# Attending a Webex Meeting

## Purpose and Scope

Webex is a service that offers audio, video conferencing and screen sharing services, for state and external participants. Webex is a cloud-based offering.  It is **best for meetings of 1 - 100 active participants** but can support up to 1,000 participants.

This document will describe:

- Notification to attend a Webex meeting
- Joining a Webex meeting.
- Webex session menu and icons

If you need to host (be a meeting organizer or presenter) a Webex session, that requires a Webex license. Contact the DTI Service Desk to request a Webex license.

Note: Your iPhone/Android offers a phone version for Webex meetings/events, however we do not cover those devices in these instructions.

### IMPORTANT:

These instructions are for **Attending** a Webex Meeting.

- You do not need a license to "**Attend**" a Webex, however you may be prompted to download the Webex app when joining the Webex meeting.
- A Webex session is best attended directly from device you are using.  Do not launch or access the Webex meeting/event through a Remote Desktop connection. From your computer, m**inimize the Remote Desktop session and launch the Webex meeting/event through your browser.**  (See below to minimize: Select the minus symbol in the banner at the top of your Windows machine; for MAC, select the icon, shown below, from the bottom doc.)
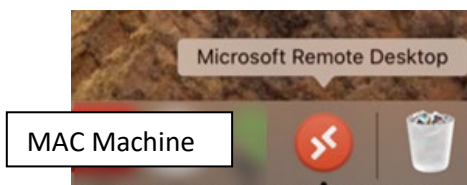


Additionally, the Webex Help Center has a wealth of instructions and videos available.
https://help.webex.com/en-us/n62wi3c/Get-Started-with-Cisco-Webex-Meetings-for-Attendees
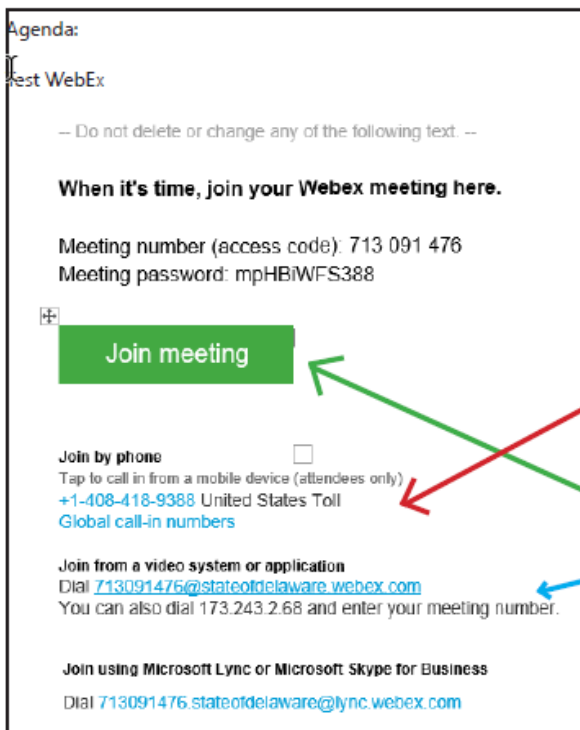
# Notification to Attend Webex Meeting

Webex meetings can be **(1) Scheduled** or they could be set up as an **(2) immediate need to meet**.

**(1)** When a Webex Meeting is Scheduled, the attendee will receive an email invitation.

Below is the calendar invitation that the attendee will receive.



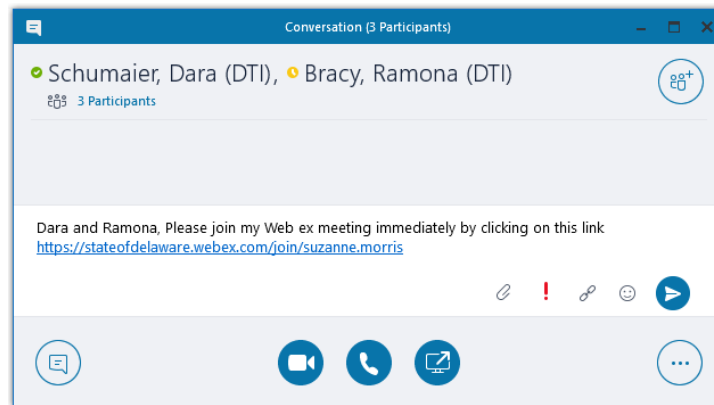The email and calendar event will provide information as shown below.

**(2)** The process when immediately establishing a meeting will not generate an Outlook calendar invite or display in your email or on your calendar.  Most likely you would receive a message from the "Meeting Organizer" asking you to immediately join the Webex meeting.  An example via Skype:



# How to join a Webex meeting …

## … dial in only

When attending via phone only, dial the phone number provided in the meeting invitation and enter the Meeting Number when prompted.

## …using the Webex URL

If you are at home, remoting to your desktop, the audio and video experience may be degraded. It is recommended that you minimize the remote desktop session and use your home computers internet session to attend the Webex meeting.  Open a browser window and type in the URL https://stateofdelaware.webex.com/hostfirst.lastname, enter the Meeting number.
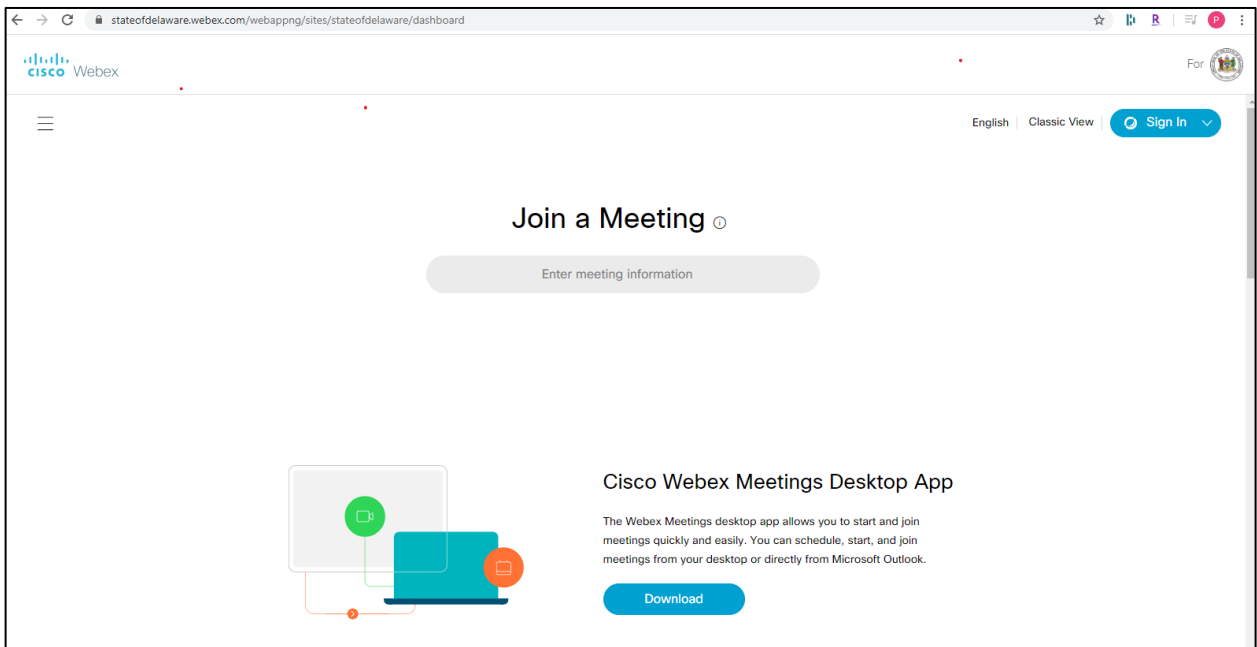
## …using Outlook at your office or at home via OWA or O365 Online

Select the Join Meeting link from the email or calendar event.  Enter the information as prompted.

First time users will be asked to install the Cisco Webex Meeting app.
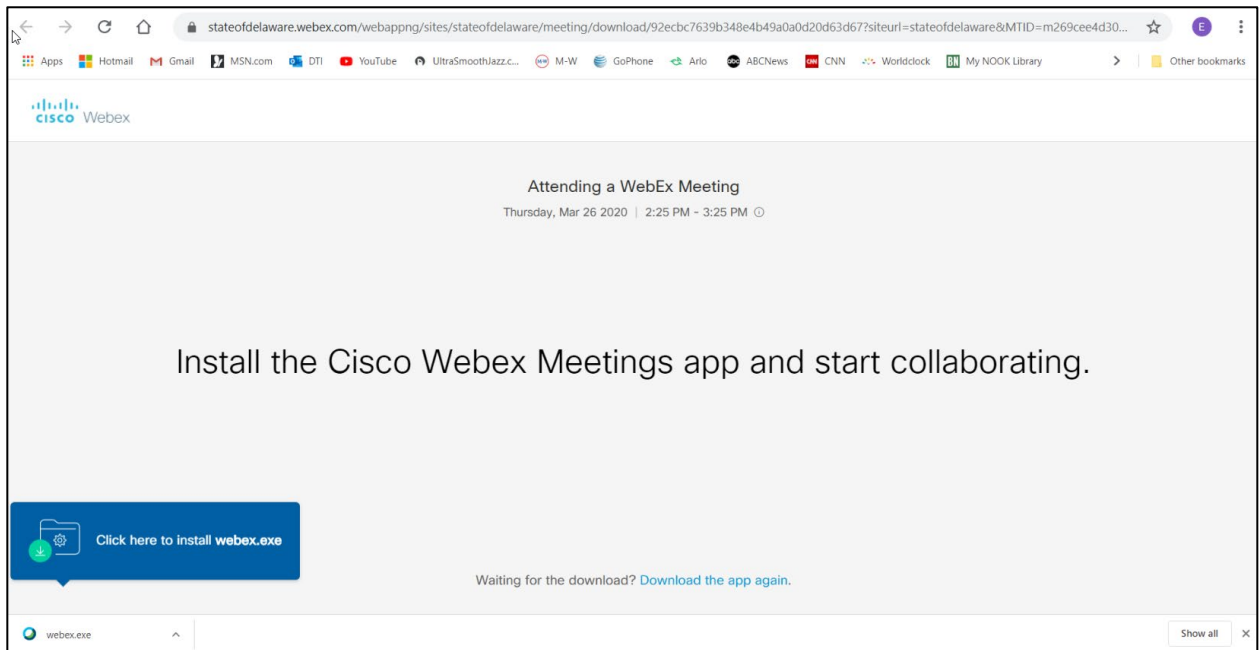


You will be prompted to Join a Meeting by entering the meeting information

Cisco Webex Meetings

**Attending a WebEx Meeting**

2:25 PM - 3:25 PM
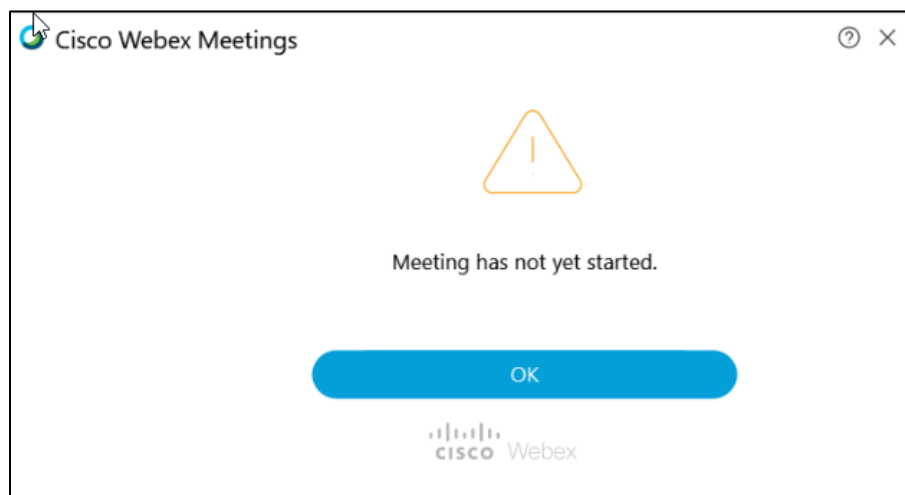
**Enter your information**

Next

Already have an account? Sign in

More ways to sign in

cisco Webex

The message below will display until the Meeting Organizer starts the meeting.



Cisco Webex Meetings
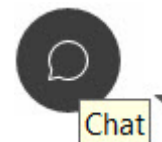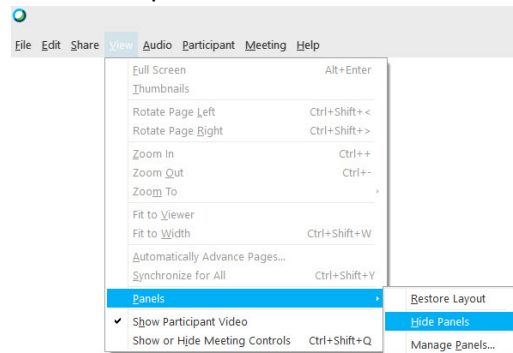
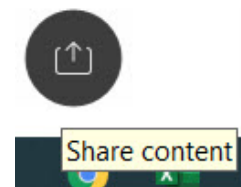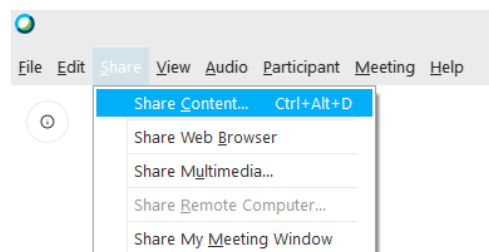Meeting has not yet started.

OK

cisco Webex

# Menu and Icons

1. The menu bar is located in the top left section of the screen.  The icons are located at the bottom, center stage.

File   Edit   Share   View   Audio   Participant   Meeting   Help
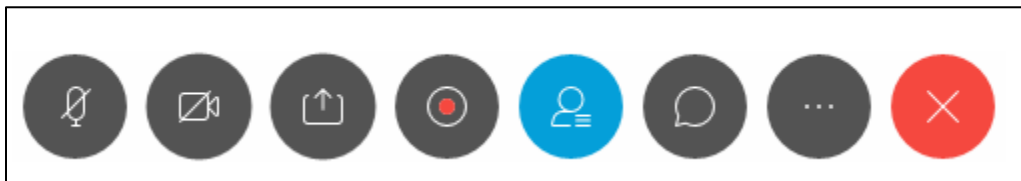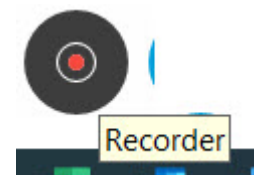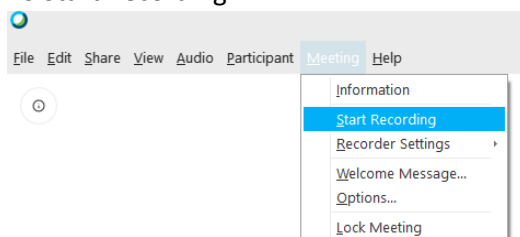
2. To open/close the Chat panel:

3. To Share Content:

4. To Start Recording:

5. To End/Close a Meeting