WebEx Participation Guide

• Connect audio by using WebEx’s “Call Me” feature

• Open the participant and chat panels

• All lines are muted upon entry
  • Panelists: may mute/unmute their own line and broadcast video
  • Attendees: cannot mute/unmute their own line or broadcast video

• Use “Raise Hand” feature to be unmuted
  • Remember to lower hand when finished
  • Phone-only participants may dial *3 to raise their hand

• There will be no roll call. A list of all attendees will be included in the meeting’s minutes.
• To communicate with event hosts, use the Chat or Raise Hand feature. If unable to use these features, please email dbsmith@spp.org
MEETING VIA WEBEX

HOW TO VISUALLY & AUDIBLY CONNECT

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STEP 1: JOIN THE WEBEX

Click on the link in your meeting invitation.

Go To
https://sppmeetings.spp.org/orion/join?siteurl=sppmeetings

Enter Meeting #, Name, & Email Address.
CONNECT TO WEBEX & USE “CALL ME” FEATURE TO CONNECT TO AUDIO.
STEP 2: CONNECT TO AUDIO

To access the “Call Me” feature:

“Call Me” Feature = Best Audio & Interaction Capabilities
STEP 2: CONNECT TO AUDIO

Join WebEx audio using “Call Me” feature.

Verify the phone number shown is correct.

**Using this option, you will not need to enter any meeting information.

“Call Me” Feature = Best Audio & Interaction Capabilities
TO SWITCH AUDIO:

Access the “Call Me” feature:

“Call Me” Feature = Best Audio & Interaction Capabilities
COMMUNICATION FEATURES IN WEBEX
An option to communicate during a WebEx meeting is through the Chat feature.

Click the Chat icon in main meeting window.

Send a message using the Chat window available on the right-hand side of your screen.

Select the desired chat recipient from the To field.

Type your message in the space provided. Press Enter to send.

Below Participants drop down.
Another option to communicate during a WebEx meeting is through the Raise Hand feature.

When you “raise your hand,” the host will be notified that you would like to speak.

The host will unmute your line for you to speak.

After speaking, “lower your hand” by clicking the icon again & you will be re-muted.

The “Raise Hand” feature can be found below your name in the Participant drop down.

Call-in users can press *3 to “raise hand.”
PRESENTER FEATURES
BEING MADE A PRESENTER

When the host assigns you as the presenter, you have full control of the WebEx platform.

The WebEx icon will appear by your name.

As presenter, to share your screen, click the Share icon.

OR

Unmute  Start video  Share  Record  [X]
SHARE YOUR SCREEN

Click the Share icon to select program/screen to share.

Select what you would like to share:

- Screen or Program

**If you share a **screen**, anything in that screen will be seen by attendees.
  
i.e. Email notifications, Meeting notices, Chat pop-ups

**If you choose to share a **program**, anything in the program screen will show.
  
i.e. presenter notes, review mode of a document, etc.

Also consider muting any audible notifications.
QUESTIONS