How to WebEx?

What you need:
- computer with internet access
- connected headset (preferred newer model connected by USB port)

What to make sure before joining the meeting:
- please take some time to read the invitation email and this manual
- doublecheck if your headset is connected to the computer (system settings => sound/ audio/devices => microphone and speaker should show the name of your headset

Join the Webex meeting:
- click the link in the invitation email (or copy to your browser)
- if you use webex for the first time, confirm to download and install the webex app
- insert your name, organisation and email address if you are asked for
- the app opens a new window: click join meeting

In case of problems insert the meeting number and password given in the invitation email.

More ways to join:
- Join by phone | +44-20-7660-8149 United Kingdom Toll | Global call-in numbers
- Join by video system, application or Skype for business | Dial the meeting number given in the email with the ending '@webex.com' e.g. *1234567890@webex.com* You can also dial 62.109.219.4 and enter your meeting number.

During the meeting

The basic functions (move your mouse over the main window to see buttons):
- unable your video function (button turns red, lowers the traffic needed for the meeting)
- open the chat function (button turns blue) to contact the meeting operator
- open the participants list (button turns blue) to see who's attending
- mute your microphone when not needed (to minimize background sounds)
- use the "raise hand" button or the chat to tell that you wish to say/ask something

Presenting content in a webex meeting:
- open first your file with the software you usually use for
- click the "share content" button and then choose the software/file
- when giving a presentation please always name the slide number you are talking about (enables others to tell if there is a delay in transmission)

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In case of problems:
Contact the ECPE employee in charge of the organization
or the ECPE headquarter: +49 911 810288 – 0