

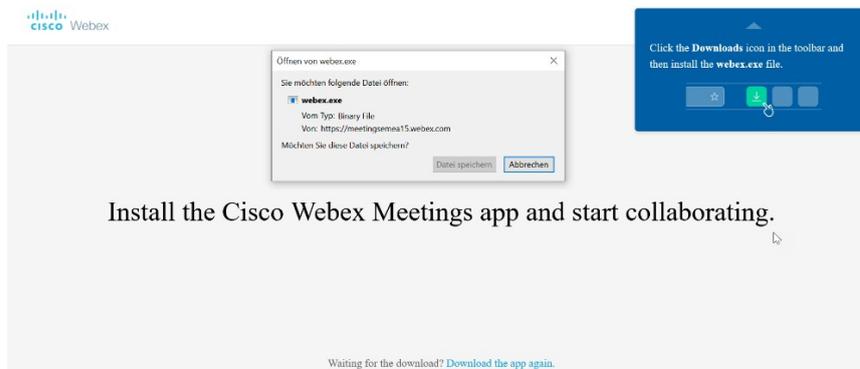
Webex Meeting for attendees

Important Notice: You may join a test meeting here:

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

1. Attend a meeting using the Webex app

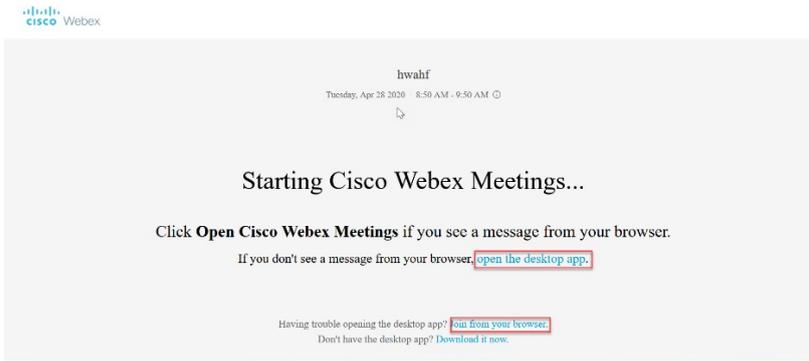
Please click the link you have received via e-mail and install the file *Webex.exe* (for Windows users). The Webex Meeting app is also available for Mac and Linux.



2. Attend a meeting using a web browser

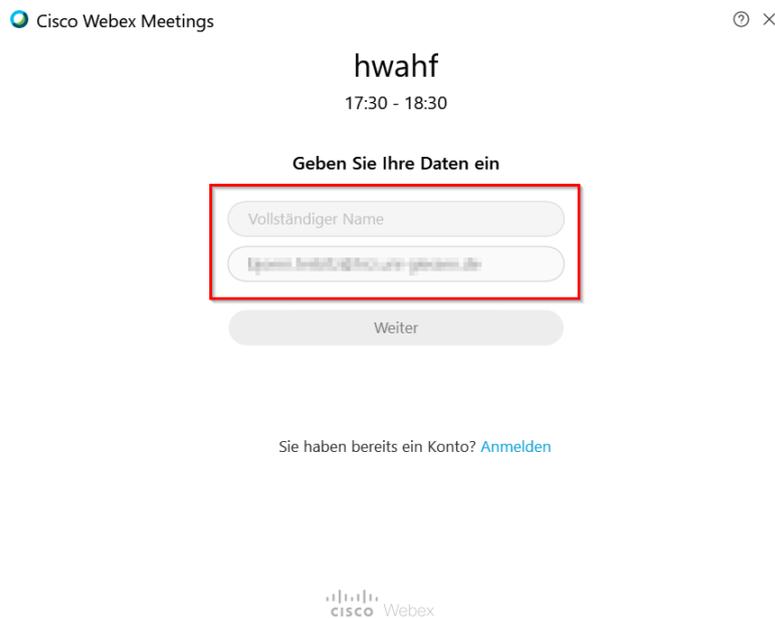
Should you not have the required administration rights to install apps on your computer, you can use your browser to attend in a meeting (See Point 5). We recommend using Chrome or Firefox, as Safari (on Mac) or Internet Explorer (on Windows) are not supported by Webex.

When using Linux, you can join the meeting with a Chrome-based browser.

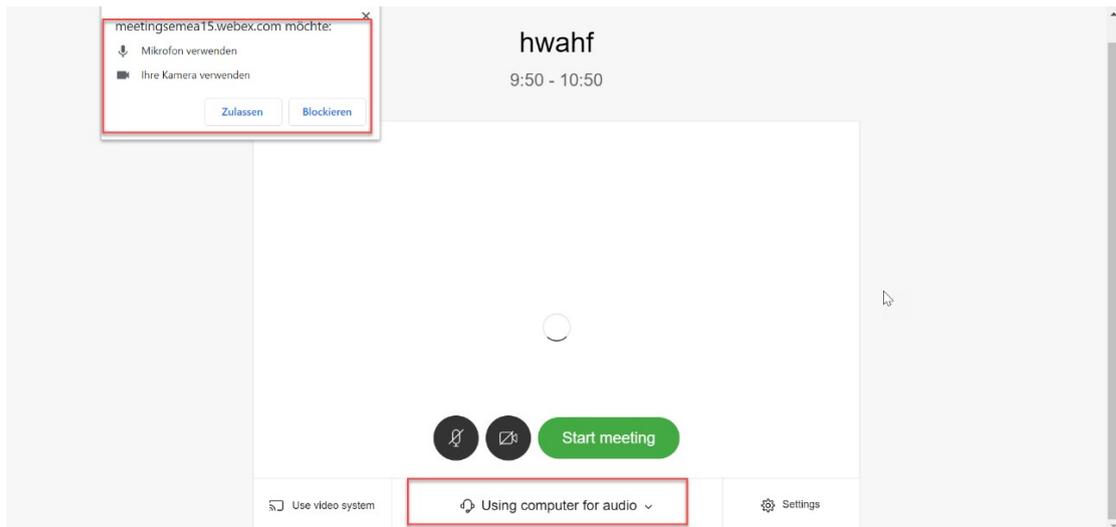


3. Entering The Meeting

When using the app for the first time, you will be asked to provide a name and 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.



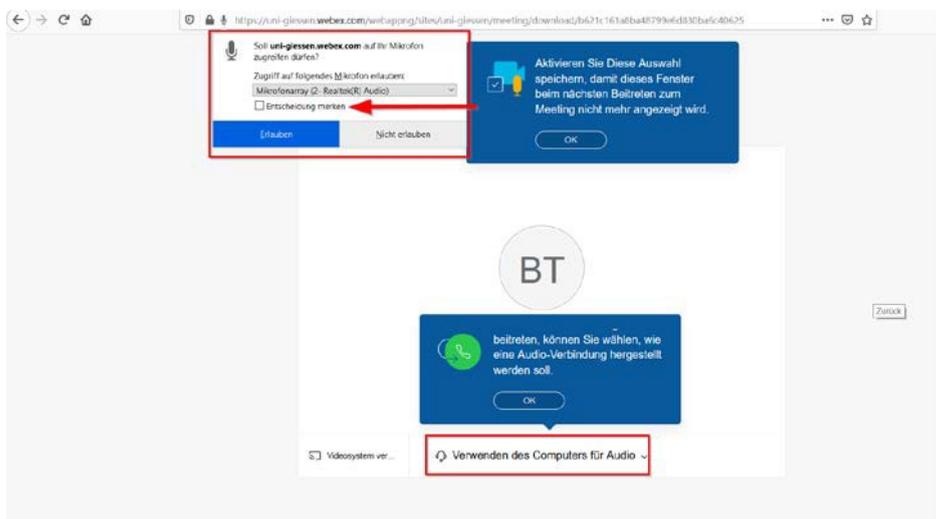
Please click “Start meeting” in order to join the meeting using the Webex-app. You will then be routed to the meeting room.



Problems that may arise: Should the host not have started the meeting yet, you will enter the lobby and will automatically join the meeting room once the host starts the meeting.

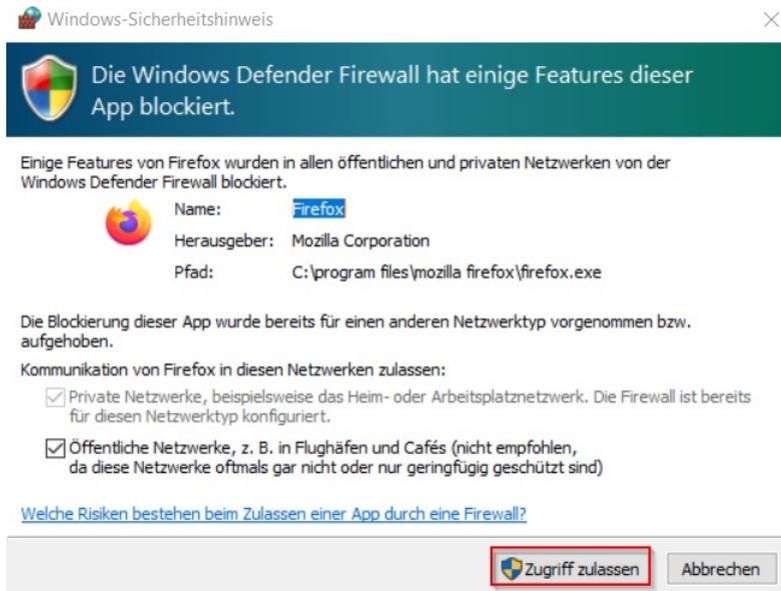
4. Entering the meeting using a web browser

If you are not using the app, and instead choose to join the meeting using your browser (if your browser is supported, you will find a link for this on the homepage), you will see this 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 it again for future usage.

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

We recommend using the Webex app for Webex meetings, particularly if you plan on using advanced features such as screen- or window sharing.

For more explanations of Webex meetings icons and options, see:

<https://help.webex.com/en-US/article/n62wi3c/Get-started-with-Webex-Meetings-for-attendees>

6. Free apps 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.

7. 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.