WEBEX USER GUIDE FOR REMOTE MEETINGS

ADVANCE REGISTRATION

You are kindly requested to register to participate in this meeting.

TESTING

The secretariat will open the virtual meeting room 15 minutes before the start of the meeting. Participants are encouraged to connect well before the start time so that any technical issues may be resolved before the meeting.
You can also try out your audio-video and webex connection beforehand at a Webex test meeting:
https://www.webex.com/test-meeting.html/

TECHNICAL REQUIREMENTS

Upon clicking the "Join meeting" button in the invitation, you will be asked to join via the Cisco Webex software or a browser.

- It is recommended to join via Cisco Webex if you have it installed on your computer. *(Please see the "Assistance and Troubleshooting" section if you would like to install WebEx.)*
- If joining via browser:
    - Ensure you have the latest version of Internet Explorer installed to benefit from full Webex functionality.

If you are experiencing difficulties, please refer to the section "Assistance and Troubleshooting" at the end of this note.

JOINING A MEETING

1. You will receive an invitation by email. Click the green "Join meeting" button.

2. When you join, you will see a panel of buttons at the bottom of the conference window. Please follow these three steps:

3.
    i. Mute your microphone (it might already have been muted by the host). The microphone button will be RED when you're muted.

        Good practice: Always keep your microphone muted and disable video when not speaking to limit echos and ensure good sound quality.
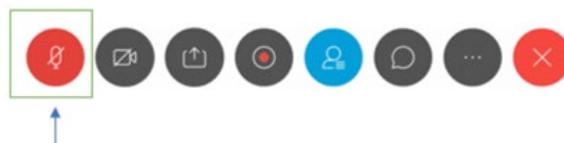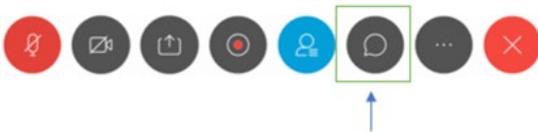
1.

   ii.   To see the participants list, click on the blue Participants button.
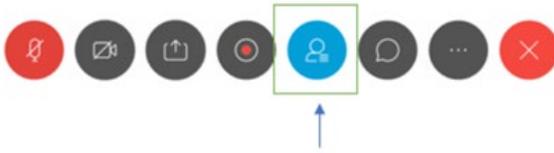
1.

   iii.   Activate the chat window by clicking on the speech bubble.

> **Good practice:** In the chat window, you can use the dropdown menu to send a chat message to all participants, or send a private message to a specific participant.

REQUESTING THE FLOOR

1. **To ask for the floor, click the hand button next to your name in the participants list. The Chair will be notified and will give you the floor. Unmute your microphone (and enable video) and speak.**

> **Good practice:** When you are finished speaking, mute your microphone, disable video and click the hand sign again to lower your hand.
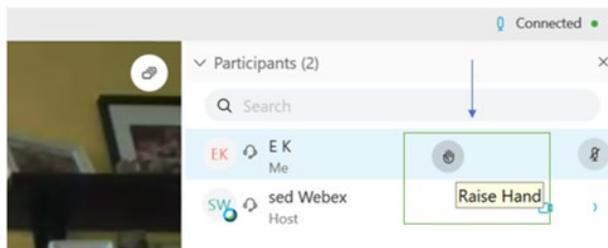
ASSISTANCE AND TROUBLESHOOTING

If you would like to install the WebEx application on your computer or mobile device, it can be downloaded free of charge at https://www.webex.com/downloads.html**.**