

Anyone can join WebEx!

Once WebEx is the most effective way to meet online — and it's easy to join!

Take a few minutes prior to using WebEx for the very first time to download Meeting Manager and familiarise yourself with the basics of joining a meeting:

There are two main ways of joining a WebEx meeting – by invitation (through e-mail or via an Outlook appointment), or directly through your host's Meeting Center site.

To join from an Outlook appointment or e-mail invitation:

You can use Chat to ask and answer questions or to make comments during your WebEx meeting with one, some or all of the attendees, including the meeting host.

1. Open your [e-mail invitation](#) or open your [Outlook calendar appointment](#) and click the link to join the meeting.
2. When the Meeting Information page appears, click [Join Now](#).

Note – if you try to join a meeting before it's begun, the status line will appear as 'Not Started' and ask you to try joining when the meeting starts.

3. Enter your name and e-mail address in the Join Meeting window, together with the password, which is usually included in your Outlook appointment or invitation e-mail.

To join from a Meeting Center Site:

1. Open your web browser and type in the URL to the Meeting Center site: <http://companyname.webex.com>
2. Click on [Attend a Meeting](#) and select the meeting you want to attend from the Browse Meetings page.
3. Click the [Join Now](#) link and enter your name and e-mail address in the Join Meeting window, together with the password then click [OK](#).

If you don't know the url or password, contact your meeting host.

Meeting Tools

Once you've joined your WebEx, there are many different ways to interact, just like a face-to-face meeting. The Chat and Annotation tools enable you to communicate informally but effectively.

Chat

You can use Chat to ask and answer questions or to make comments during your WebEx meeting with one, some or all of the attendees, including the meeting host.

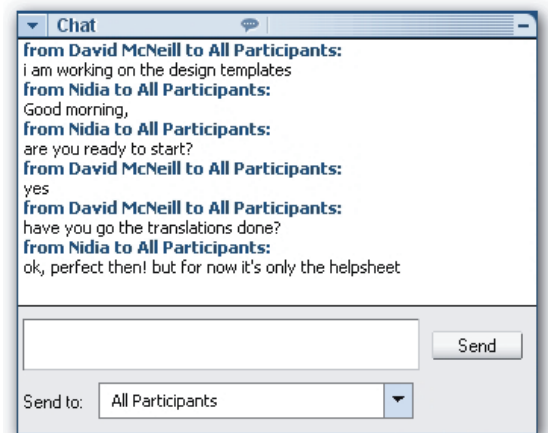
1. Click on the [Chat tab](#) to open a Chat Window
2. Choose the person or people you'd like to Chat with:

All Participants - your comments or queries can be viewed and responded to by the whole audience (everyone will be able to see your discussion)

Host - chat directly with the Host only, e.g. if you need to excuse yourself early from a meeting or ask a specific question






Individual -address a comment or question to one meeting participant only in confidence (no-one else will be able to see your dialogue)

3. Click in the Chat box at the bottom of the Chat window and type in your message, then [click Send](#)



Annotate

To communicate more visually, use annotation tools to focus on specific information on screen that may need highlighting or clarifying. Annotation tools are available on your WebEx toolbar and may be activated by your host.

-  **Pointer** - select and click anywhere on screen to place your pointer, then click on the eraser tool to clear your pointer.
-  **Text** - allows you to type in notes or comments
-  **Highlighter** - draws thick, bold lines to draw attention to an area of your screen
-  **Pencil** - draws thin lines to emphasise your point or create a diagram
-  **Circle & Square** - click to draw round, elliptical, square or rectangular outlines on screen for emphasis

To learn the basics on how to schedule or join a meeting, meet Samantha, your virtual WebEx guide.

www.webex.co.uk/samantha