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## HOW TO PARTICIPATE AND JOIN A WEBEX MEETING

### (HOW TO PIN A PRESENTER/INTERPRETER)

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**CREATION DATE:** June 24, 2020

The purpose of this guide is to assist workers in scheduling and accessing WebEx meetings for the first time and ongoing with staff/colleagues.

#### Pointers to Remember:



1. If you are accessing WebEx for the first time, you will be prompted to add on a WebEx extension. *See figures 4 - 5 below.*
2. If you are joining a WebEx, you will use the login information provided in your email invite.

#### Initial Steps for Joining a WebEx Meeting for the First Time:

The following steps will provide an overview of how to access or join a WebEx meeting for the first time.

*For this example, Google Chrome is being used.*

#### Pointers to Remember:

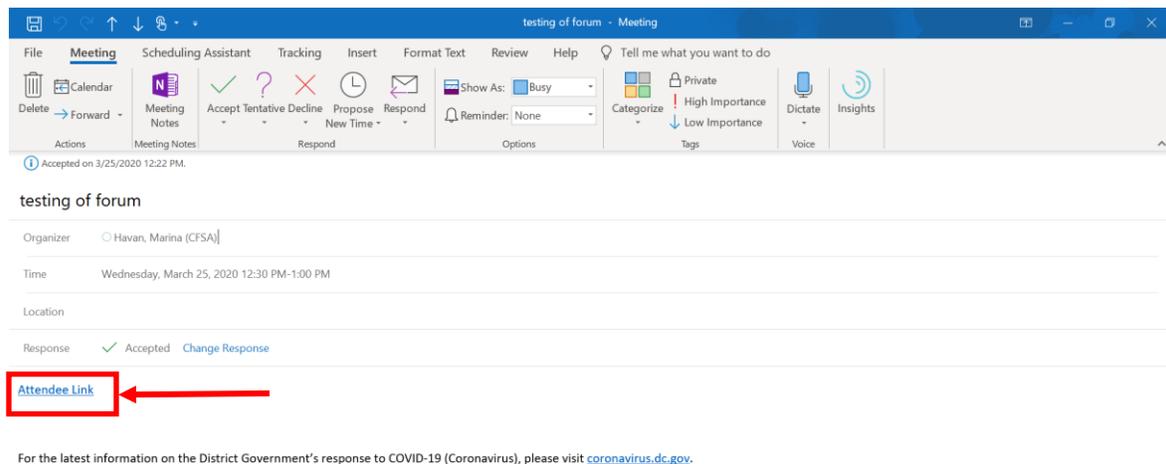


1. You may be prompted to add-on a WebEx extension if using WebEx for the first time.
2. After clicking “Add WebEx to Chrome”, you will be prompted to add Cisco WebEx Extension.
3. This will allow you to join a WebEx meeting. See steps below.

#### Steps include:

**Step 1:** Open the Calendar Invite from MS Outlook.

**Step 2:** Click on **Attendee Link**.



**Figure 1**

**Step 3:** Fill in the information requested on the page. (name, email address etc.) and click **Submit**.

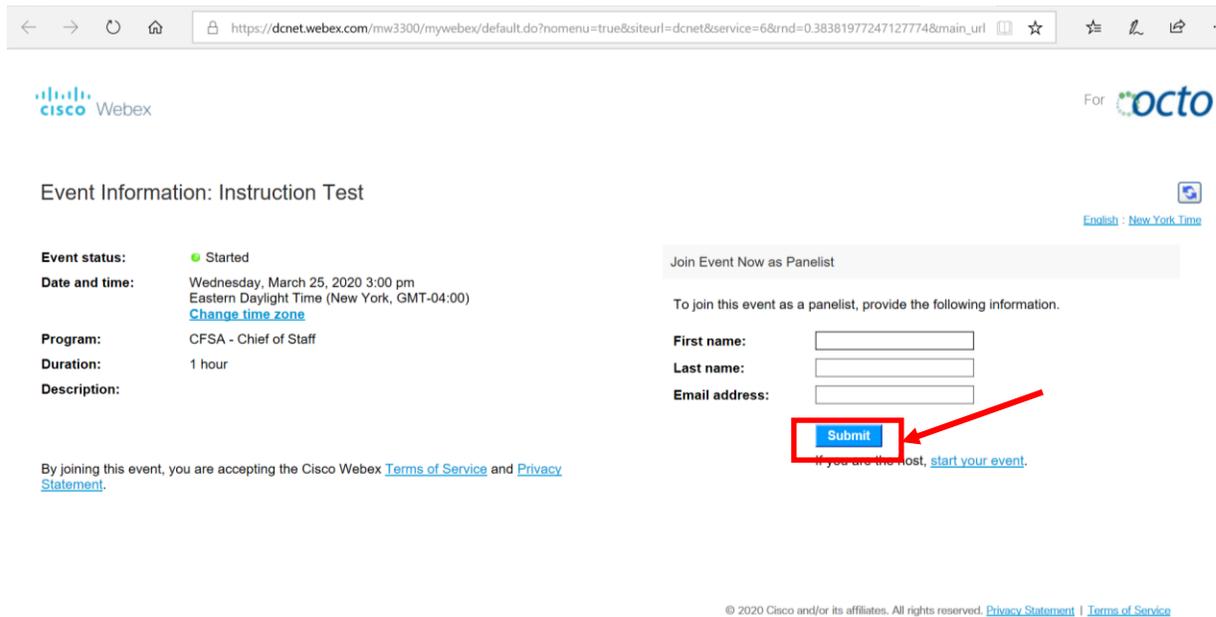


Figure 2

**Step 4:** Click **Join**.

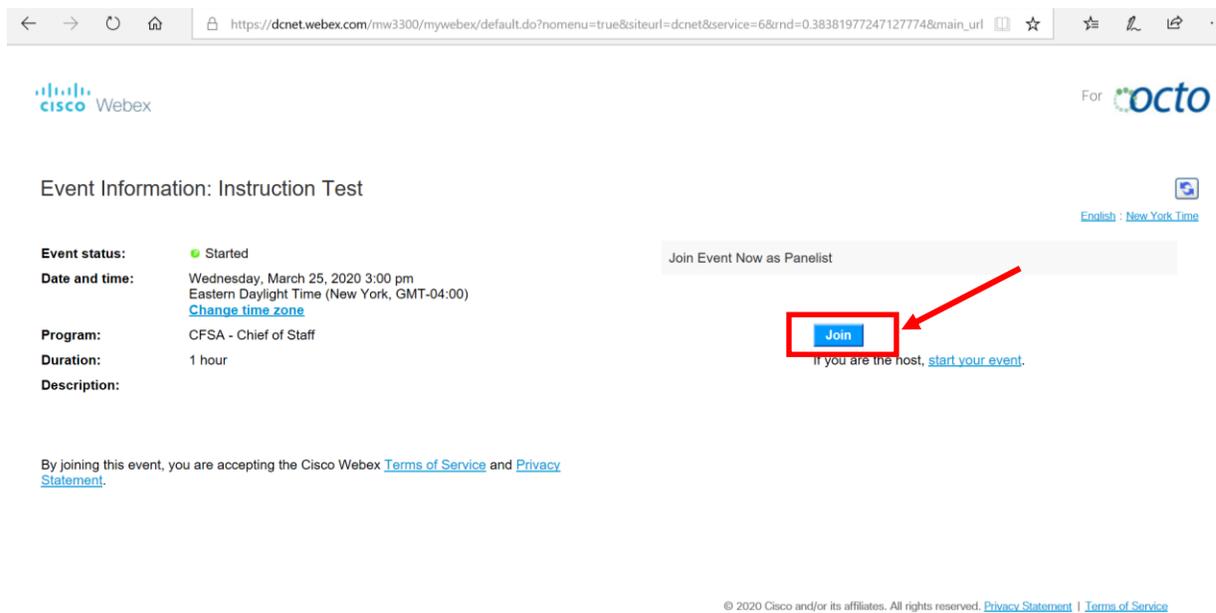
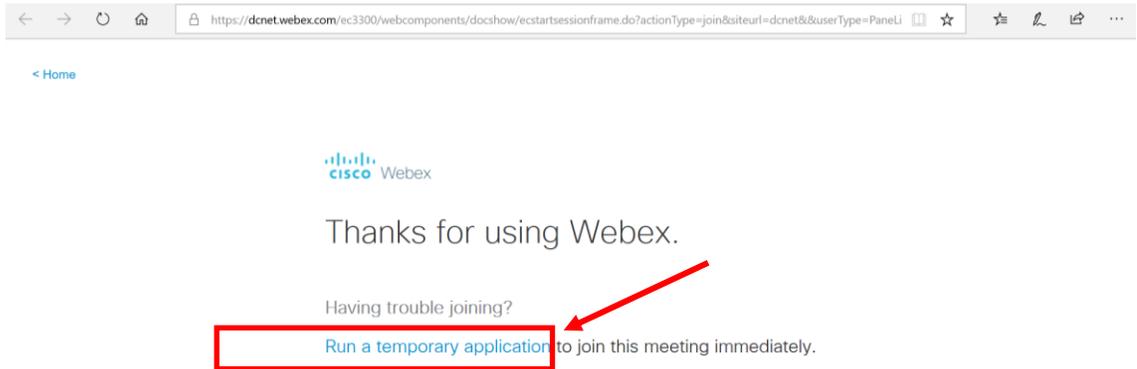


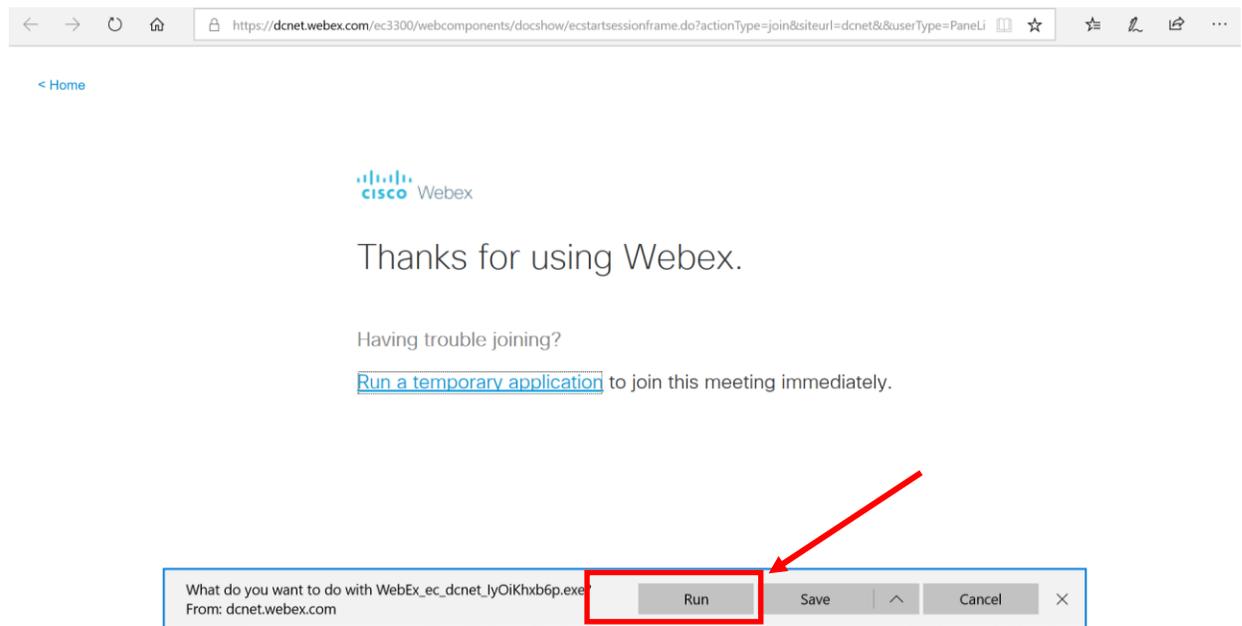
Figure 3

**Step 5:** You may get the following screen asking you to **Run a temporary application**. If so click the blue link.



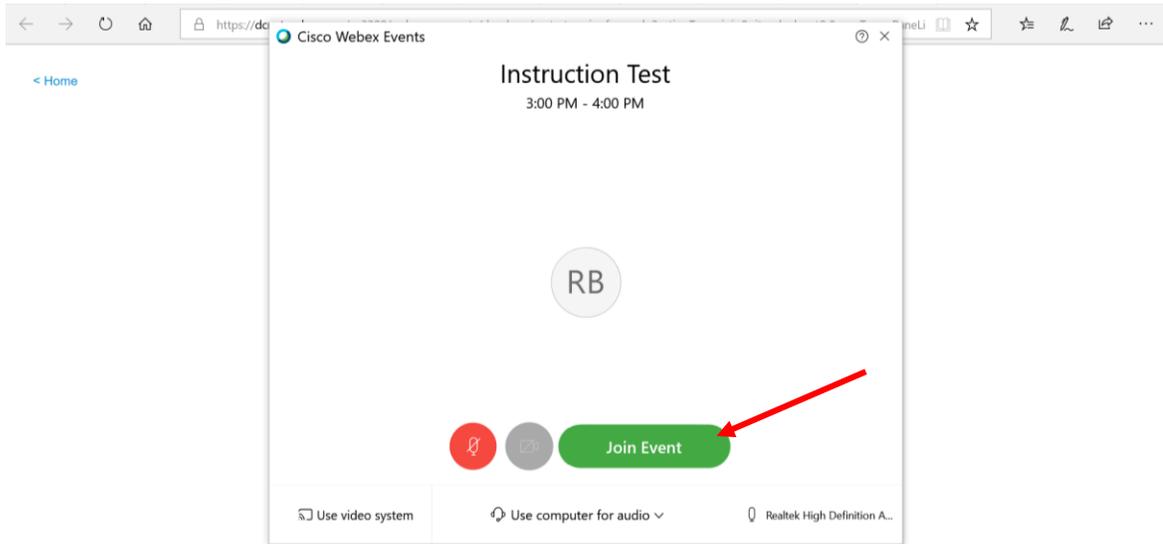
**Figure 4**

**Step 6:** Click **RUN** at the bottom of the page.



**Figure 5**

**Step 7: Click Join Event.**



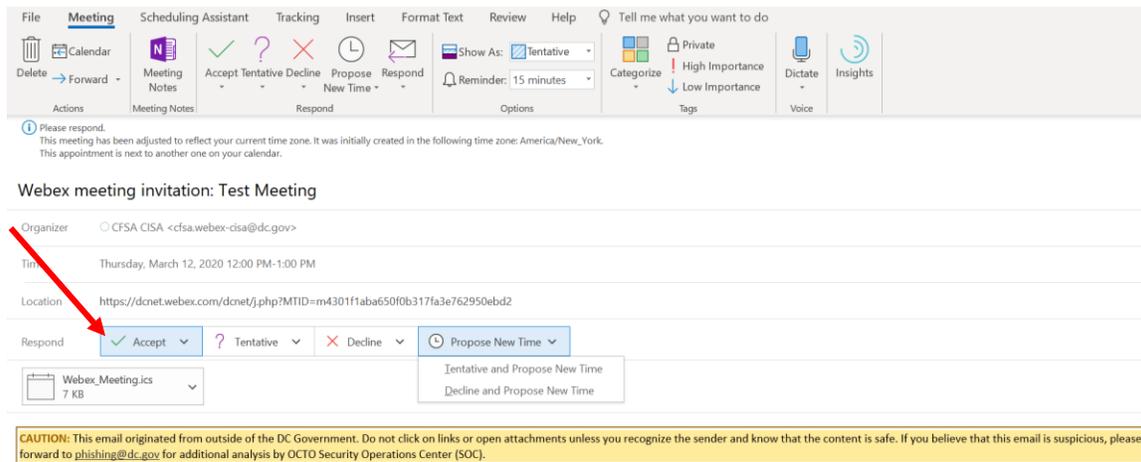
**Figure 6**

**Joining Web Ex Meetings Ongoing Basis**

First, access your Outlook email account..

**Step 1: Click Accept.**

**Step 2: Click Join Meeting.**



**CFSA CISA invites you to join this Webex meeting.**

Meeting number (access code): 733 229 622

Meeting password: 12345

Thursday, March 12, 2020  
12:00 pm | (UTC-04:00) Eastern Time (US & Canada) | 1 hr

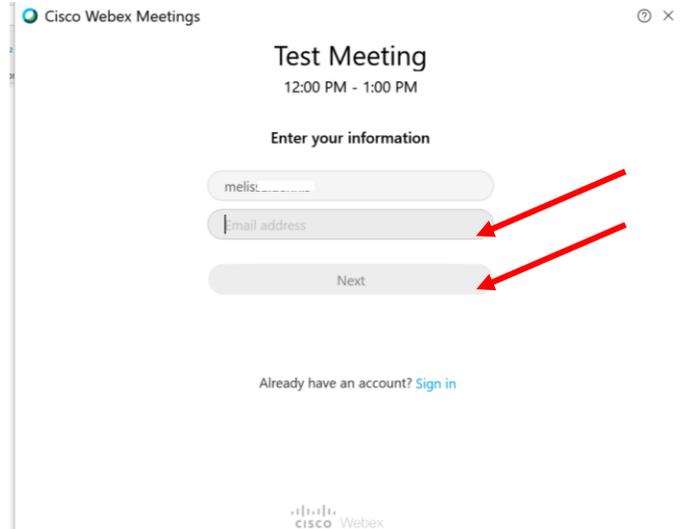
**Join meeting**

**Figure 7**

**Step 3:** Your name will automatically appear.

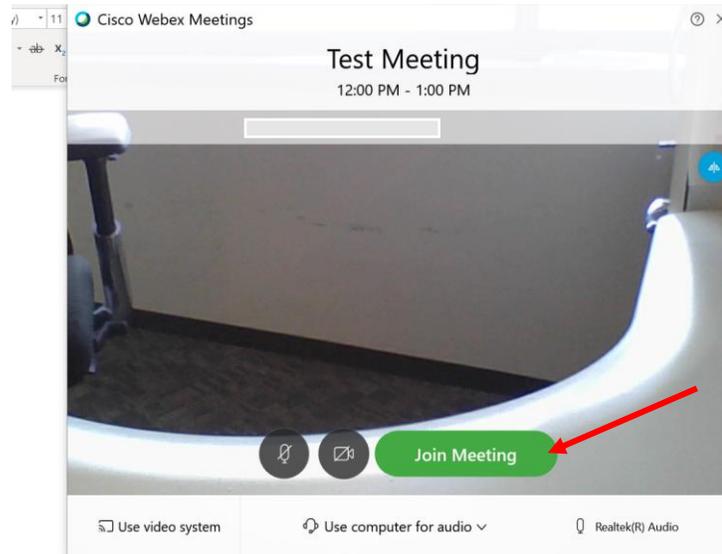
**Step 4:** Enter Email address.

**Step 5:** Click **Next**.



**Figure 8**

**Step 6:** Click **Join Meeting**.



**Figure 9**

## Notes:

The following icons (in order) allow you to:

- Enable/Disable video  

- Chat  

- Manage your Audio and Video Settings  

- Leave Meeting  


**Note:** Remember to click on leave meeting icon when meeting is completed.

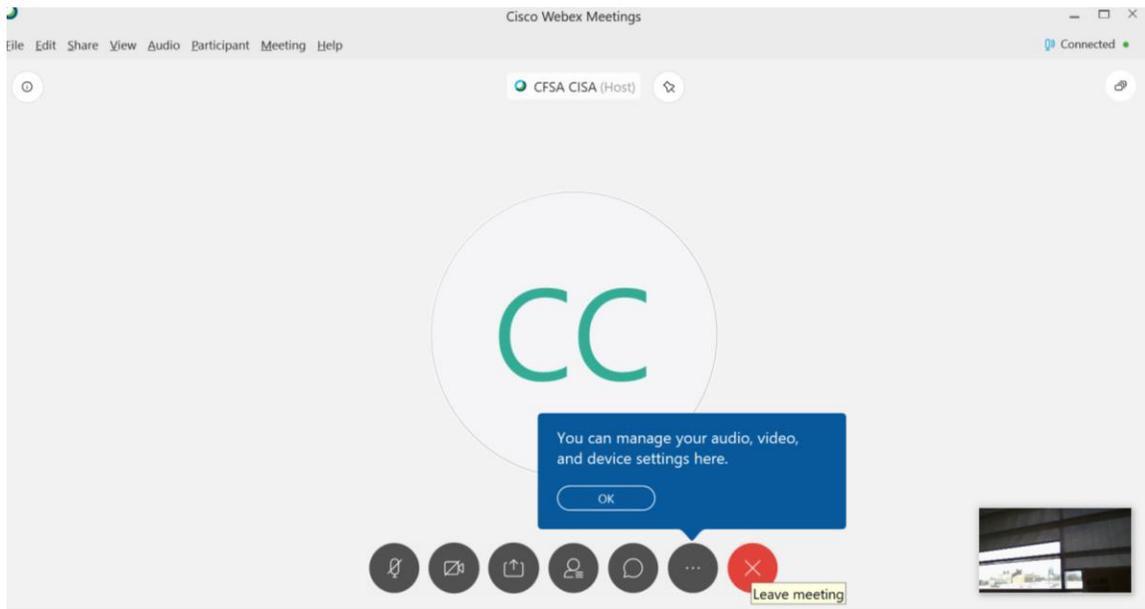


Figure 10

## ***Video Conferencing Meeting Etiquette***

Abiding by these themes will ensure a positive, productive and courteous meeting experience, for all.

- Participants should clear distractions and silence mobiles (landline) as they would during a face-to-face meeting.
- Participants to mute their mobile or landline phone when not speaking to prevent interference. *Please double check this step*
- Mute button is available on mobile and landline phones.
- Be considerate to all members on the call.
- Avoid talking over members.
- Remember, everyone in the meeting will have an opportunity to contribute.
- Using the Chat feature is a useful tool to ask questions.

- Some video conference tools have the “raise hand” icon to alert host of a question.
- Remember to get permission if you plan to record session.

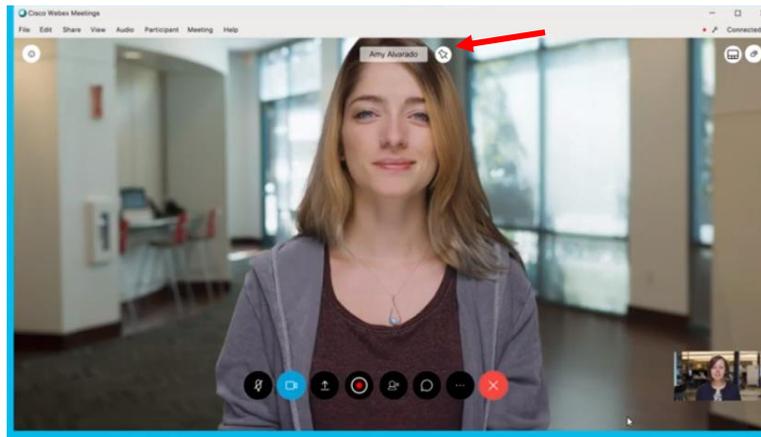
### How to “Pin” a Presenter (Interpreter) on WebEx (Host)

By default, Webex displays the video of whoever’s speaking and switches as others begin to talk. However, hosts can “pin” anyone’s video, so they always show regardless of who’s speaking.

This section is designed to assist individuals requiring ASL Interpreters during WebEx Meetings.

*After starting the WebEx meeting follow the steps below:*

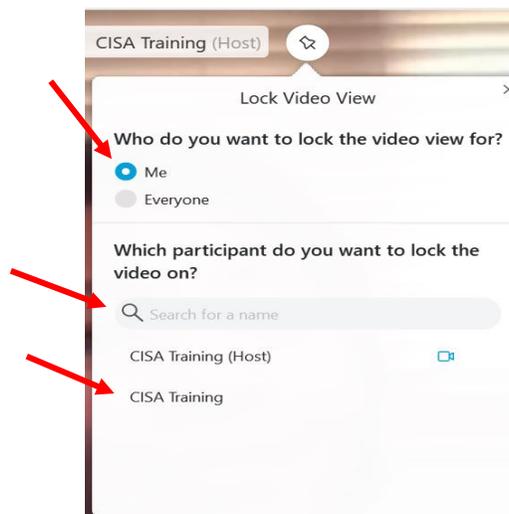
**Step 1:** Click on the “pin” icon at the top of your screen to lock a Presenter (Interpreter).



**Figure 11**

**Step 2:** Select who you want to lock the video view for (Me or Everyone).

**Step 3:** Select which participant (Interpreter) you want to lock the video on. You can search participants in the search field or select from participant list. Upon completion, you will only see the person you locked on your screen.



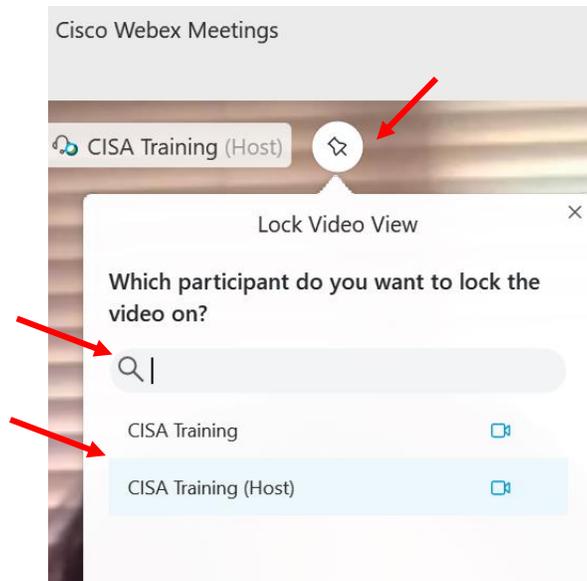
**Figure 12**

## How to “Pin” a Presenter (Interpreter) on WebEx (Participant)

*After joining the WebEx meeting follow the steps below:*

**Step 1:** Click on the “pin” icon at the top of your screen to lock a Presenter (Interpreter).

**Step 2:** Select which participant (Interpreter) you want to lock the video on. You can search participants in the search field **or** select from participant list. Upon completion, you will only see the person you locked on your screen.



**Figure 13**

### Notes:

- Upon completion of steps 1-3 the Presenter (Interpreter) selected will appear and be locked on your screen.
- These steps can be utilized by the host as well as participants.