

Online Office Hours in the Summer Term 2020
Prof. Dr. Joanna Rostek:
Instructions on how to attend via Webex

Please note that the **dates and times of my office hours** can be found on my [webpage](http://www.uni-giessen.de/rostek) [www.uni-giessen.de/rostek] and Stud.IP.

Please **register for my office hours via [Stud.IP](https://studip.uni-giessen.de/)** [https://studip.uni-giessen.de/].

Ca. 5 minutes before your appointment is due, please proceed as follows:

1. In order to attend “Office Hours Prof. Rostek Summer Term 2020”, **follow [this link](#)** or type into your browser:

<https://uni-giessen.webex.com/uni-giessen/j.php?MTID=m979dd651039b3a790d217ee440c5b5de>

2. When using a Windows PC or a MacBook, please download the relevant file (it is often named webex.exe) and install/execute it. Please wait briefly until the programme gets started.

When using a smartphone or tablet, you will be asked to install the corresponding app.

3. In the field that appears next, please enter your first and last name. You can leave empty the line for e-mail address. Proceed to the next step, which is entering the meeting.

4. Entering the Meeting

- The programme may ask for authorisation to use the microphone and the camera. Please confirm.
- However, it is also possible to attend a Webex meeting without a microphone or camera. In this case, please use the chat function for communication.
- In case you have used Webex before, steps 2 and 3 might not be necessary.
- Normally, you do not need a password in order to attend the office hours. In case you are asked to enter a password, it is: Vmp7pdFfy83
- In case I am still talking to someone else, please wait until I contact you.

The HRZ provides additional, useful information on how to attend an online meeting via Webex which can be found here: <https://www.uni-giessen.de/fbz/svc/hrz/svc/medien/el/werkzeuge/webex-meeting-tln>
Unfortunately, it is only available in German.