

# Connecting to WebEx

## iPad / iPhone / Android

Download and Install the “Cisco WebEx Meetings” app. (it is free)

Before the meeting start the app and type in the meeting Id: 794 941 0418 (**This number is only an example** and will change with future meetings, refer to the members email for updated information)

## Windows 7/10

Use the Internet Explorer browser or Chrome

Go to <https://www.webex.com>

Top right next to “Sign In” click on “Join”



Type in the meeting number from the invite

## Join a Meeting ⓘ

794941418

Hit <Enter>

To view more information about the meeting, enter the meeting password.

Meeting Number: 794 941 418

.....|


OK

Meeting Password is SJRA

Click ok

Note: check the SJRA emails with the meeting number, the password may change.

● **It's time to join.**

 Your Display Name:

Email Address:

Enter your call sign then your name then click on Join.

It will ask you to download the temporary WebEx Application. Click on Download, then "Run" at the bottom of the screen,

It will put you into the meeting when ready.

Select your Audio Mode. It will use your computer audio and generally works with the defaults. If not, you can call in +1 408 418-9388 at the prompt enter the meeting number 794 941 418 # you will then be prompted to enter the number you were giving on the screen. Doing this will assign your video stream.

Please do this otherwise you will be counted as 2 viewers not 1. This will limit the number of people that can log in.

**If WebEx detects your camera on your device or computer. REMEMBER WE CAN SEE YOU and EVERYTHING AROUND YOU. Showing your video is optional and you can shut it down.**

## Guidelines during a web session:

- Please mute your audio during the session. Your microphone picks up all sound and will rebroadcast it. Such as paper rustling, coo coo clocks, etc.
- The presenter will open to questions after the presentation is complete. Use the Chat function to be identified. The Host (aka me) will unmute your microphone and you can then ask your question.
- Sign in 10-15 minutes early the Wednesday session. New people signing in disrupts the meeting. Try not to leave the meeting until it is over. The meeting will start promptly at 7:30 PM on the meeting night, so I encourage you connect starting at around 7:00 PM giving you ample time for everyone to join the meeting.
- If joining late, please immediately mute your microphone so that you don't disrupt the meeting.
- Be courteous to the presenter and others.
- Enjoy