

## **WebEx Etiquette**

**1.) Audio:** You will be muted upon entering the meeting. To prevent unwanted audio disruptions throughout the class, please keep yourself muted. You will know you are muted when the microphone symbol located at the bottom of your screen is red.

**2.) Chat:** The chat feature will also be located at the bottom of your WebEx screen. You can type in a question to everyone in the meeting or you can choose a single participant to receive your message.

**For the best experience, please follow the instructions below according to your device:**

### **LISTEN ONLY BY PHONE**

*This option is for those who want to listen **only**. You will be able to hear the presentation, but not see it.*

- 1.) Using your phone, dial the phone number in your invitation email.
- 2.) Enter the access code (found in your invitation email), followed by the pound sign (#).
- 3.) Be sure to mute your phone when you're not speaking.

### **DESKTOP COMPUTER**

- 1.) Join the meeting:** Click "Join Meeting" from your email or your calendar.
- 2.) Follow the prompts:** Enter the Access Code, Password, or Attendee ID when asked (detailed in the invitation email).
- 3.) Choose your audio option:** Call using your computer's microphone/speakers or call in via the telephone with the phone number provided in your invitation email.
- 4.) Be sure to mute your phone when you're not speaking.

### **iPHONE/iPAD**

- 1.) Install the WebEx App:** Open the App Store icon on your iPad/iPhone and use the keywords "WebEx" to search for the app. Alternatively, you can download the WebEx Meeting Center application from iTunes. Once you have installed the WebEx app, the "WebEx" icon appears on your home screen.
- 2.) Join the meeting:** Click "Join Meeting" from the email or your calendar.
- 3.) Connect to audio:** Follow the prompts.
- 4.) Rejoining the Meeting:** If you lose connection to the meeting, tap the "WebEx" icon on your iPad to rejoin the meeting.

### **ANDROID DEVICE**

- 1.) Install WebEx App:** Open the app store on your Android device and simply use the keywords "WebEx" to search for the app. Once you have installed the WebEx app, the "WebEx" icon appears on your home screen.
- 2.) Join the meeting.** Click "Join Meeting" from the email in your calendar.
- 3.) Connect to audio:** Follow the prompts.
- 4.) Rejoining the meeting:** If you lose connection to a meeting, tap the "WebEx" icon on your home screen to rejoin the meeting.