

## Join a WebEx Meeting

### Join a WebEx meeting

To participate in a WebEx meeting, you will need the meeting link and/or the meeting number. This information should be provided by the meeting host, and may appear in an email or calendar invitation.

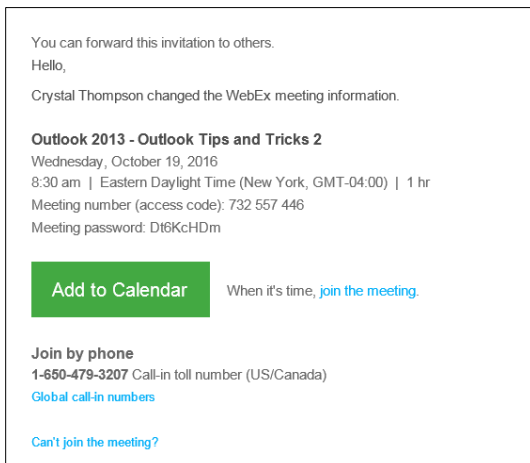
You may attend meetings using a computer or using a mobile device such as android, iPhone, or iPad. The Cisco WebEx application must be downloaded on your computer and/or mobile device. There is no charge for these applications. If the Cisco WebEx application isn't installed on your computer, you will receive a prompt to download it. Follow the on screen instructions. After the application has been installed, you will be able to join the meeting with the meeting number provided.

The Cisco WebEx app can be downloaded to a mobile device from Apps@Work or through the App Store.

You can join the audio in one of two ways: By audio conference, or by VoIP. As soon as you enter the meeting, you will be prompted for how you wish to join audio.

### Join a meeting from email invitation

1. Open the email or calendar invitation



2. Click on **Join WebEx meeting**.

3. A window appears asking for your information.
4. Type your **full name**.
5. Enter your **email address**.
6. Click the link to **Join**.

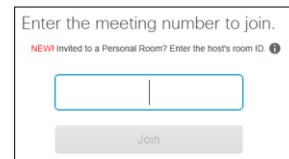


If you have previously used WebEx or prepared your browser with the plug-in, you will join the meeting room. If not, you will see a dialog box to run or download the WebEx Communications file.

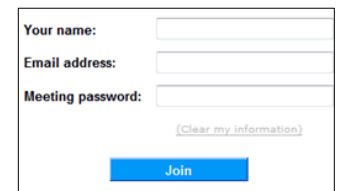
### Join a meeting from a meeting number

If you know a meeting is taking place at a certain day or time, you may go to WebEx and join the meeting by meeting number.

1. Browse to <http://worldbankgroup.webex.com>.
2. Type in the **meeting number** you received in the invitation and click Join.



3. Type your **full name**.
4. Enter your **email address**.
5. Type the **password** for the meeting
6. Click **Join**.



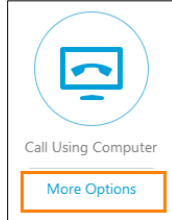
### Use Audio in WebEx Meeting

You can join the audio in one of two ways: By audio conference, or by VoIP. As soon as you enter the meeting, you will be prompted for how you wish to join audio. Participants with low bandwidth should join audio using one of the phone options.

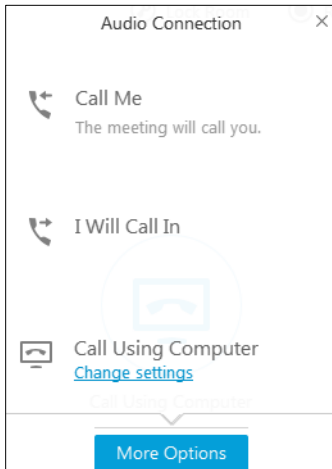
## Join Audio by Phone

You have two options in joining by phone: you can have the meeting call you directly or you can dial the audio conference number yourself.

Once you enter the meeting, click **More Options** from Connect to Audio.

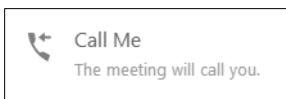


A list of Audio Connection options are now available to you.

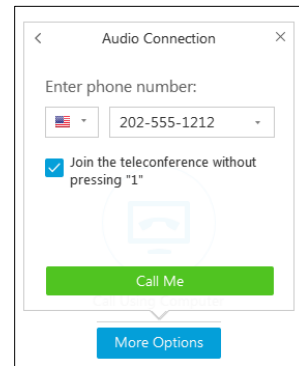


### Use Call Me feature

1. Click **Call Me**. Select the country where you are located by clicking on the drop down arrow next to the country flags.



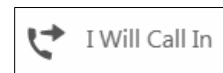
2. Enter the **phone number** you'd like WebEx to call.



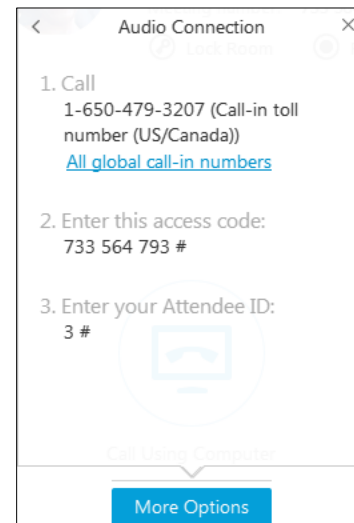
3. Click **Call Me**.

### Use I Will Call In feature

1. Click **I Will Call In**.



2. Dial the number listed or click **All global call-in numbers** to find a local number.



3. When prompted, enter the **access code** (meeting number) shown on the screen, followed by **# sign**.
4. When prompted, enter your specific **Attendee ID** shown on screen, followed by **# sign**.

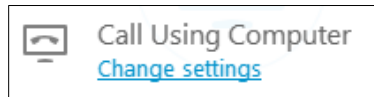


The phone numbers listed are provided by Cisco WebEx not World Bank Group.

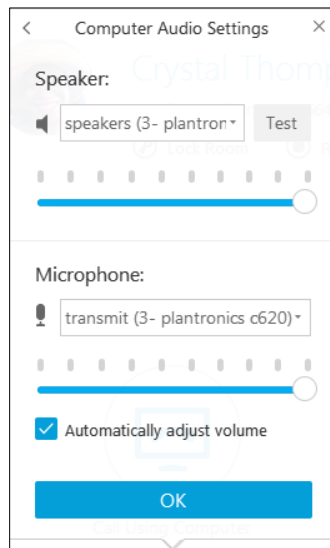
## Join Audio by VoIP

Best Practice when using this feature is to use a headset with a microphone. Participants without a microphone will be able to hear the audio and unable to communicate with the presenter. Utilize the Chat Panel to interact with the presenter.

### 1. Select **Call Using Your Computer**



The Speaker/Microphone Audio test screen appears.



2. Click **Test** for the Speaker. Sound should be heard from your speakers.
3. Speak in a normal voice into your microphone to test.
4. Click **OK** to finish and connect.

**Note** If you have multiple speakers, you may need to click the Speakers drop down arrow and select the appropriate speakers.

## Access Various Panels in a Meeting

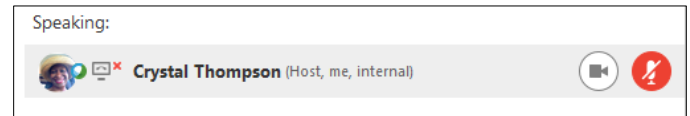
Some of the basic features in a meeting can be found in the panels which appear in the top right corner of the meeting center.






Click any of these icons to open a panel to view the participant list, chat with participants, or add or see notes.

### Access the Participant List

From the Participant list, you can see who else is attending the session, note how people have connected their audio, turn on or off the video camera, and mute your audio.



-  Audio Connection
-  Video Camera
-  Mute/Unmute

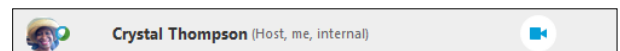
You can also raise your hand to get the host or presenter's attention.




### Turn on Video

You can choose to transmit video if the meeting host allows it and if you have a strong internet connection and a webcam.


1. To turn on Video, locate your **name** in the participant list to the right of the meeting window.
2. Click the **video camera** to the right of your name.



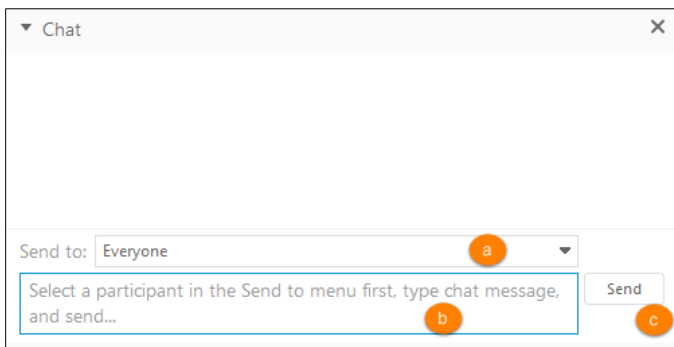
3. To turn off the video, click  (video) again.

### Use Chat

From Chat, you can send messages to everyone or have a private conversation with a participant.

1. Click  if the Chat Panel is not open.

- Select the desired participant to message or send a message to everyone.




- Type the chat message.
- Click **Send**.

### Take Notes

The Notes panel provides a place for you to write down information you wish to keep for yourself. Notes can be saved separately from a meeting.



- Open  panel if necessary.



- Type your notes and click **Save** before the end of the meeting. Notes will be saved in a (\*.txt) format.
- Select the folder and name the file.
- Click **Save**.

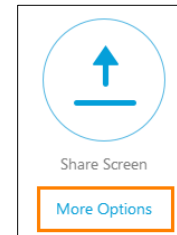
### Advanced Options for Participants

The host may grant participants advanced privileges such as saving, printing, or annotating documents; sharing documents, sharing video, or controlling shared applications.

### Share Desktop, Files, or Applications

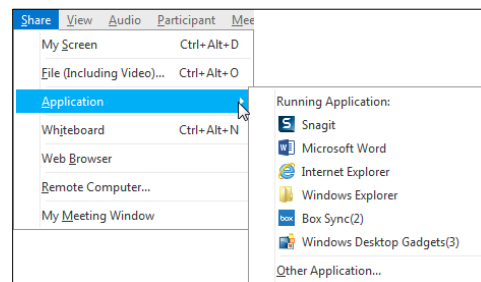
The host or presenter may offer you presenter rights. Once you have these rights, you can share information on your screen with others in the meeting. To share the Desktop, Files, or Applications, note the **Share Screen** button in the middle of the meeting room.

- Click **More Options** from **Share Screen** icon.

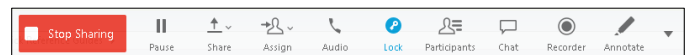


OR

Click **Share**, and then **My Screen** or other options from the menu.



- Hover the mouse at the top of the screen. Several options appear.

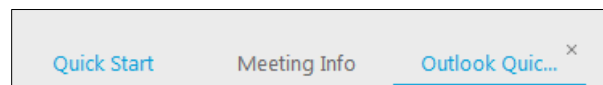


- Click **Stop Sharing** when you are ready to stop sharing.

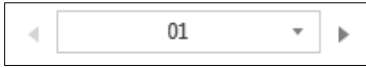
### Navigate pages, slides, or whiteboards

Each document, presentation, or whiteboard being shared appears on a tab at the top of the content viewer. If given the rights, you may move independently through shared documents and presentations.

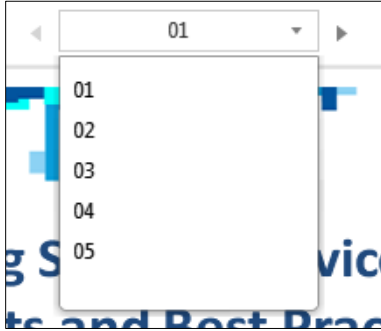
- In the content viewer of the Meeting window, select the text for the document, presentation, or whiteboard that you want to display.



- On the toolbar, click the **arrow** to change the page or slide you are viewing.



- Select the **drop-down arrow** to choose any page or slide.



### Save a presentation or document

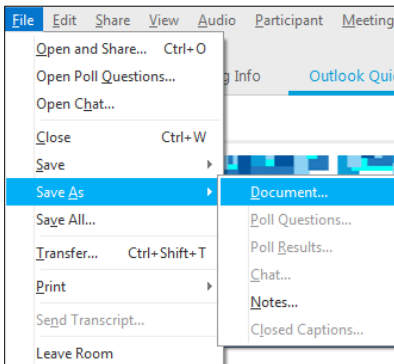
You can save any shared document, presentation, or whiteboard that appears in the content viewer. A saved file contains all the pages or slides currently displayed in the content viewer, including any annotations and pointers that have been added. You can save in one of two formats:

- Universal Communications Format with an \*.ucf extension accessible only in another meeting or in your Personal Room.

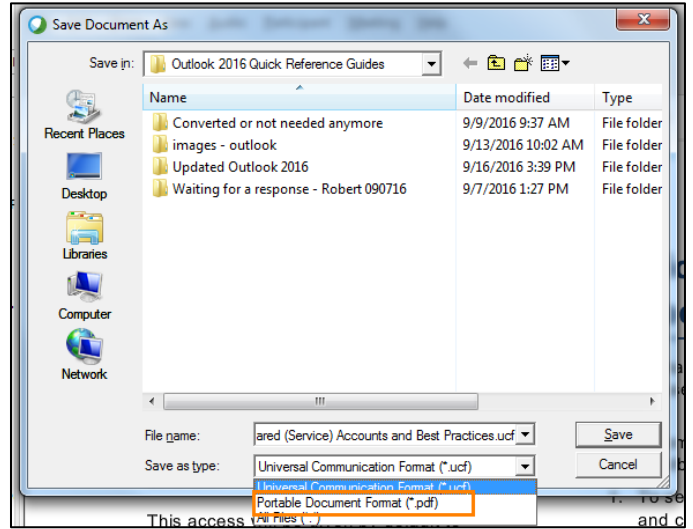
OR

- PDF format for more flexibility.

- Click **File, Save As**.
- Choose **Document**.



The **Save Document As** dialog box appears.



- Specify a **location** to save the file.
- Enter a **name** for the file in the **File name** field.
- Select UCF or PDF from **Save as type** drop down menu.
- Click **Save**.

### Support Options

- For IT support contact [ITS Global Support Services 24x7](#):
  - Call +1.202.473.2121
  - Call 5220+32121 from a WBG Country Office using a desk phone or Jabber.
  - Email [IThelp@worldbankgroup.org](mailto:IThelp@worldbankgroup.org)
- For additional learning materials, please go to: <http://webexlearning>
- For online help with WebEx, consult the [Support](#) section located in the WebEx Meeting Center.

