

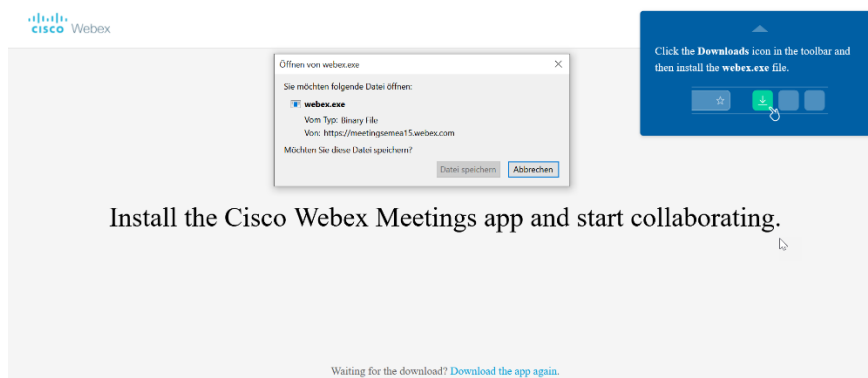
## Webex Meeting for Participants

**Important Notice:** You may join a test meeting here:

<https://www.webex.com/de/test-meeting.html>

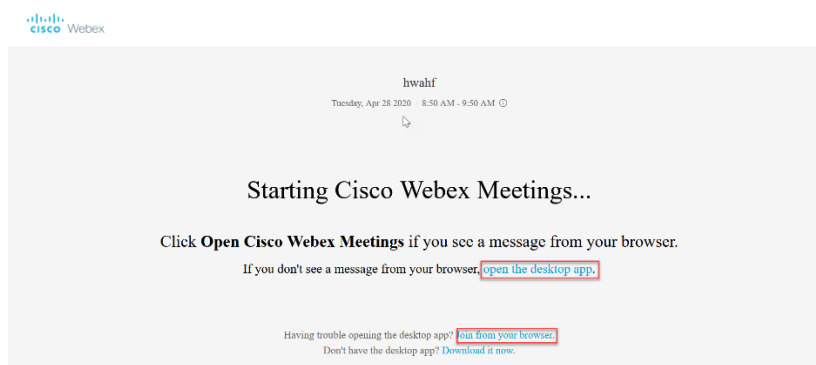
### 1. Meeting Participation Using The Webex App

Please click the link you have received via e-mail and install the file *Webex.exe* (for Windows users).



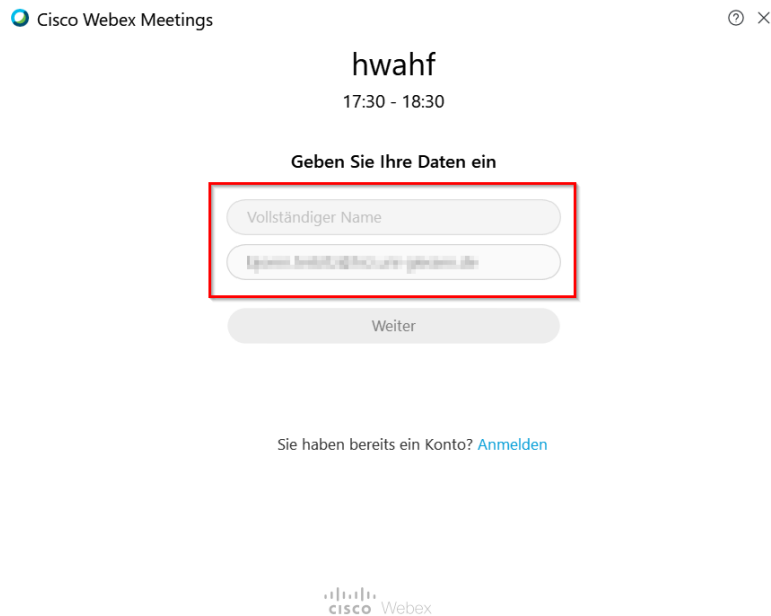
### 2. Meeting Participation Using The Web Browser

Should you not have the required administration rights to install apps on your computer, you can use your browser to participate in a meeting (See Point 5). We recommend using Firefox, as Safari or Internet Explorer are not supported.

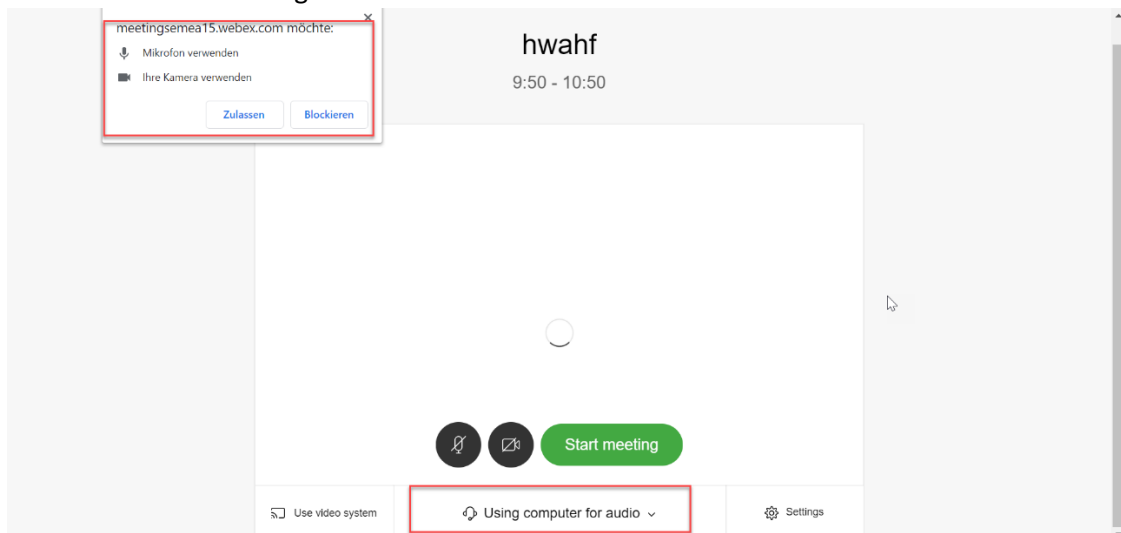


### 3. Entering The Meeting

When using the app for the first time, you will be asked to provide a name and e-mail address. Please enter your first and last name (which will then be displayed in the meeting). You may also enter your JLU-affiliated e-mail address, but this is optional and not always necessary.



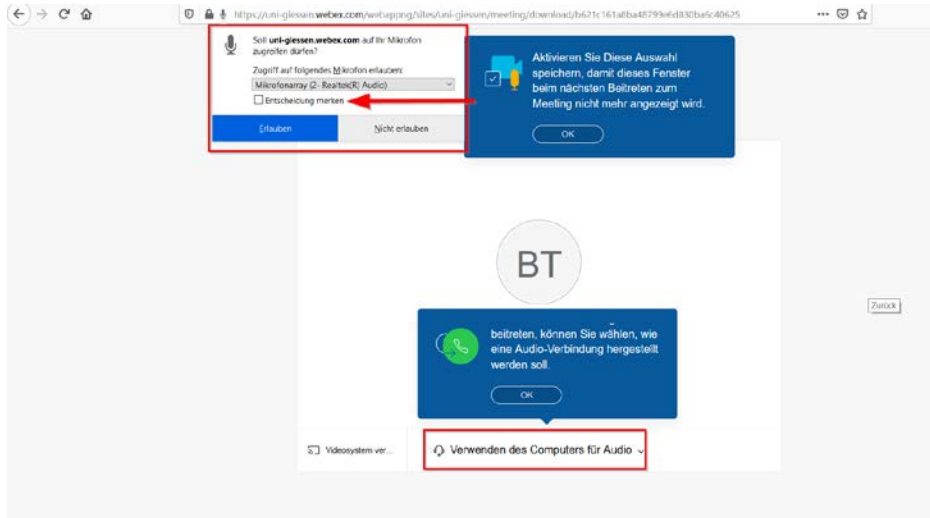
Please click “Start meeting” in order to enter the meeting using the Webex-app. You will then be routed to the meeting room.



**Problems that may arise:** Should the host not have started the meeting yet, you will have to make another attempt later. The meeting will not open automatically when the app is running.

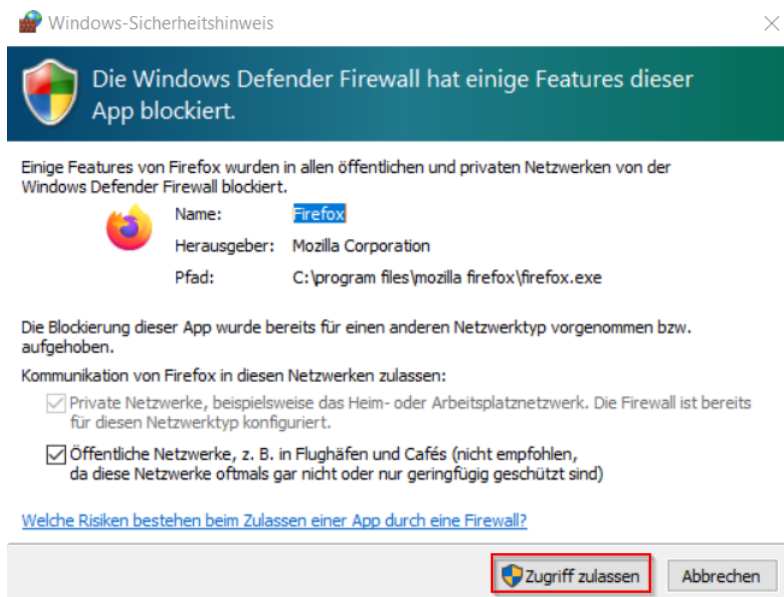
#### 4. Entering The Meeting Using The Web Browser

If you are not using the Webex-app, and instead choose to enter the meeting using your browser (if your browser is supported, you will find a link for this on the homepage), you will see the following image:



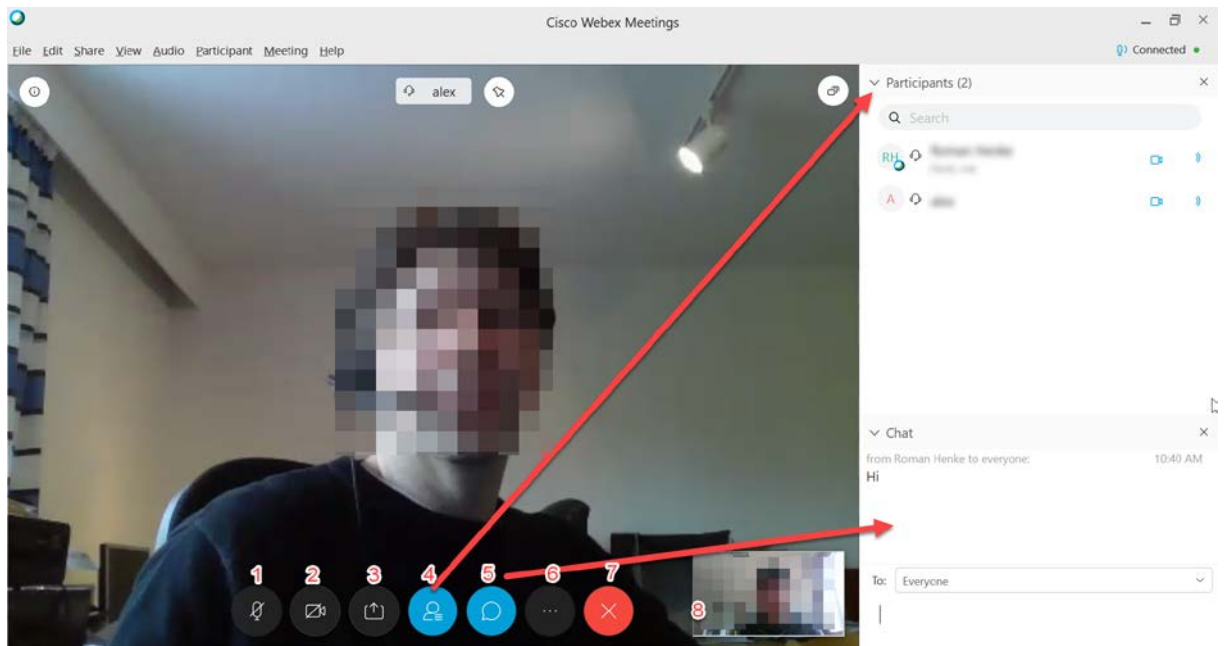
In the settings above, you may choose your audio- and video input. If you tick the box labeled “Remember”, you will not have to enter this again for future uses.

**Problems that may arise:** It is possible that your firewall may block some of the features of this application. Please click “Allow”.



## 5. During The Meeting

Once the meeting has been started and you can enter, you will see the following:



1: Mute/unmute microphone during the meeting

2: Turn camera on and off during the meeting

3: File sharing (more on this below)

4: Show / hide list of participants

5: En- or disable chat feature: You may contact individual persons or message all

6: In case of problems with audio or video, you can access the menu via the three dot icon and manage your settings there; for example, if your audio input is set to the wrong microphone, you can select the correct one here.

7: Clicking on the red cross icon will allow you to exit the meeting.

8: The little window in the corner displays your own video.

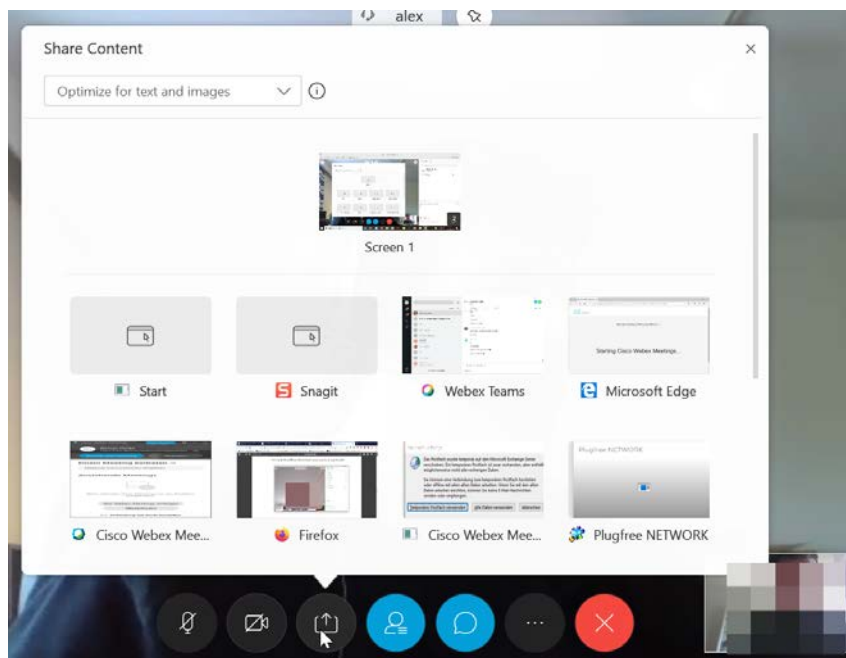
9: If the chat window is active, button 5 will glow blue.

10: If the list of participants' window is active, button 4 will glow blue.

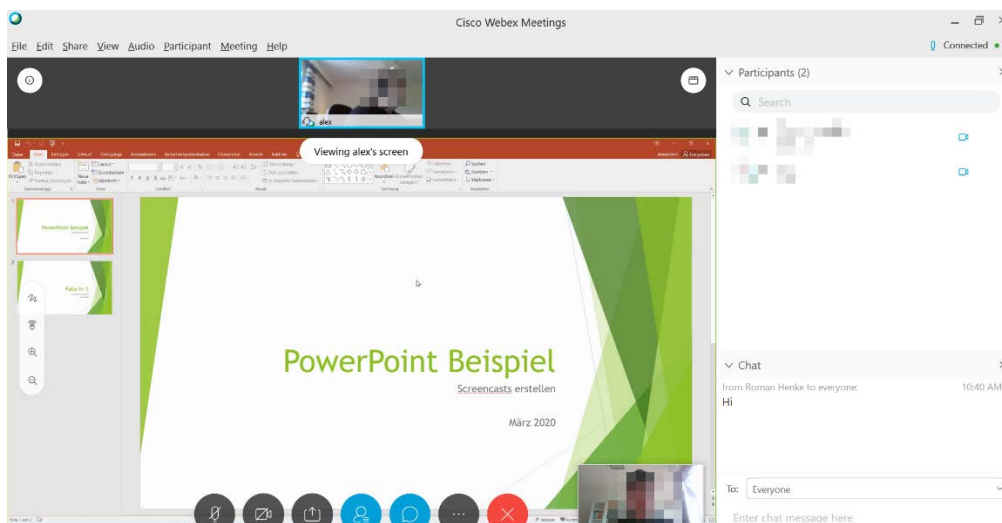
11: Here you may toggle the way other participants' video feeds are displayed. You may choose to have the speaker take up a larger window, with the other participants being seen in smaller windows, or rather have all video feeds be displayed in a grid view.

## 6. Sharing Files Or Screen Content

Both hosts and participants of meetings may present content.



*View of one's own options of sharing content.*



*View of someone else's shared content during a meeting.*

## 7. Further Information

We recommend using the Webex app for Webex meetings, particularly if you plan on using advanced features such as screen- or window sharing. For this, please take a look at the Cisco-provided document linked below.

You will find further information and instructions on icons and features of Webex meetings here: <https://help.webex.com/de-de/n62wi3c/Get-Started-with-Cisco-Webex-Meetings-for-Attendees>

## 8. Free App For Android and iOS

If you want to participate in a meeting using a mobile device, the Webex meeting app is available for free for both Android and iOS devices.

## 9. Netiquette

In order for online conferences to be feasible, all participants must bear a few things in mind. We have compiled a list of important points.

### **If possible, find a quiet spot**

Ambient noise is often transmitted very loudly during meetings, and prevent participants from hearing one another clearly. This might include things such as kettles, coffee machines, or other persons in the room.

Seemingly minor noise sources such as putting down your coffee mug next to the microphone, or placing your phone on your desk may be a lot more audible in an online meeting than one might think. The same applies for coughing, sneezing, clearing one's throat, etc.

It might be advisable to mute your microphone while you have nothing to say, but do not forget to turn it back on once you do want to say something.

### **Turn off the camera**

Systems for web conferences are currently under heavy strain. Please turn off your camera in order to preserve the connection. This will also prevent unwanted glimpses into your apartment by other participants.

### **Speak slowly and clearly**

The audio quality of web conferences is often inferior to that of a regular phone call. Hence, you should make an effort to speak slowly and clearly.

### **Everyone is talking simultaneously**

Because your conversational partners cannot see you, it may often happen that two or more people will start speaking at the same time. Please wait a moment before you say something, or shortly notify the other participants that you have something to say.

### **Feedback**

It is possible that you will hear a sudden, high-pitched noise that grows increasingly louder. This is an acoustic feedback. If this happens, it is best to quickly turn off the microphone for a moment.