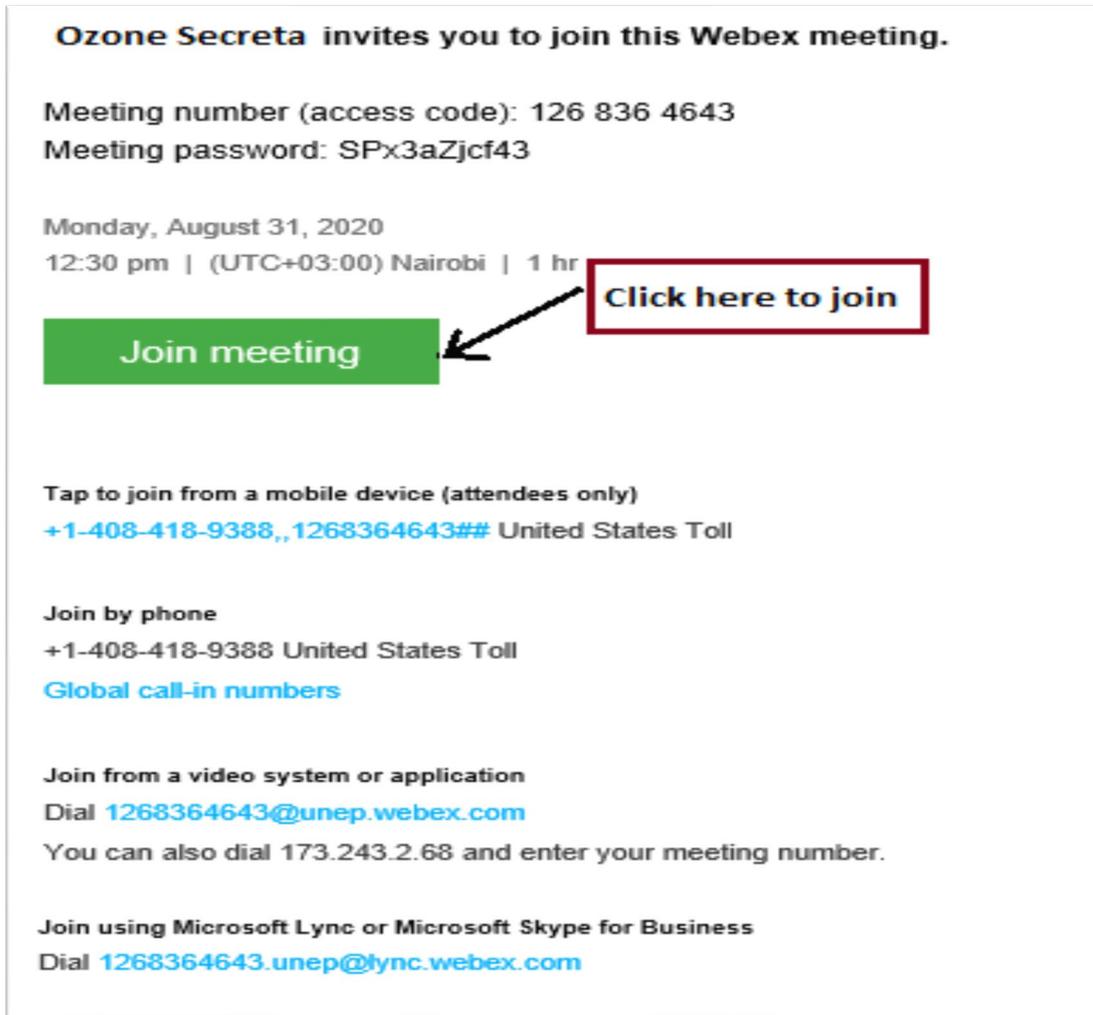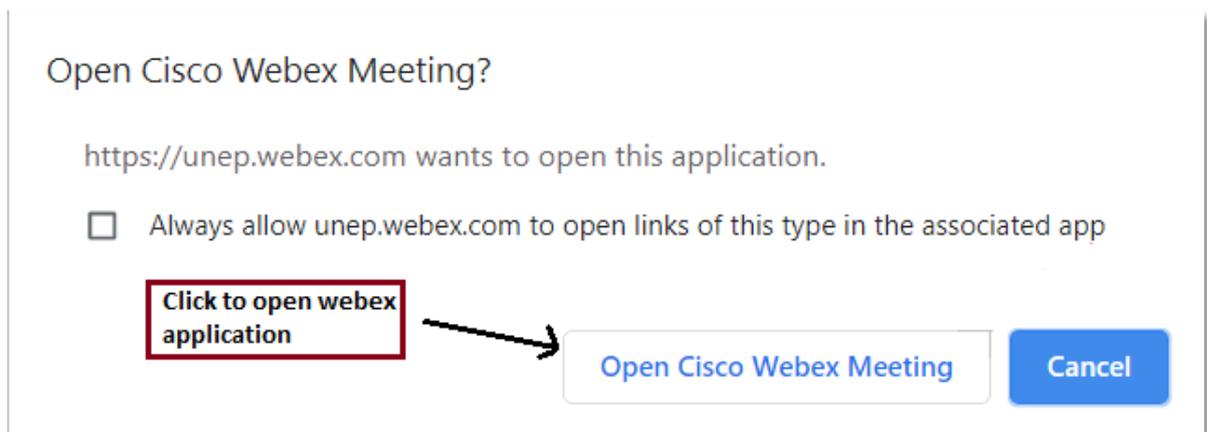# WebEx meeting guide

A. To join a meeting

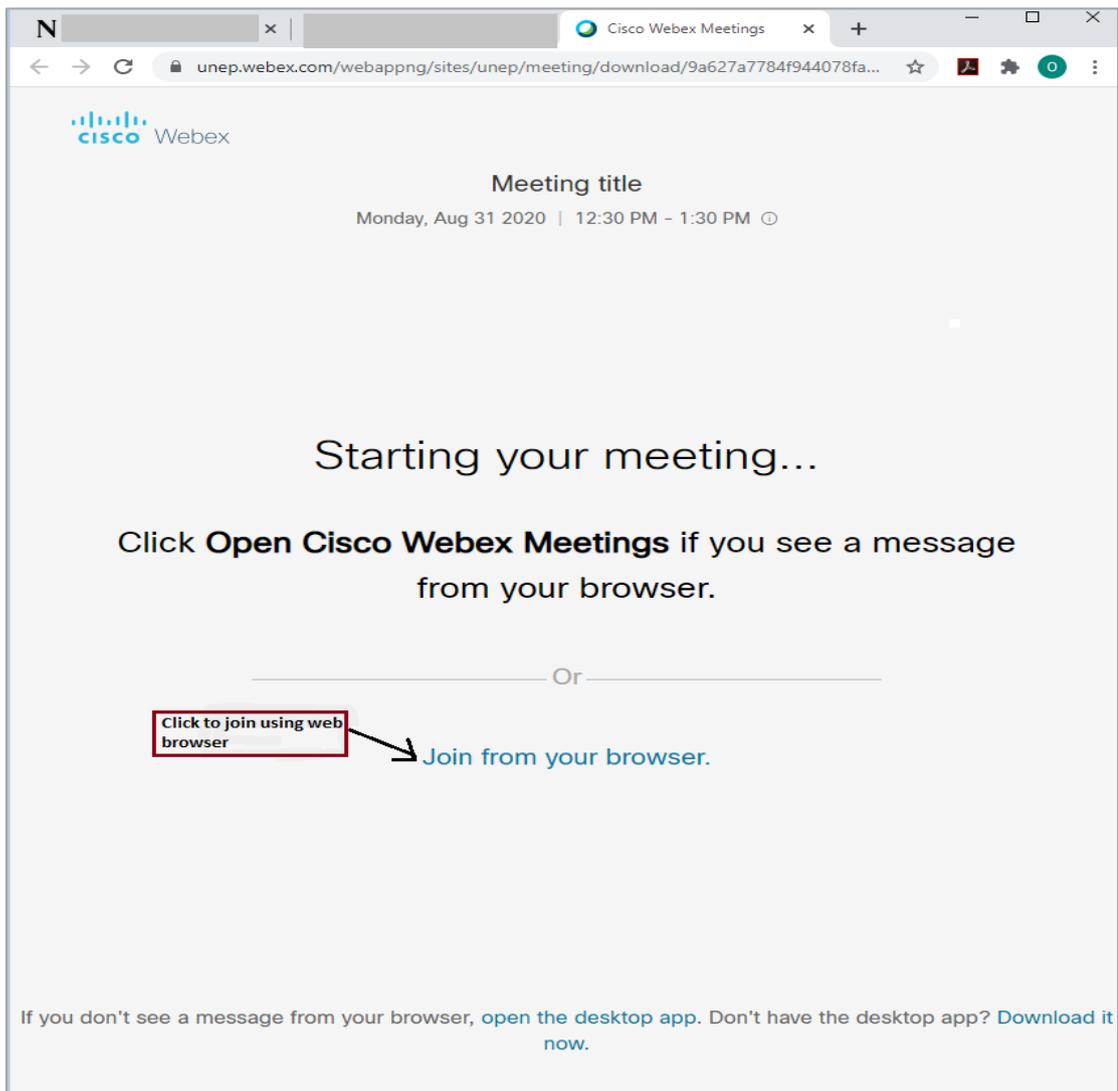You will receive an invitation message by email with a message as per below.

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 WebEx application. If not already installed, you will be prompted to download and install. Alternatively click

'Cancel' button to proceed and join the meeting using web browser by clicking the link shown below.

iii. Enter name and email as prompted and click 'Next'.
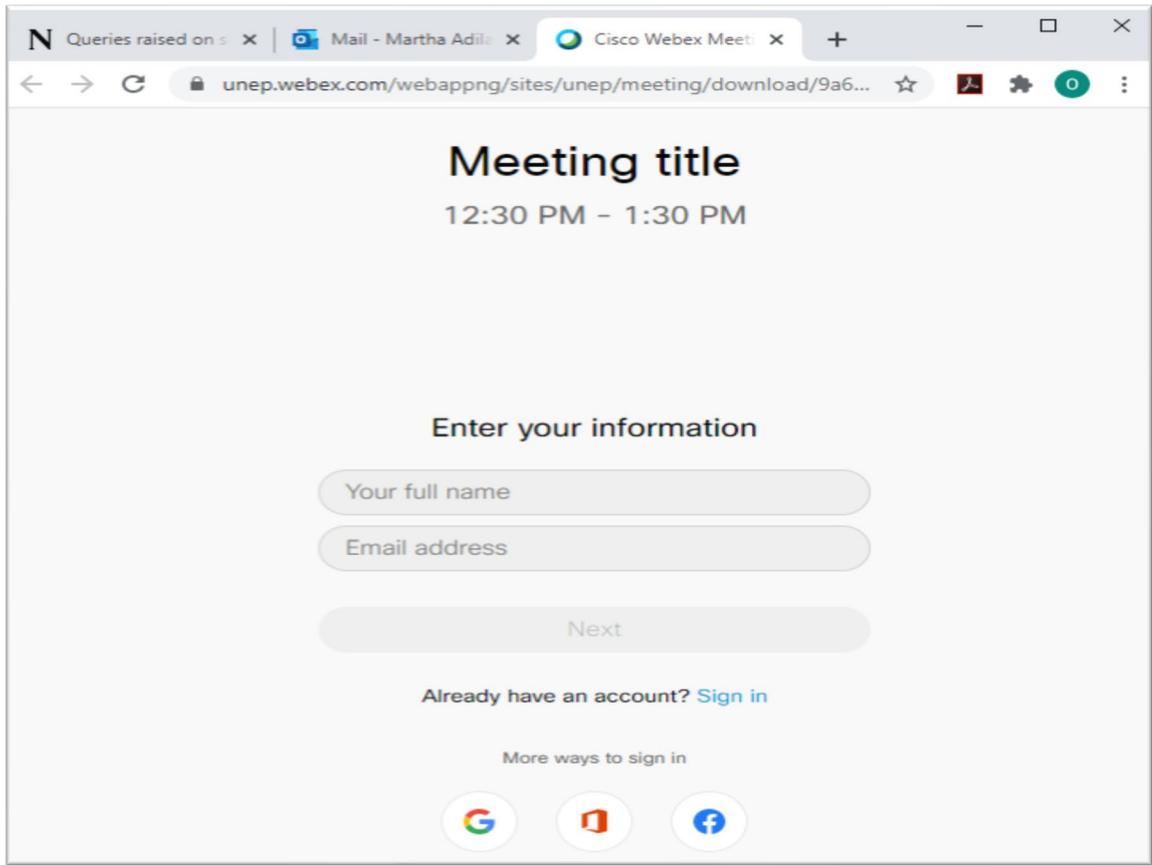
When logging in, please distinguish your party/organization from your name as follows:
Username: Germany – John Smith, or
Username: NASA – Mary Jane

iv. Click 'Join meeting' button

v.   Participants can also join the meeting by dialing the numbers provided in the invitation email (See screen below)

Tap to join from a mobile device (attendees only)
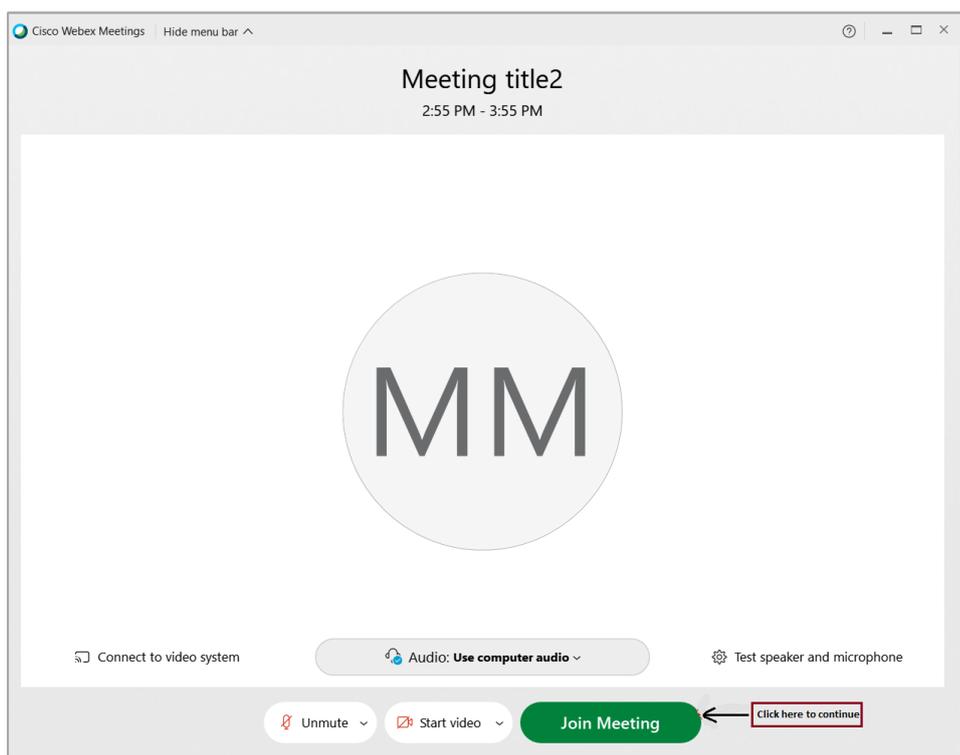
+1-408-418-9388,,1268364643## United States Toll

Join by phone

+1-408-418-9388 United States Toll

Global call-in numbers

Join from a video system or application

Dial 1268364643@unep.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial 1268364643.unep@lync.webex.com

B. Navigating the interface

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

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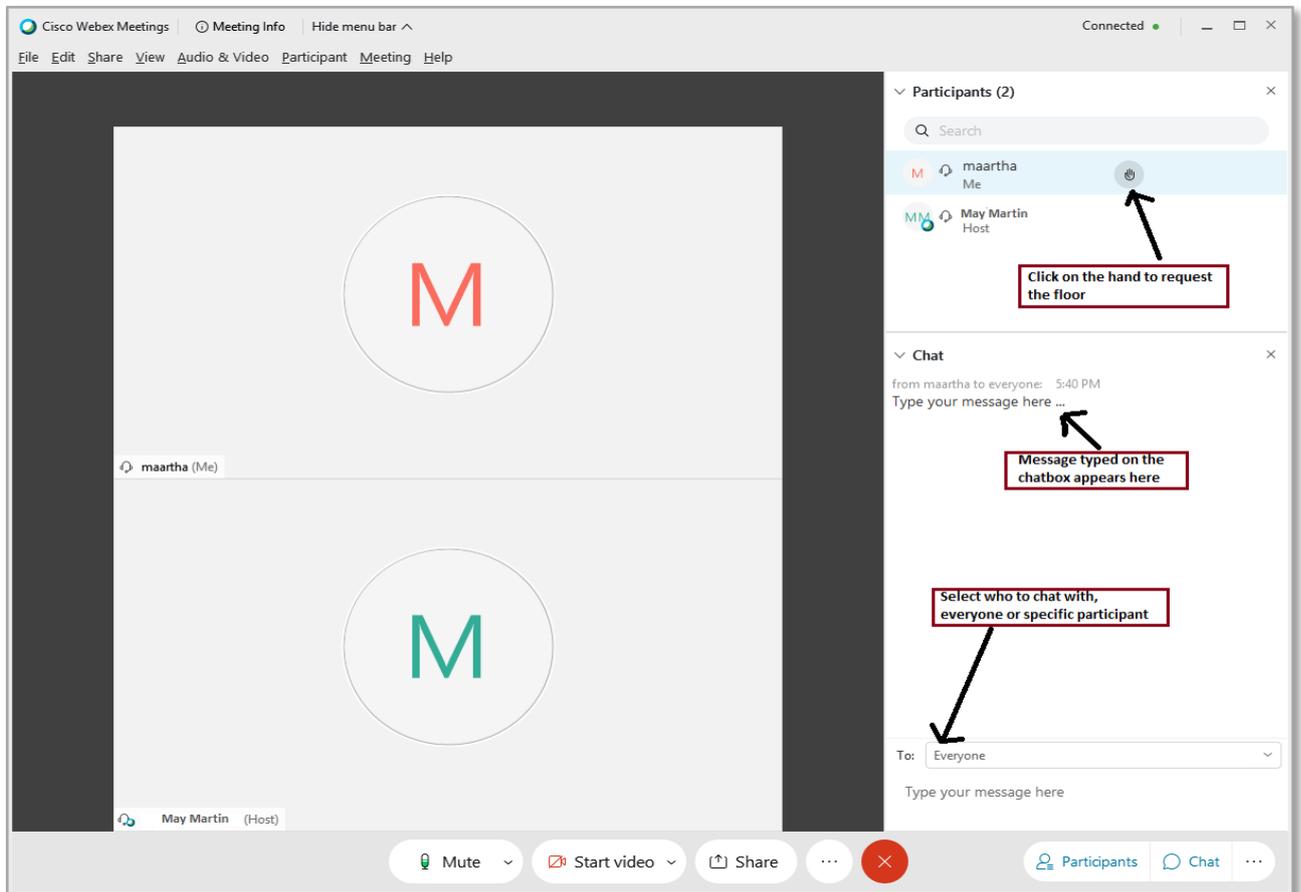
    iii.   To request the floor, click the 'Participants' icon at the bottom right corner, then click the 'hand' icon next to your name. On completion of your intervention, click the hand icon again to lower the hand.

    iv.   To chat, select who you want to chat with as indicated in the box 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
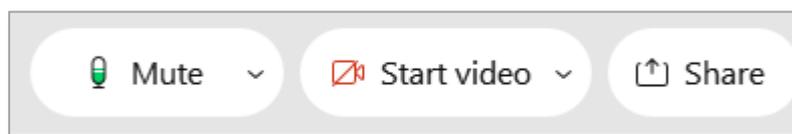
    vi.   The ⋯ icon gives more options, like switching audio/video devices, sending meeting reminder, locking meeting, etc.

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

C. Joining breakout sessions
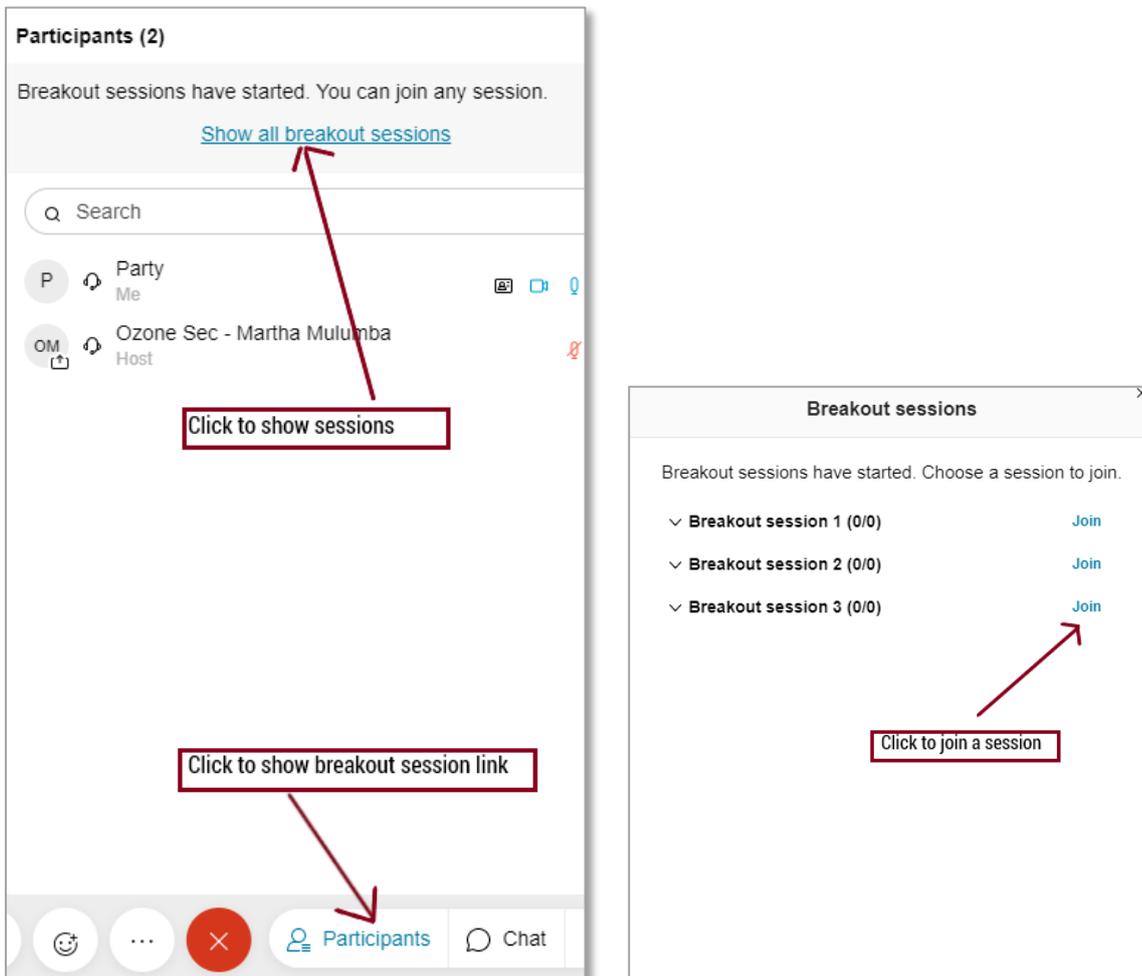
i.   When the host starts the breakout sessions, click on the on participants icon to reveal 'Show all break sessions' link.

ii.   Click on the link to shows the available sessions.

iii.   Join a session by clicking 'Join' next the listed sessions.