

Joining a WebEx Meeting from a PC

An appointment / meeting will appear in your calendar and the calendar of any participants	 • 23 November 2016
who accept the meeting.	23
All of the details to join the meeting are stored	8:00
inside the appointment in your calendar.	9:00 Telecoms TAS
To open these details, double-click the	10:00
appointment	11:00 Meeting with staff; Michael Dean
	12 pm
This may also be an email in your inbox which will contain a link	1-00
To join the WebEx meeting, click the Join	Start time: Wed 23/11/2016 🔹
WebEx meeting link in the appointment	End time: Wed 23/11/2016 -
You will be taken to your web browser. If you have not ran WebEx before, you will need to Run the application	Do not delete or change any of the following tex
You may also click the "run temporary	Join WebEx meeting
application" link if you are unsure if WebEx is	Meeting number (access code): 574 901 156
installed	Meeting password: qjhJRqpv
WebEx will load and look like this:	
Quick Start Meeting Info New Whiteboard	Participants Chat Recorder Notes
	▼ Participants 🔅 🗙



Author: Michael Dean Revision Date: 22/03/2020



When you start WebEx your audio and video settings need to be set. You must do this every time you start a WebEx When prompted, click Call Using Computer in your audio settings. This uses your inbuilt microphone and speakers.	Meeting with star Host: Michael Dean Audio Connection × 1156 Meetin Call Me The meeting will call you. Call Using Computer Change settings More Options
To start your video, click on the video camera icon on the right hand side Click Start my video	Participants Chat Recorder Notes Participants Image: Chat Image: Chat<
	56 reting Share Application Invite & Remind



Joining a WebEx Meeting from an iPad





The application will launch	G Səfəri 🗢	5:01 pm					69%
To connect your audio, tap Connect using internet	1	Test	×	-	T	0	Ŀ
	Test		Connect to Audio				
	Host		Call Me				
	Michael Dean Meeting Number		Connect Lision	Internet			
	573 693 696		- Connect Using	Internet			
		Share Content					
To send your video tap the Camera icon to start the	G Safari 🧇	5:01 pm					
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