Ozone Secretariat

WebEx user guide

A. Introduction
Upon registration for the 11ORM technical meeting, the participants will receive the link to the meeting via email. Below is a user guide which participants may find helpful.

B. To join the meeting
You will receive the meeting link by email as per the sample screen below.

i. When you click **Join meeting** button the application will open in your default browser and the following message box may appear depending on the browser.
ii. Click on the ‘Open Cisco WebEx Meeting’ button to open the WebEx application. If not already installed, you will be prompted to download and install the application. Alternatively click ‘Cancel’ button to join the meeting using web browser as shown below.

iii. Enter your name (i.e. first name, family name and the country or organization you represent, for example, “John Smith – Australia”) and email address as prompted and click ‘Next’.
iv. Click **Join meeting** button

![Meeting Interface](image)

v. Participants can also join the meeting by dialing the numbers provided in the email as per the sample screen below.

![Join Meeting Screen](image)

**C. Navigating the interface**

i. Once logged into the meeting, participants may navigate and customize their screens using the menu at the top or the quick access buttons at the bottom of the screen.

ii. The screen below demonstrates the request for the floor and chat features.
iii. To request the floor, click the ‘Participants’ icon at the bottom right corner, then click the ‘hand’ icon next to your name. On completion of your intervention, click the ‘hand’ icon again to lower the hand.

iv. To chat, select who you want to chat with (see screen above) and type your message in the message box.

v. To mute/unmute sound, start/stop video and share screen, use the icons at the bottom of the screen respectively.

vi. The icon gives more options, like switching audio/video devices, sending meeting reminder, locking meeting, etc.

vii. To leave the meeting, click on the icon or close the application.