

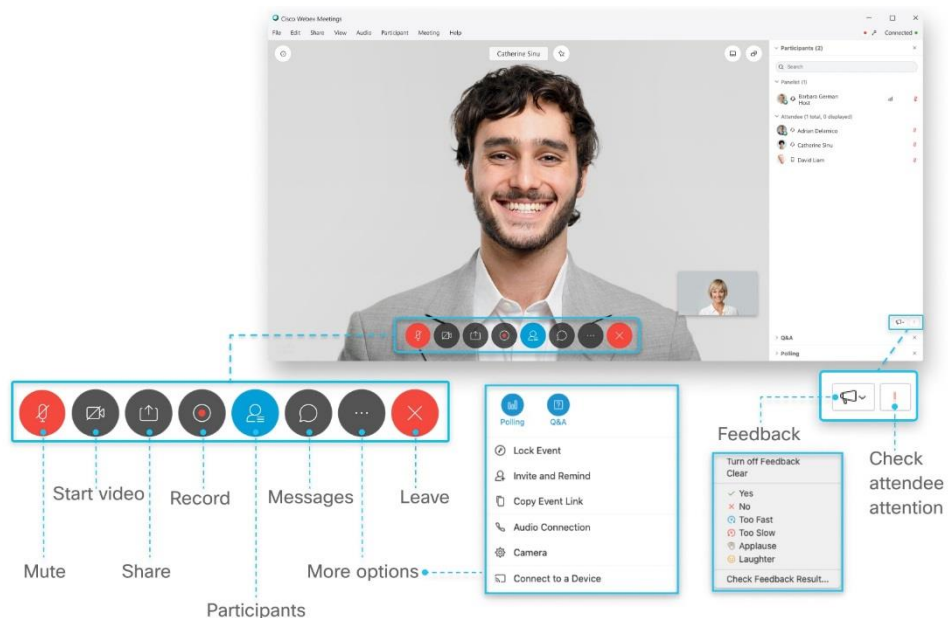
WebEx Participant Guide

Joining the Meeting

When you're invited to a Webex meeting, you received an email with instructions. Click the link to join the meeting. Below **Join Event Now**, enter your name and email address, and click **Join Now**.

You might be asked to enter an event password. You can find this in your email invitation.

The Webex Events user interface is simple. Most of the event options are in the center and participants and other panels are on the right.

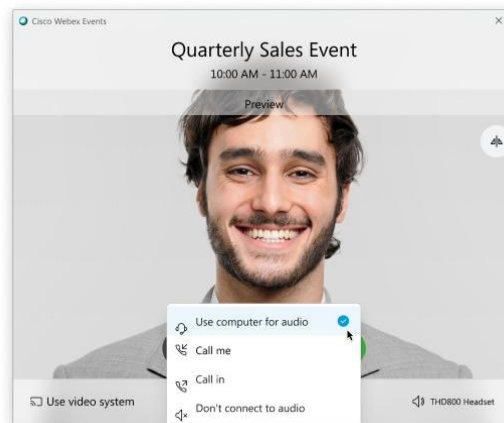
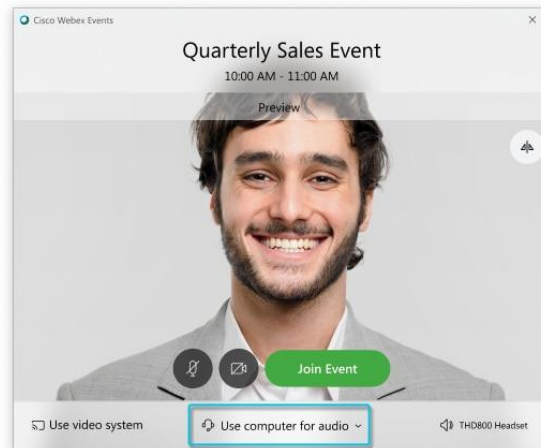


Connect to Audio

Before you join an event, you can choose the settings you use for audio in the event.

1. Click the audio connection options in the Webex Events app.







2. Choose how you want to hear the audio in the event:

- **Use computer for audio**—Use your computer with a headset or speakers. This is the default audio connection type.
You can change your headset, speakers, and microphone.
- **Call me**—Enter or select the work or home phone number that you'd like the event to call.
- **Call in**—Dial in from your phone when the event starts. A list of global call-in numbers is available after you join the event.
- **Don't connect audio**—You won't hear any audio in the event through your computer or phone. Use this option if you're in the meeting room but want to use your computer to share content in the event.

- If you want to join the event with your audio muted, click **Mute my microphone** .

You'll see  when your microphone is muted. Click **Unmute my microphone**  when you want to speak in the event.

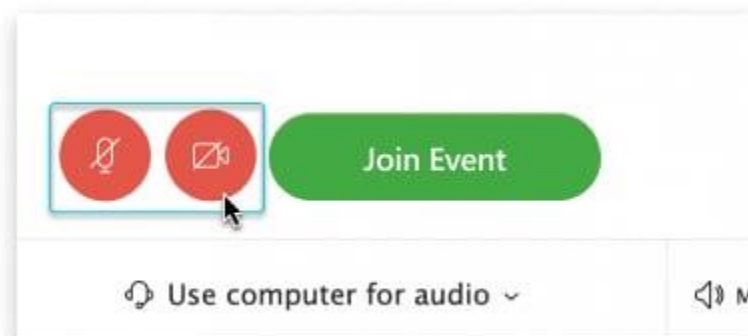


Start Your Video

Before you join an event, you can choose the settings you use for video in the event.

- If you want to join the event with your video turned off, click **Turn off my video** .

You'll see  when your video is turned off. Click **Turn on my video**  when you want to show your video.



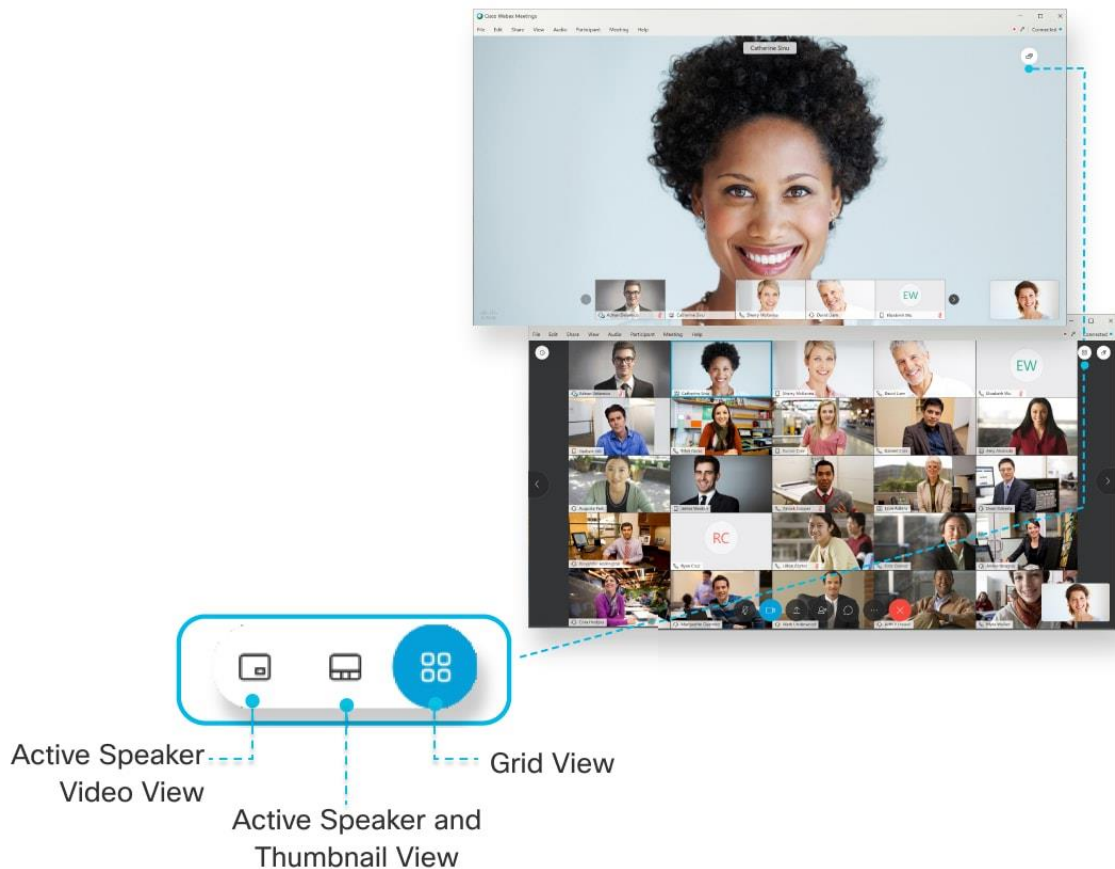
- By default, your self-view video shows in mirror view. You can [turn off mirror view](#) if you want to see yourself in your self-view video the same way that other event participants see you.
- Click **Join Event**.

Share Content



Switch Between Video Layouts in Cisco Webex Meetings and Cisco Webex Events

When content isn't being shared, you can switch between three different video views.

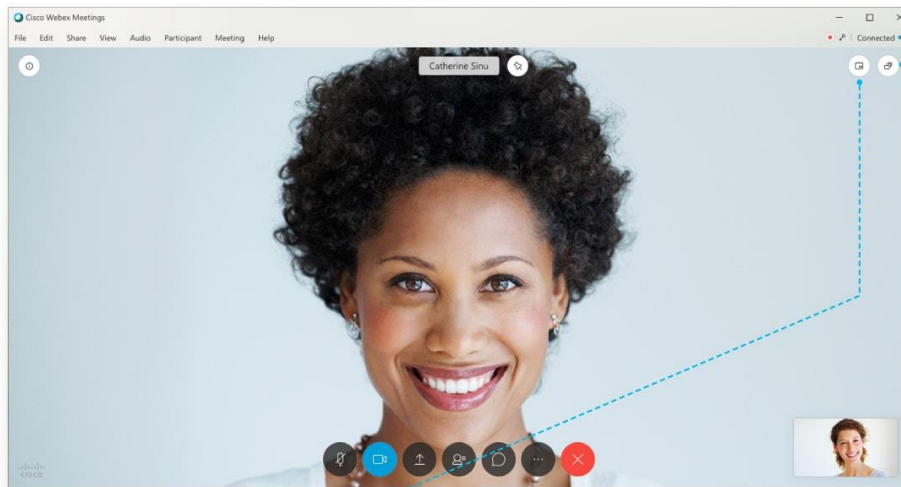


In a meeting or event, there are three different video-only layouts: Active Speaker and Thumbnail View, Active Speaker View, and Grid View. If there are more than two participants, you can choose between these three views.

You can also select the Floating Layout. Floating Layout is a fullscreen mode if you're in a meeting or event with only one other participant. If you're in a meeting or event with multiple participants, Floating View allows you to move and resize the panels.

To change the view, select the Active Speaker and Thumbnail View or the Floating View icon at the top right corner of your screen.

1



Active Speaker
Video View






Floating Layout

The default layout is the Active Speaker and Thumbnail View, but the icon changes to reflect the layout you're currently using.


The section menu expands and then you can select a different view.


2

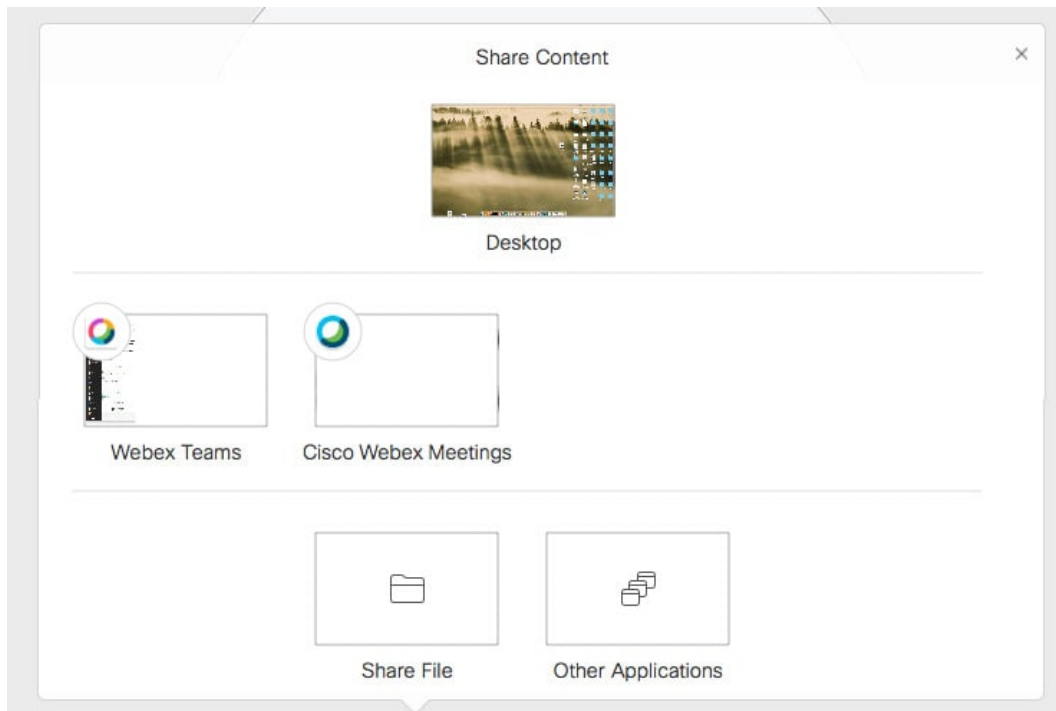
- To use the Active Speaker View, select 
- To use the Active Speaker and Thumbnail View, select 
- To use the Grid View, select 



Hosts can allow **Panelists** to be able to share their screen during the event by assigning them as **Presenter**.

As **Presenter**, they can select **Share content** 

To share a file, such as a Microsoft PowerPoint presentation, under **Share content** , and select **Share File**.



Your sharing option (screen, file, or application) is saved for you for the next time you select **Share content**.

Troubleshooting

If you are experiencing difficulties, please send email or call BCSS VNOC:

- 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**.

