JUSTUS-LIEBIG-
UNIVERSITÄT
GIESSEN

Webex Events for Participants

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

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

1. Event Participation

Click on the link that was sent to you via e-mail or Stud.IP. If you have already installed the
Webex Meeting app on your computer, you can simply click 2) "Run a temporary application"
and start the Webex file that has been saved to your downloads folder. You will be routed to the
Meeting app automatically. Enter your first and last name, as well as your e-mail address. If you
are attending a lecture for which attendance is mandatory, you must enter your name as it is
displayed in Stud.IP. Then, enter the event by clicking "Join Event now."

Add Webex to Firefox

Follow this one-time process to join all
Webex meetings quickly.

1   Add Webex to Firefox

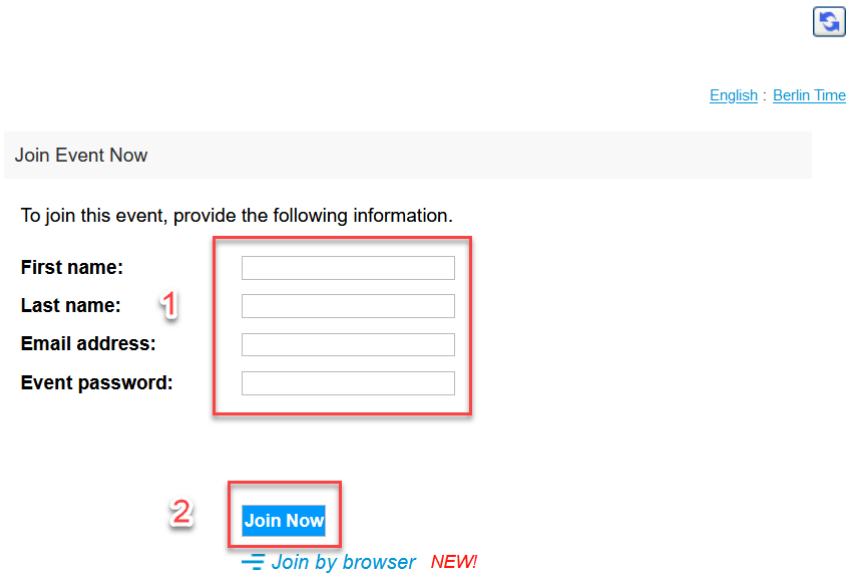Don't want to use an extension? 2 Run a temporary application to join this meeting.

2. Event 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, Safari
or Chrome.

3. Entering The Event

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 (it will then be displayed to the hosts of the event). Additionally, you must enter your JLU-affiliated e-mail address. You will not see any other participants; by default, only hosts and moderators can see the participants.

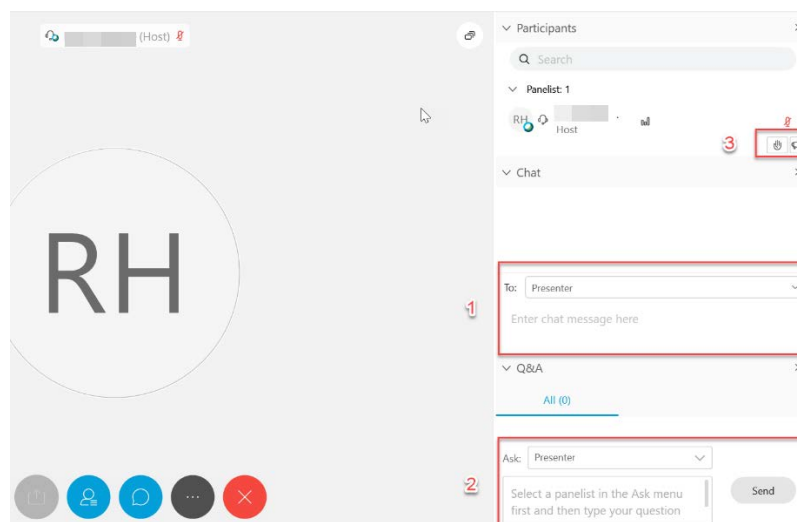Please click "Join now" to open the event link using the Webex app. You will then be routed to the event room.

Problems that may arise: Should the host not have started the event yet, you will have to try again later. The event will not open automatically when the app is running.

It is possible that the event password will not be transferred to the browser automatically; in this case, you must enter it manually.

We recommend using the Webex Meeting app for Webex events.

4. During the Event

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

To get in touch with the host, you have the following options:

1: Chat function (en- and disable): you can contact hosts, moderators, and panelists, and ask questions.

2: Questions and Answers: here, you may ask questions directed at all participants, hosts, moderators, and panelists.

3: Give Feedback: you have the option of speaking up or giving feedback via icons (too fast, too slow, applause, etc.)

Unlike in meetings, you as a participant may not enable your microphone; all regular participants are muted upon entering the event.

You may activate the chat and the list of participants via their icons (which will then glow blue); to display the icons, you must simply move your cursor over the video or shared screen content.

5. Further Information

We recommend using the Webex Meetings app for Webex events, 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/en-us/kwmj5eb/Join-a-Cisco-Webex-Event

6. Free App For Android And iOS

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