Joining a Webex Meeting

This page gives details on how to join a Webex meeting. You might also want to check the Cisco Webex ‘Getting started with WebEx’ for videos, guides and step-by-step instructions.

Step 1

Click on the meeting link in the email sent by UNECE. Make sure you have your audio device (e.g. speaker, headset) connected. You can do a test meeting on your own via CISCO WebEx testing: https://www.webex.com/test-meeting.html.

Step 2

You should see a screen like the one below (but with a different meeting name). Wait a few seconds for the Webex window to appear (if it doesn’t, you can try joining from your web browser by clicking “Join from your browser” at the bottom). You can connect to WebEx from any browser. For mobile devices, there are apps available (check your app store) that make connecting easier. On some mobile devices, certain functions might not be available.

Step 3

Enter your full name with name of organization and email address, then click Next.
Step 4

To minimize background noise during the meeting, please always mute yourself and turn off your camera. We recommend to select “using computer for audio”. Click Join meeting.

Step 5

When you join the meeting, you will see a screen like the one below (maybe a different image, or no image at all, depending on the meeting).
To test if you are connected with the right devices, go to “Speaker, Microphone, and Camera” under the “Audio” tab on the top of your meeting screen.

You can then choose and test the devices you want to connect with.
Speaker, Microphone, and Camera

**Speaker**
- Use System Setting (Realtek...)
- **Test**

**Microphone**
- Use System Setting (Realtek High Definition...)
- Microphone Array (Realtek High Definition A...)
- Automatically adjust volume

**Camera**
- HP Wide Vision HD

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**Functions**

**Participant List:** To see the list with host, presenters and participants in the WebEx meeting, click the participant list button.
Raise Hand: To ask for the floor, please click on the "Raise hand" icon next to your name in the list of participants. If you don’t see this, type “rmh” (= raise my hand) in the chat (see below).

Chat: You can send messages during the meeting by using the chat function. Messages can be seen by all participants, unless you just select one person from the drop-down list.
Leave: To leave the meeting, click the "X" button.