

Cisco Webex / Brief instructions

Technical requirements

- It is not required to install any software in order to attend a Cisco Webex meeting, but it is highly recommended
- An invitation to all participants will be sent via e-mail, containing:
 - a) Link to the meeting
 - b) Meeting code
 - c) A second link with global call-in numbers (if attending by phone)

Recommendation:

Please attend the meeting via your **PC/notebook and a connected headset** (strongly recommended!)

Invitation

Invitation for the meeting will be sent to all participants, including announced speakers

Joining the meeting online

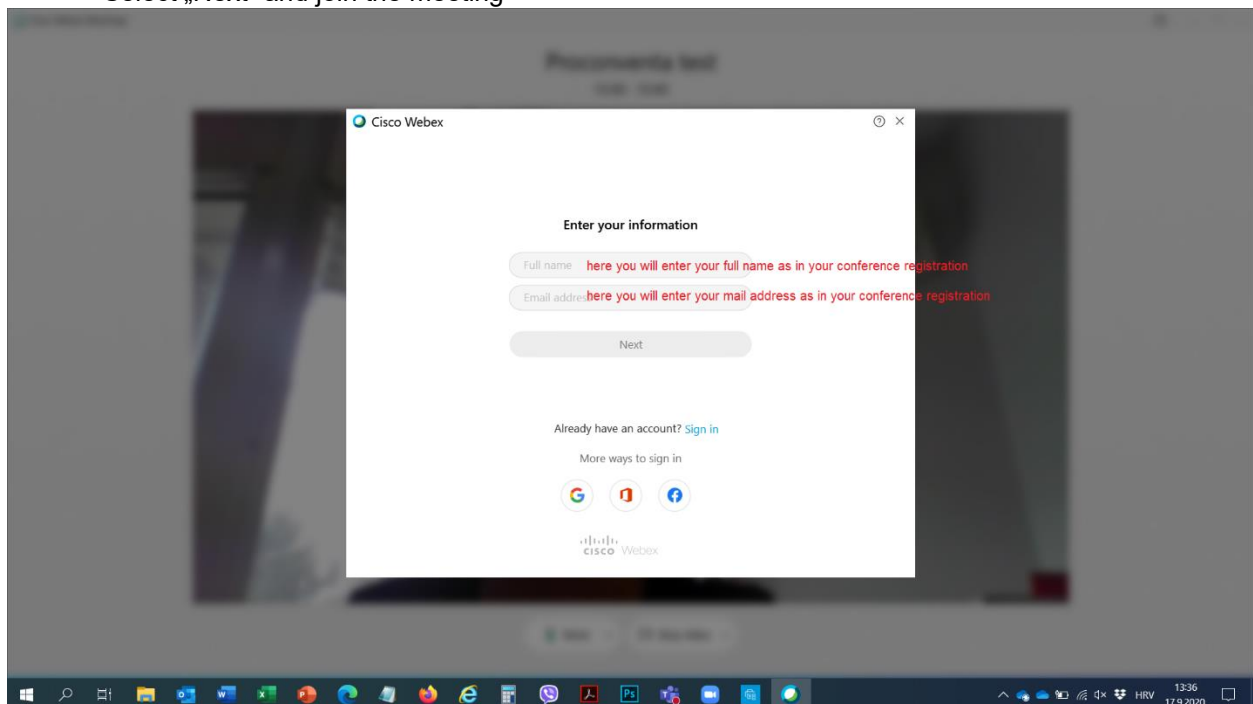
Please follow the link to the meeting by clicking „Join meeting” option from the received e-mail

- When the browser opens, select „Join the meeting in your browser” (this option will be available 1 hour before the start of the meeting on the browser page at the bottom right side)



Join meeting

- In case you already have a Cisco Webex desktop app, if you prefer, you can also proceed by selecting „open the desktop app” option
- Select „Next” and join the meeting



Please observe the following rules

Ensuring a successful meeting

During a log-in (all participants):

Please ensure that your **microphone is muted** whenever not speaking and your web camera is off

When this is the case, these symbols appear red:






*Unmuted microphones collect a lot of background noise, and multiple video streams may challenge/ slow down the transmission

*On the left side of your screen please note a small toolbar with a button to enlarge the shared content

Speakers

Please use the following steps:

- Open your presentation in advance
- Click „Share content“ (symbol: ) and select the screen on which you have opened your presentation
- While sharing, you will notice an orange tool bar on top of your screen: 
- Your microphone will be automatically unmuted during your presentation. If not, turn it on by yourself.
- Stop sharing your screen via this tool bar after your presentation is finished
- Mute your microphone if it is not automatically muted. 
- Please do not share your headsets for discussions!
- Speakers are free to turn on their camera during presentation.
- Time slots are manually managed by a technician and session moderator

Contributors to discussions:

All questions you have for the presenter write into the chat box or raise virtual hand. The session moderator will make a choice of questions for the presenter depending on the time available.

Please do not unmute your microphone if you are not presenting!