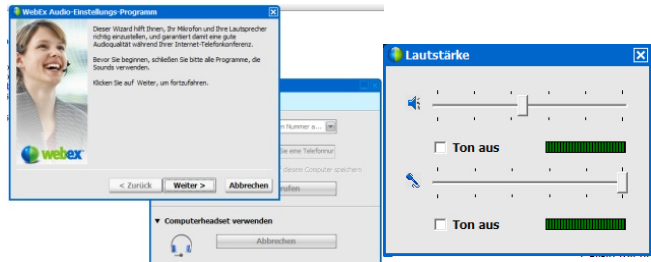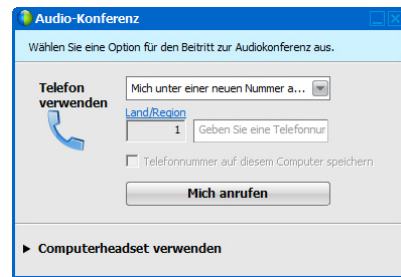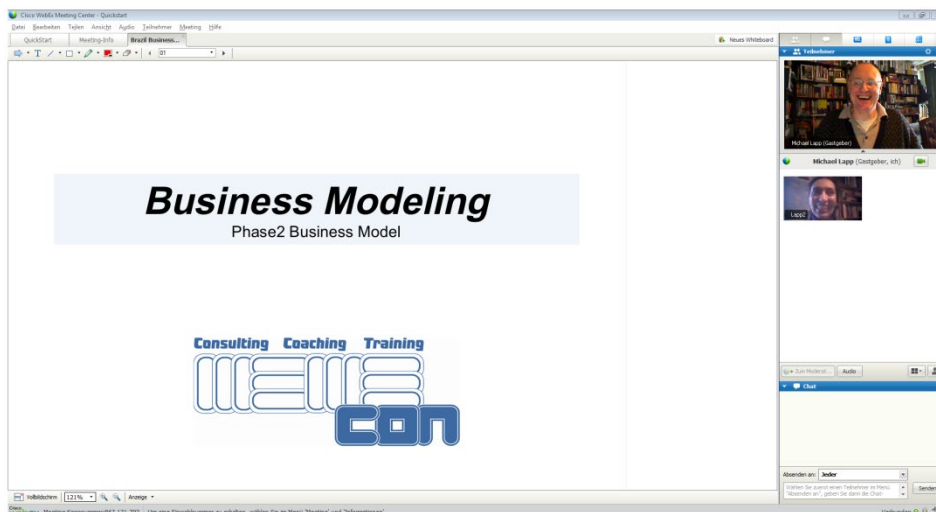
Activate Video:

The video will be activated by clicking on the button Übertragen in the video window.

Meeting-Tools

Once you've joined your WebEx, there are many different ways to interact, just like a face-to-face meeting. The Chat and Annotation tools enable you to communicate informally but effectively. To learn Webex-basics look at the following virtual WebEx guide. Quicktour englisch

The presentation space on the left occupies most of the screen. Annotation functions will be assigned individually by the Host (see below). They are placed above the presentation screen. On the right side you find important interaction functions: list of participants (Teilnehmer), Chat and Video.

The video is activated by clicking on the camera Start my video besides your name.

Chat

You can use Chat to ask and answer questions or to make comments during your WebEx meeting with one, some or all of the attendees, including the meeting host.

1. Click on the Chat tab to open a Chat Window
2. Choose the person or people you'd like to Chat with:

Alle Teilnehmer - your comments or queries can be viewed and responded to by the whole audience (everyone will be able to see your discussion)

Veranstalter - chat directly with the Host only, e.g. if you need to excuse yourself early from a meeting or ask a specific question

Einzelperson -address a comment or question to one meeting participant only in confidence (no-one else will be able to see your dialogue)

3. Click in the Chat box at the bottom of the Chat window and type in your message, then click Senden
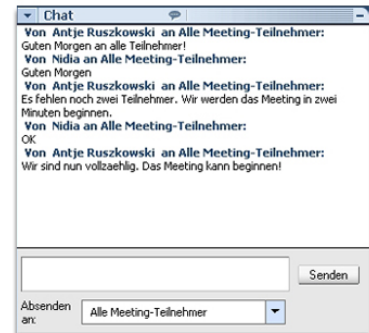
Annotate

To communicate more visually, use annotation tools to focus on specific information on screen that may need highlighting or clarifying. Annotation tools are available on your WebEx toolbar and may be activated by your host.

⇨ Pointer: select and click anywhere on screen to place your pointer, then click on the eraser tool to clear your pointer.

T   Text: allows you to type in notes or comments

✎ Highlighter: draws thick, bold lines to draw attention to an area of your screen.

✏ Pencil: draws thin lines to emphasize your point or create a diagram

❑   Circle & Square: click to draw round, elliptical, square or rectangular outlines on screen for emphasis.