

WebEx Participant Guide

Introduction

WebEx is a video conferencing tool. As a participant there are many available features that are important. In order to join the meeting by video and participate successfully you will need a web camera (optional but recommended), microphone (built-into-the-device microphone, USB headset/earbuds), and a telephone if your computer lacks a microphone.

Step-By-Step Instructions

Join a Meeting

Click here to [Join meeting](#)

Meeting number (access code): 965 541 091

Meeting password: Qk7GYSTmM94

Join by phone

Tap to call in from a mobile device (attendees only)

+1-408-418-9388 United States Toll

Global call-in numbers

Join from a video system or application

Dial 965541091@nmemnrd.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial [965541091.nmemnrd@lync.webex.com](tel:965541091.nmemnrd@lync.webex.com)

Enter your information

Next

Already have an account? [Sign in](#)

Click the **Join Meeting** button. Your microphone and webcam will automatically be selected based on your computer's default settings.

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After you join the meeting, you'll be prompted to allow the browser access to your camera. If you don't want to show your video in the meeting, click the button below to turn off your video

Join meeting

Use video system

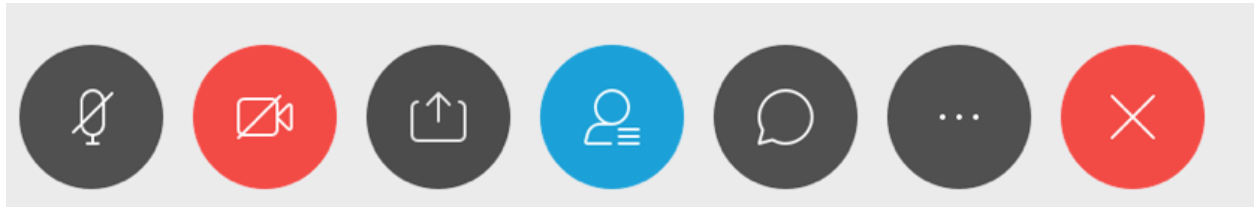
Using computer for audio

NOTE: You may be asked to enter a meeting password. If so, enter the password listed above.

When you call in or join from your computer please advise the hearing officer whether you wish to comment.

When the meeting is finished, participants can leave the meeting by clicking on the **Leave Meeting (X)** button on the control bar at the bottom of the screen.

Meeting Essentials: The Control Bar



In order, from left to right:

1. **Mute/Unmute:** Clicking on the microphone icon will mute/unmute your audio during the meeting. If you are not speaking please mute your audio to avoid background noise disrupting the hearing.
2. **Start/Stop my Video:** Click the camera icon to allow the host and other participants to see you.
3. **Share content:** Clicking on the upward pointing arrow will **Share** your desktop, files, applications, websites, or videos.
4. **Participants:** Clicking on the person icon will open the participants window.
5. **Chat:** Clicking on the comment bubble icon will open the chat window in the lower right side. You can chat with anyone in the meeting or hold private discussions with any participant.
6. **More Options:** The **More Options** icon (three dots) allows you to copy the meeting information and configure your audio connections.
7. **Leave the Meeting:** Clicking on the red x icon will close the meeting.