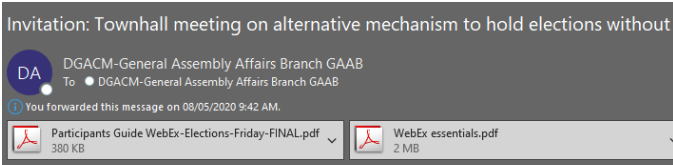


WEBEX - Guide for First Time Users

Join a WebEx meeting

If you have registered, you will receive a meeting invitation containing a link to the meeting near the bottom of the page. Kindly click on the link indicated as the Event address



excellencies and distinguished representatives,
Further to [the letter from the President of the General Assembly dated 5 May](#), please find below the link to the town hall meeting.
The participant guides are attached for your information.

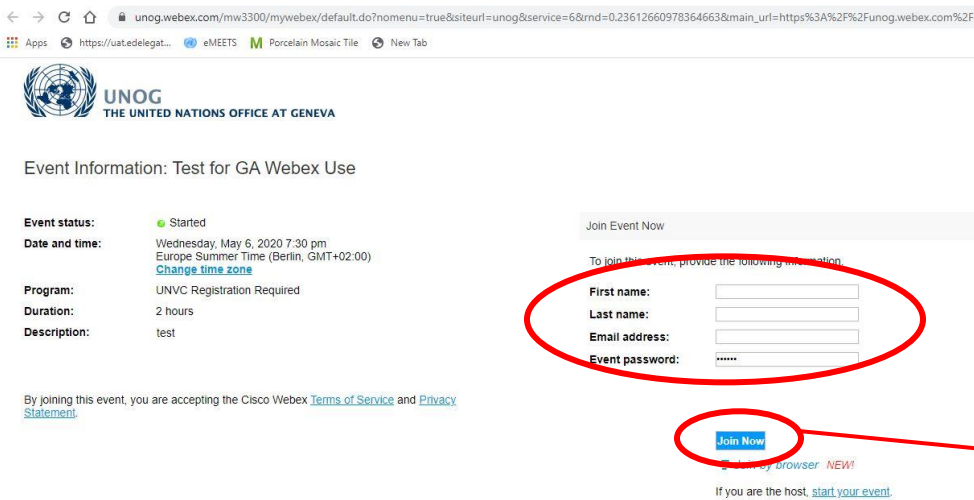
Event: The PGA Townhall on alternative mechanisms to hold elections without plenary meetings
Event address: <https://unog.webex.com/unog/onstage/g.php?MTID=e44e1b2b57fa39a1cc0e6ced48fcb51f4>
Date and time: Friday, May 8, 2020 10:00 am
Eastern Daylight Time (New York, GMT-04:00)
Duration: 3 hours
Meeting number: 143 211 765
Meeting password: RNRQJ9CC87

Desktop or Laptop connections (see page 5 for mobile phone options)

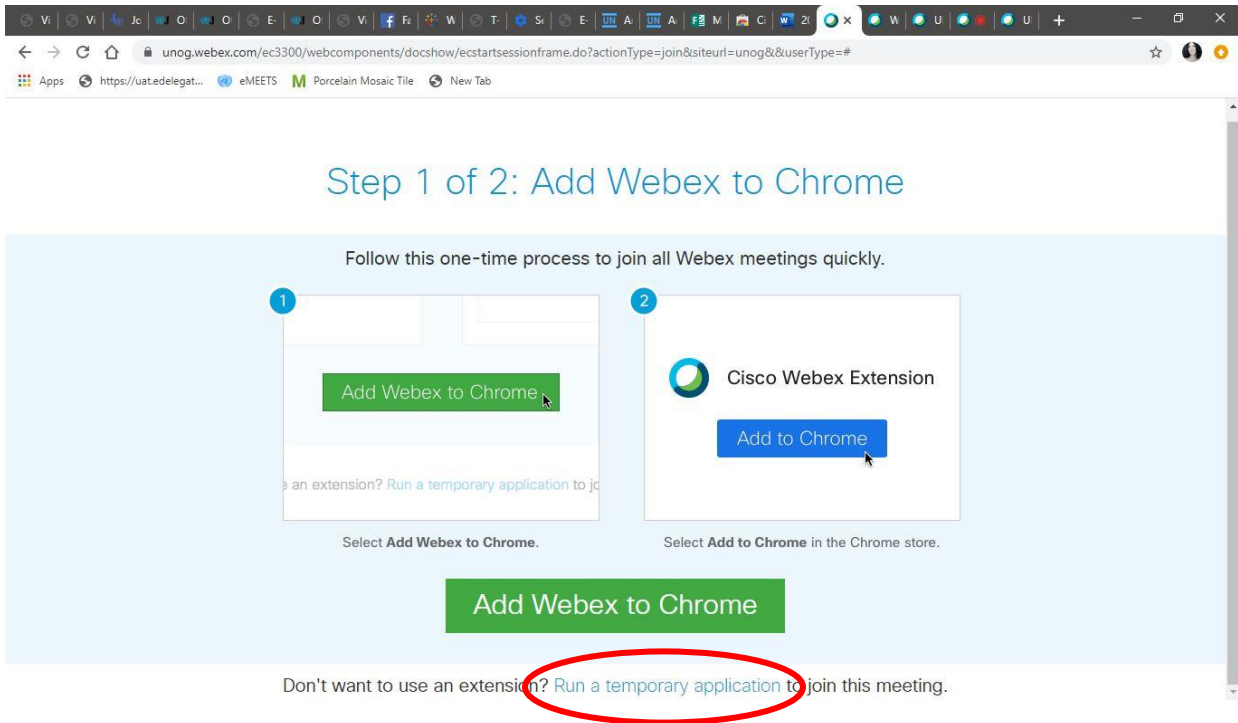
SIGN-IN: You will be taken to the sign-in page. The event password field will already be filled in.

Important reminder

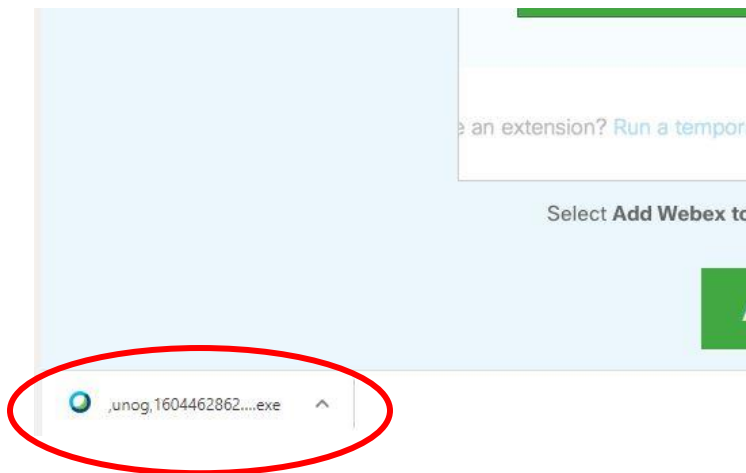
When connecting, you will be requested to enter your name and email address. When entering your information, **please enter your “(Mission name, Title of participant)” after your last name in the “LAST NAME” field.**



DOWNLOAD: If you do not have the WebEx software on your computer please click the “Run a temporary application” option at the bottom of the page for full functionality.

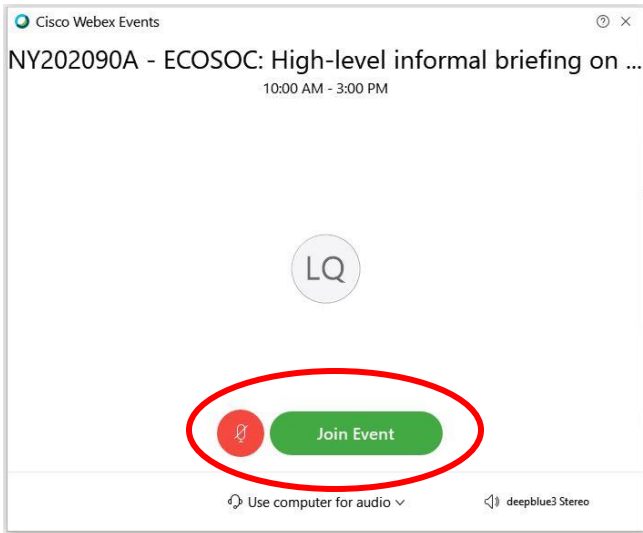


On Chrome the download will appear at the bottom left corner, click and open

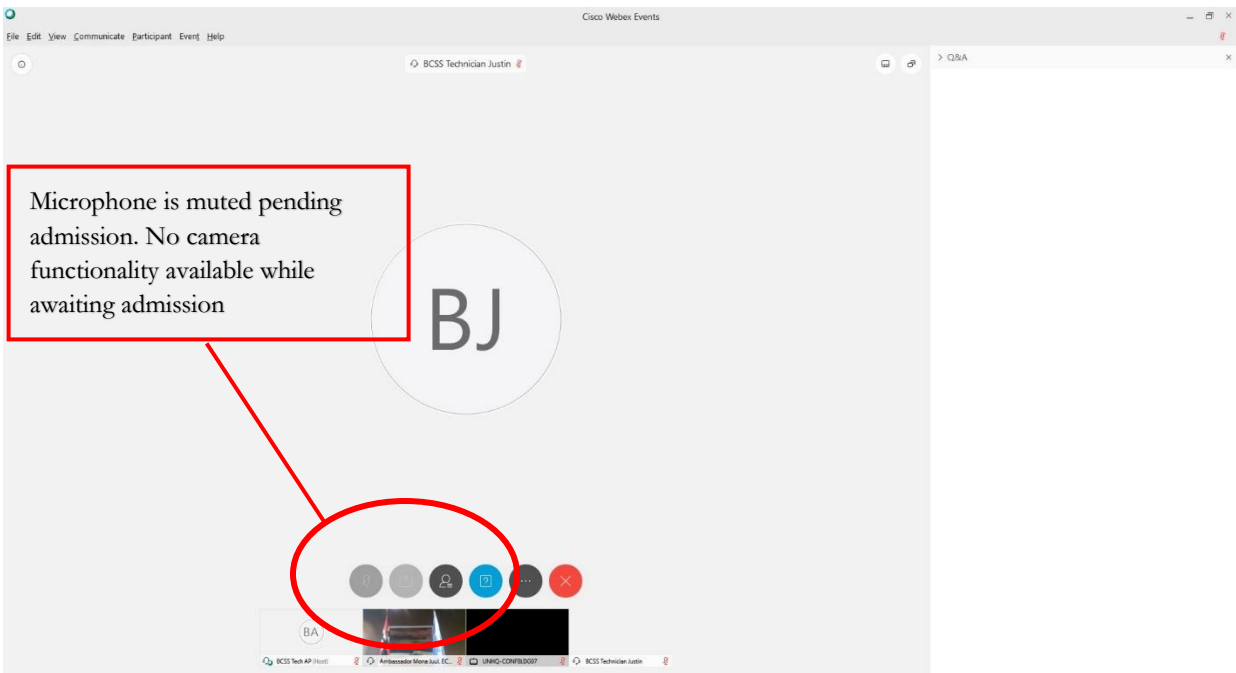


PARTICIPANT GUIDE TO WEBEX

You will then be taken to the screen to join the meeting

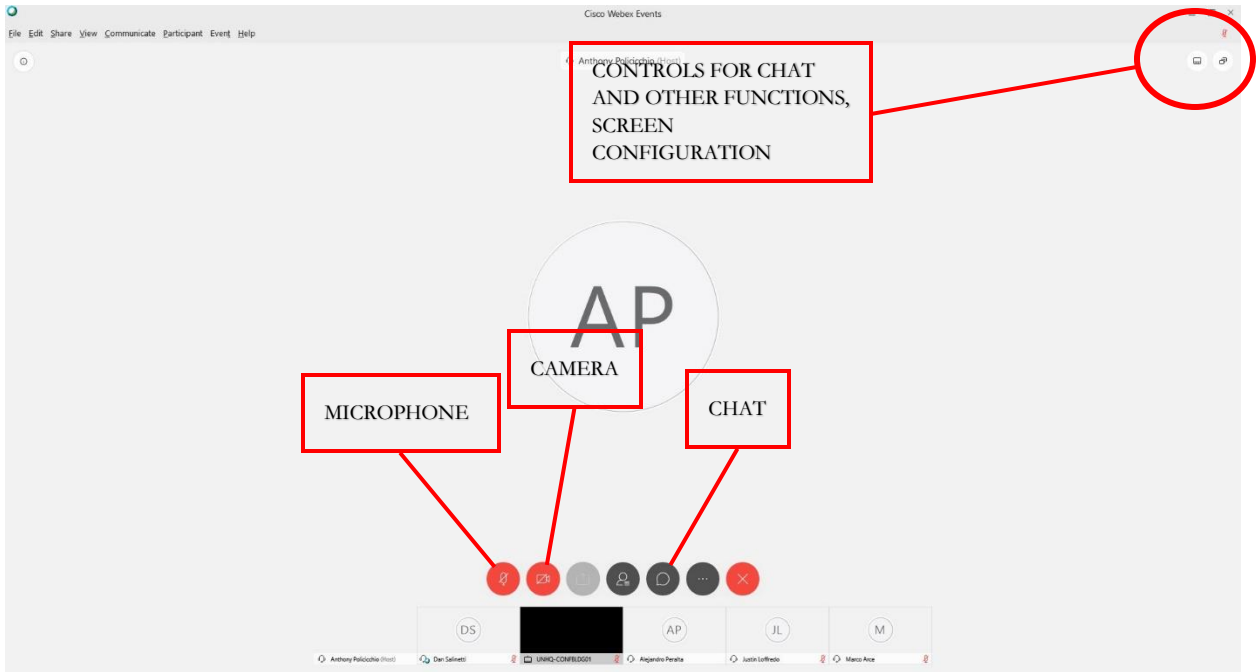


You will initially have your microphone muted while you await admission by the meeting host.

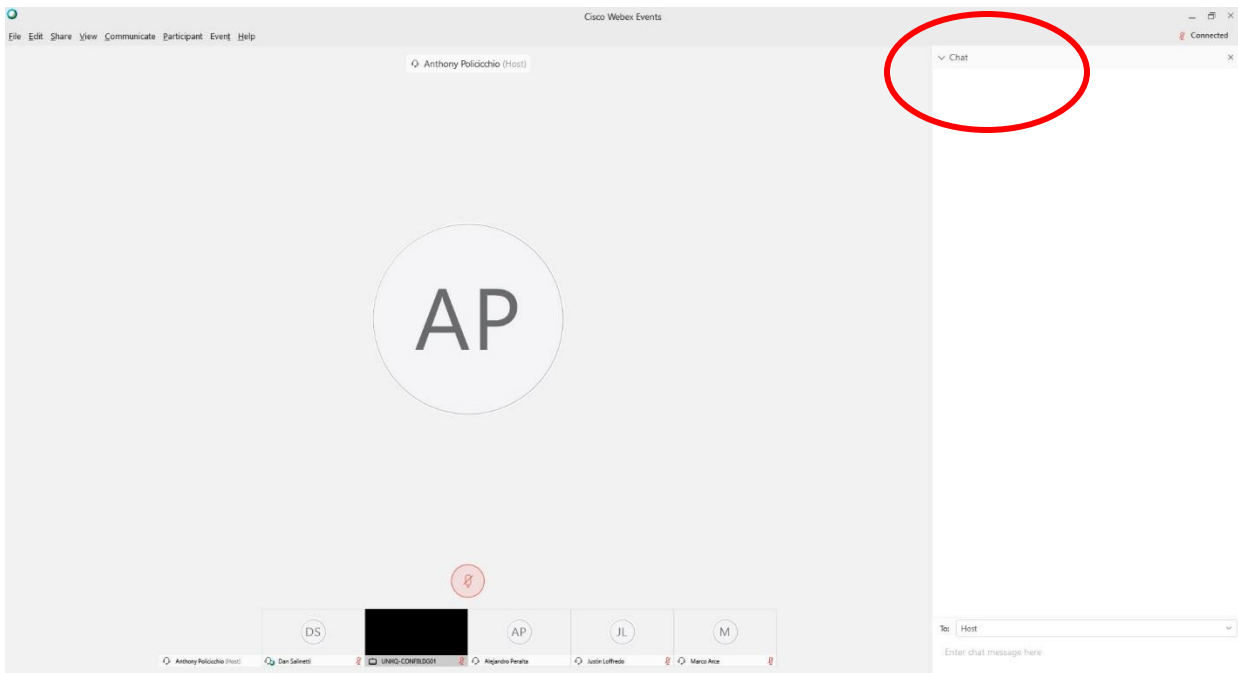


PARTICIPANT GUIDE TO WEBEX

After admission, you will have full functionality. You may wish to turn on your camera to indicate presence. Controls are indicated below, including chat or Q&A as enabled by the meeting organizers.

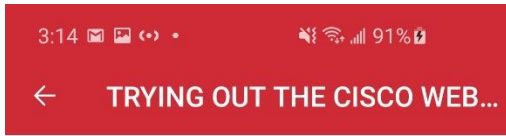


The CHAT and Q & A functions, if enabled, open up on the right side of the screen.



With a mobile phone

Please click the link for the WebEx meeting on your invitation (screen 1). You will then be taken to a page containing a JOIN button (screen 2). Kindly click the button.



Meeting will take place on Cisco Webex platform.

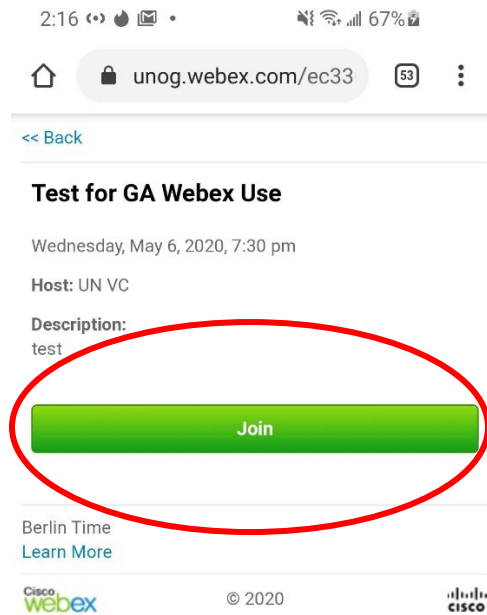
Wednesday, May 6, 2020 1:30 pm, Eastern Daylight Time (New York, GMT-04:00)

Event address for attendees: <https://unog.webex.com/unog/onstage/g.php?MTID=e48ee757b720815bec06128699e926662>



Cisco Webex Meetings
Simple, modern video meetings for the global workforce. Join from anywhere, including your desktop, browser, mobile device, or video room device.
unog.webex.com

Those joining will add their name and email.

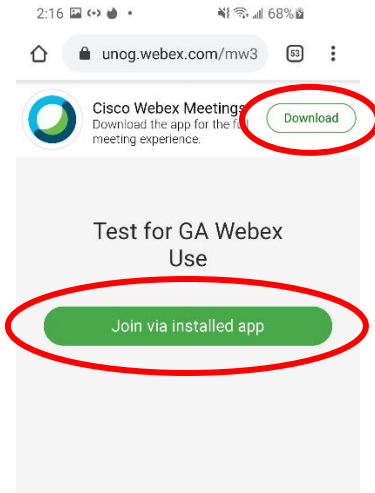


Berlin Time
[Learn More](#)

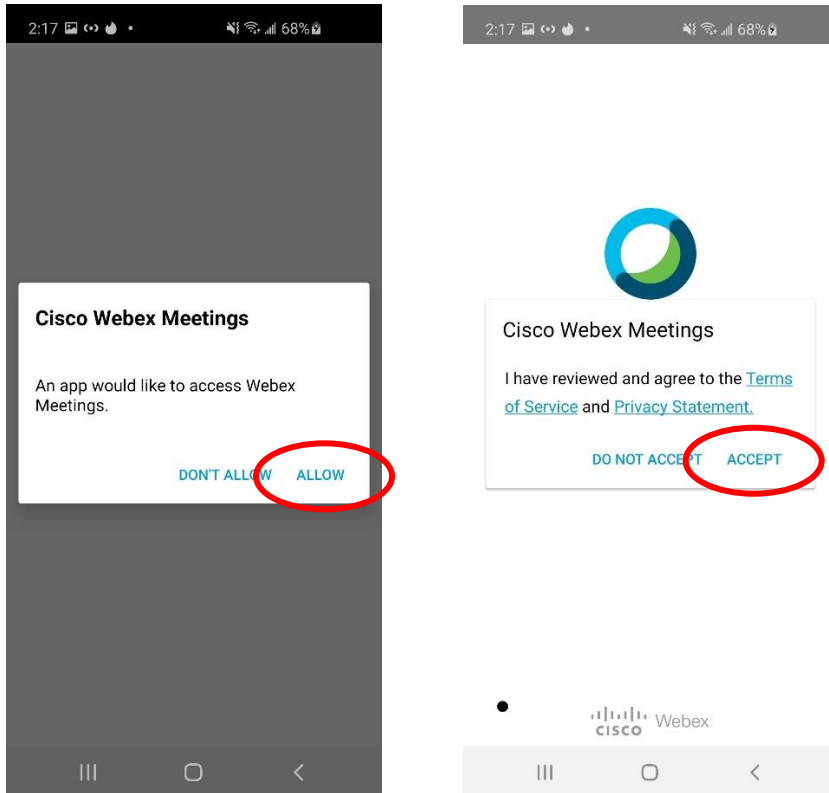
Cisco **webex** © 2020 CISCO



You will next be taken to the following page. If you have not previously installed the WebEx app, click “Download” to do so. You will then be taken to your app store to complete the download. (NOTE: If you have downloaded the app previously, click “Join via installed app” instead.)

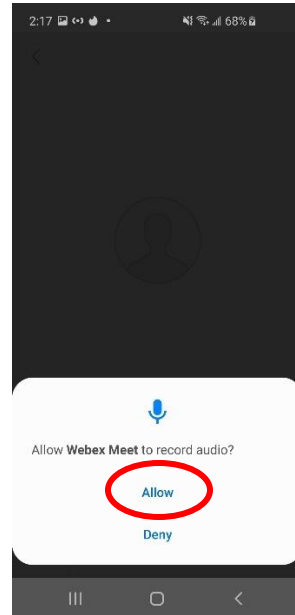
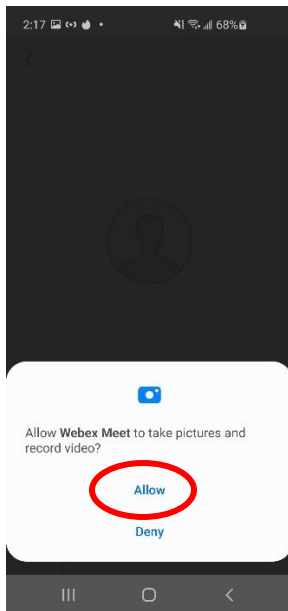
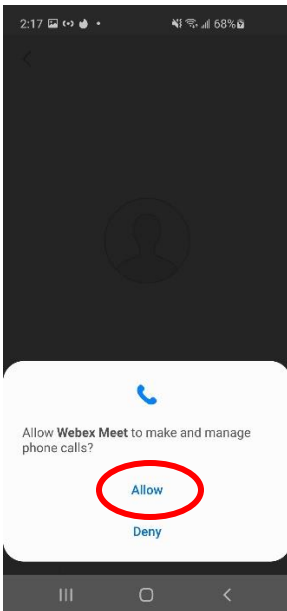


Next click “Allow” (screen 1) and then “Accept” (screen 2).

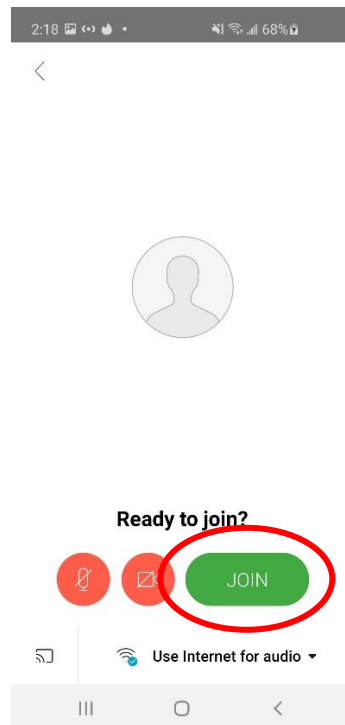
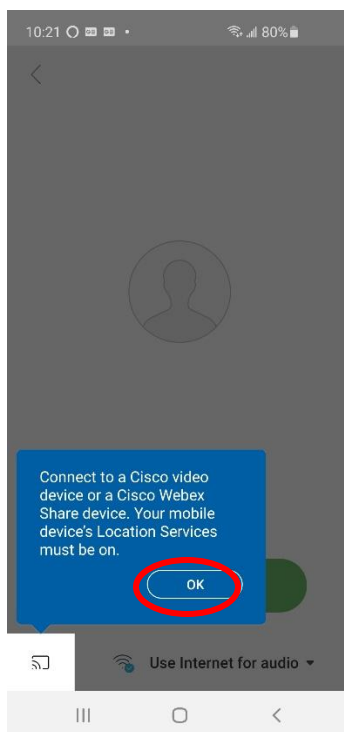
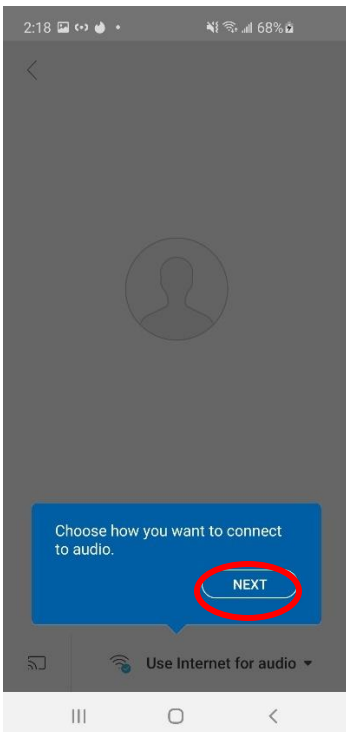


PARTICIPANT GUIDE TO WEBEX

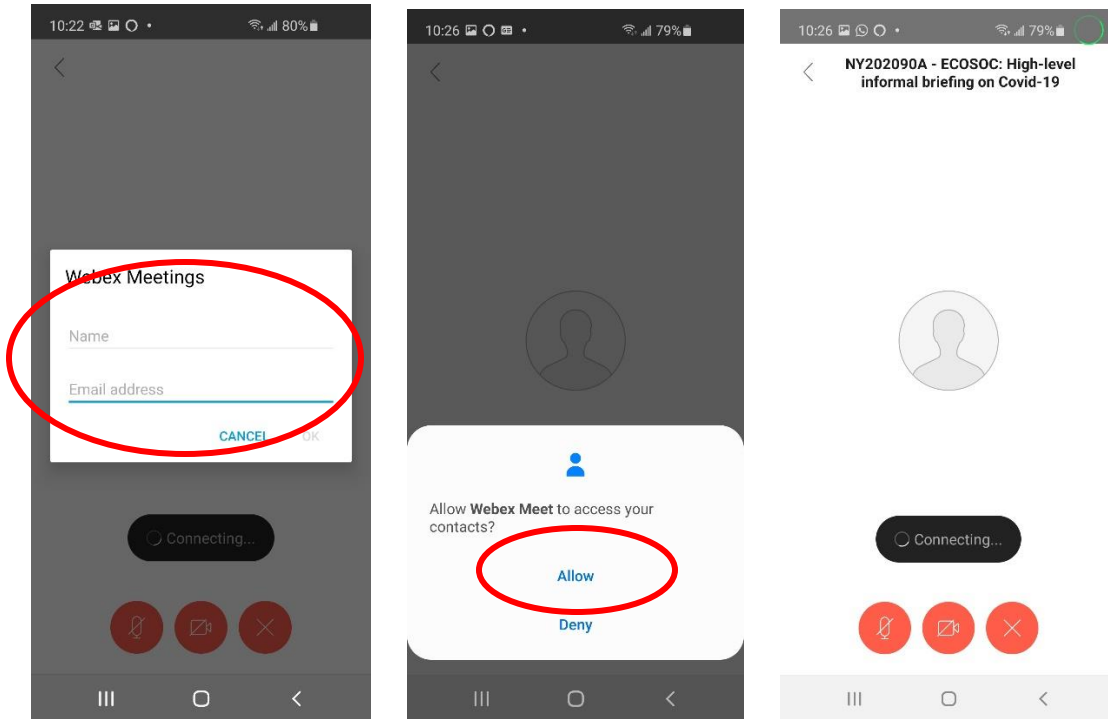
You will next be asked to give a series of permissions to the app. Click “Allow” for all.



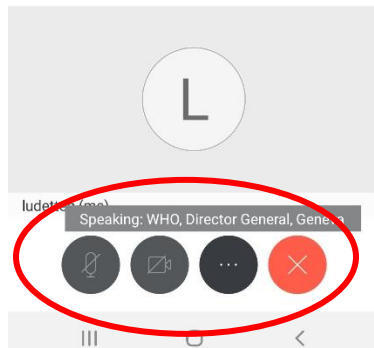
Click “Next” (screen 1), “Ok” (screen 2), the “Join” (screen 3).



Fill in your information. When connecting, please enter your “(Mission name, Title of participant)” after your last name in the “LAST NAME” field.. Then click “OK” (screen 1). Click allow (screen 2). You will then be connected (screen 3).



Controls for the microphone, camera and other functions are at the lower end of the screen.



Please note that if you have previously used the installed app, you will be taken directly to the meeting to join.

Troubleshooting

If you are experiencing difficulties, please send email to:

- unvc@un.org
- [212-963-8648](tel:212-963-8648)

System requirements

A computer (PC or Mac) or mobile device (iOS or Android):

- equipped with a camera and microphone
- video and audio communication ready and connected to a high-speed internet connection (a minimum 25 Mbps)

Get **Cisco WebEx** Meetings on your device*. Desktop apps for Windows, Mac iOS, as well as mobile apps for iOS and Android, are available in the links below:

DESKTOP	MOBILE (WEBEX MOBILE APP)
Windows 64-bit / Windows 32-bit	Apple iOS
Mac	Android

* For firewall issues, participants should contact their mission technical focal points to allow downloading of **Cisco WebEx application**.