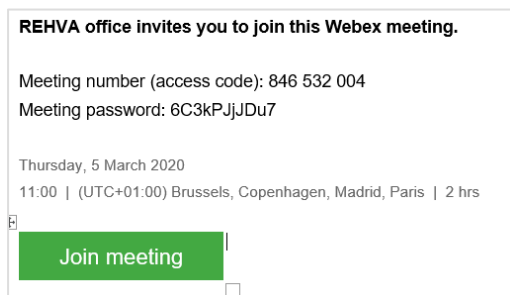


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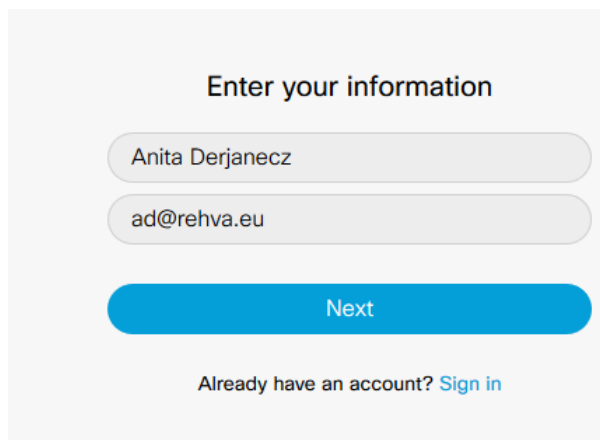
WEBEX
Joining Instructions for VoIP calls

Note: this guide is suitable for VoIP calls only, not for calling in by phone.

1. You may need to download plug-ins to use WebEx in your browser. If you use WebEx for the first time, please try to open the meeting page by clicking on the meeting link at least 10 minutes before the event.
2. When it's time, click on the green button "Join meeting" in the invitation email and open the link in your browser.



3. Type in your name and email address.



Enter your information

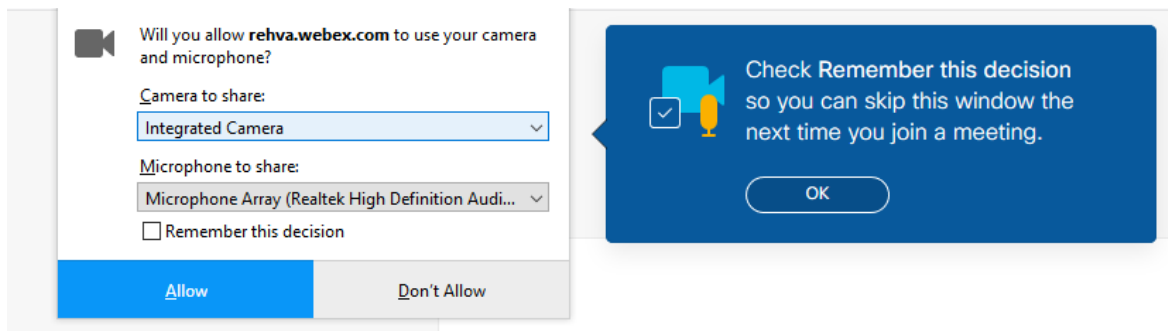
Anita Derjanecz

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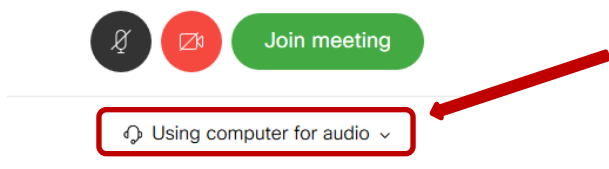
Next


Already have an account? [Sign in](#)

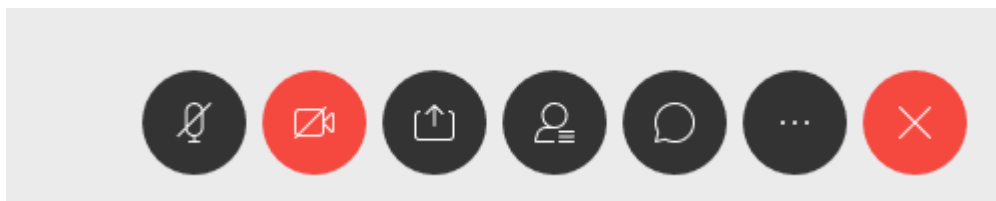
4. If necessary, allow the webex tool to use your camera and audio, and select the devices you prefer to use (headset or built-in microphone, we advise to use a headset)



5. Select the **Use computer for audio** option. **Disable** the video connection if your internet speed is not good enough for the high data transfer by clicking on the video icon. When the icon is red, the function is disabled. You can also mute your microphone here. When all the settings are selected, click the green **Join meeting** button.



6. Click on the buttons below during the meeting as necessary to adjust your microphone, camera, share your screen, look to the list of attendees, open the chat field, etc. You can leave the meeting by clicking on the  button.



7. Use a headset to avoid background noises.
8. Login at least 5 minutes before the meeting to fix eventual technical problems.
9. Mute yourself when you are not talking.

More instruction: <https://help.webex.com/en-us/ozygebb/Join-a-Cisco-Webex-Meeting>
WebEx troubleshooting: <https://collaborationhelp.cisco.com/article/en-us/WBX000029055>