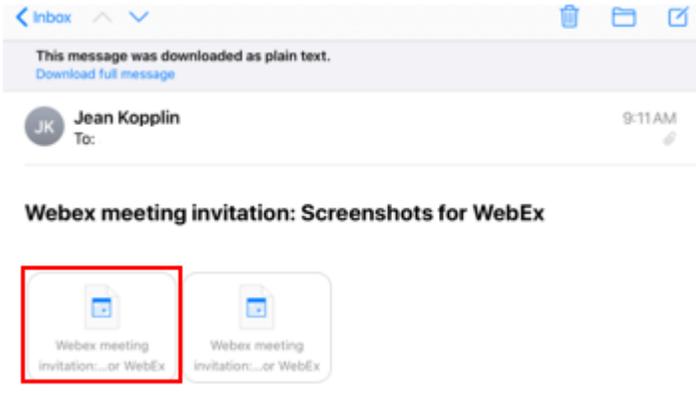


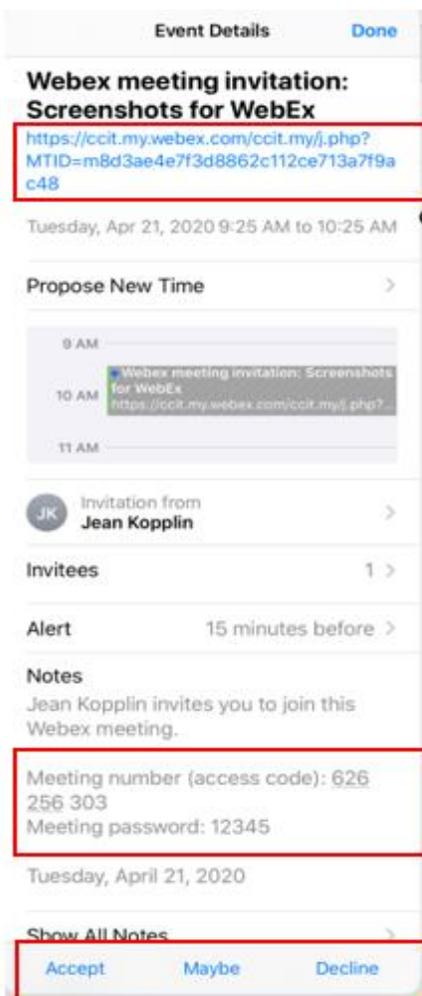
Participants Guide – WebEx Meetings on iPad

Joining the Meeting

1. You will receive a meeting invitation in your email. Tap on a WebEx meeting invitation.

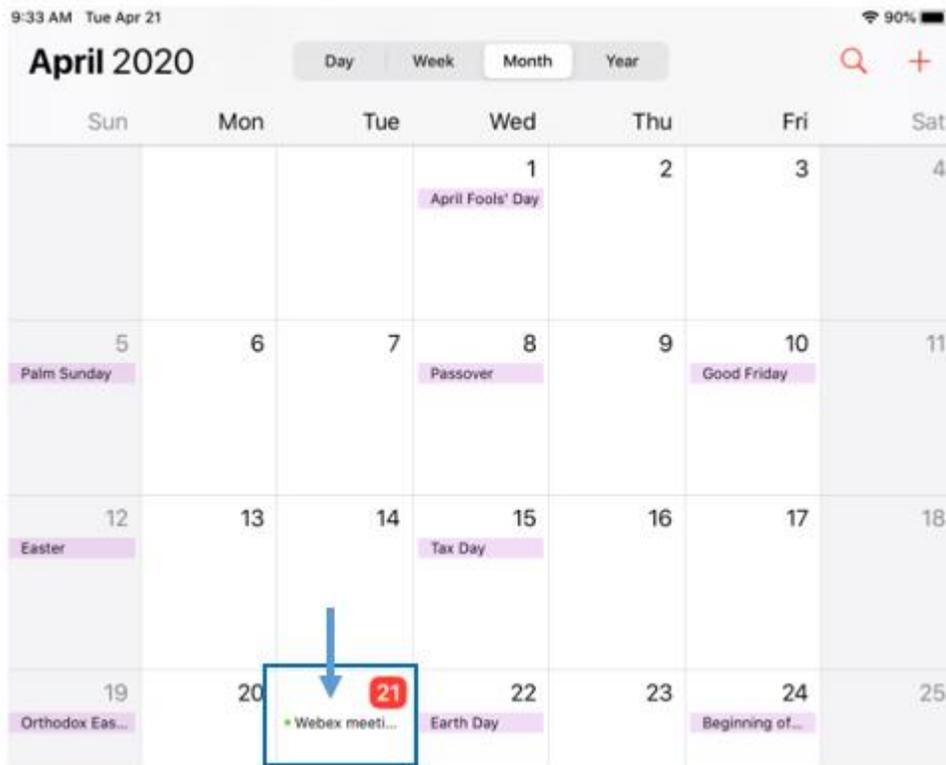


2. Within the invitation you will find the link to the meeting, the meeting access code and password, and buttons to accept, tentatively accept, or decline the meeting.



Note: If you respond via one of the buttons at the bottom, the meeting invitation will disappear from your mailbox and appear in your calendar. (see #3)

3. Join using the meeting invitation in your calendar. Tap on icon that looks like this. It will have the current day and date on it.
When you get the calendar open, then tap on the meeting to open.



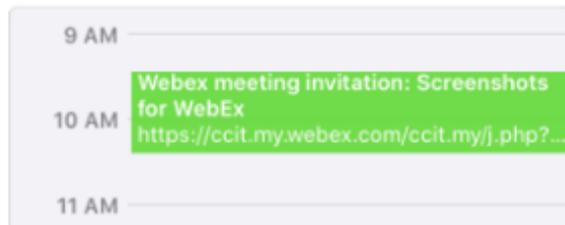
4. Open and tap on the Red or Blue link at the top, or on the Red phone if link is not available.

Webex meeting invitation: Screenshots for WebEx

<https://ccit.my.webex.com/ccit.my/j.php?MTID=m8d3ae4e7f3d8862c112ce713a7f9ac48>

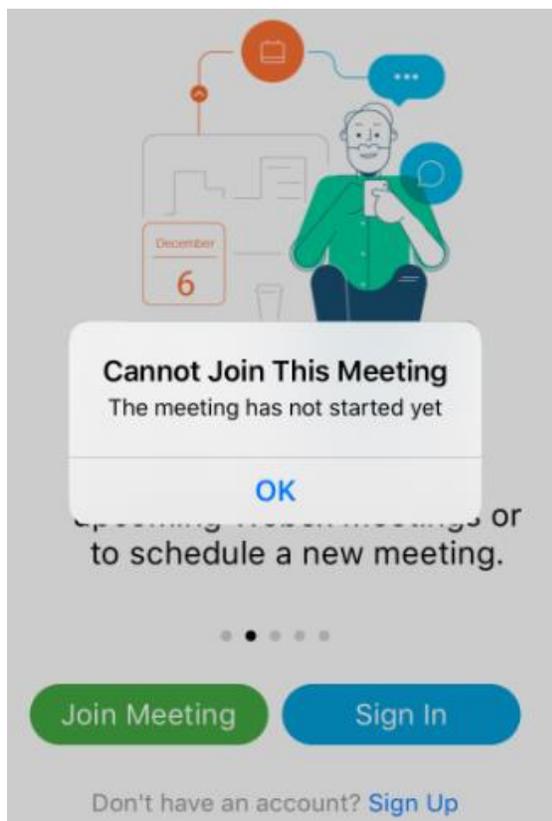
Tuesday, Apr 21, 2020 9:25 AM to 10:25 AM

Webex Meet

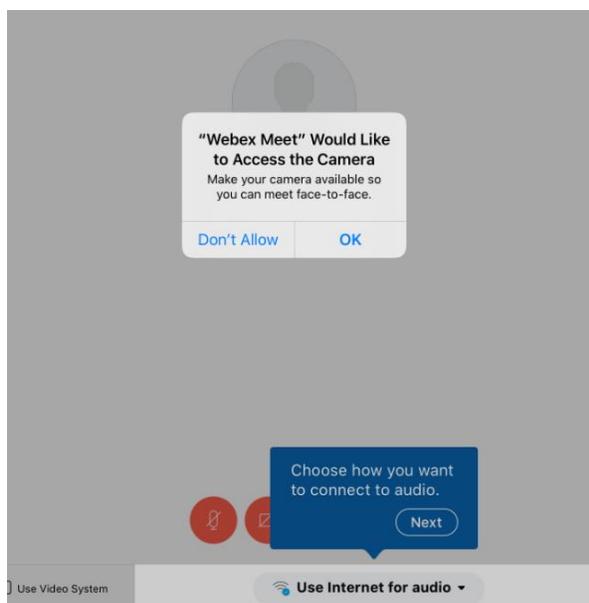


Calendar ● Calendar

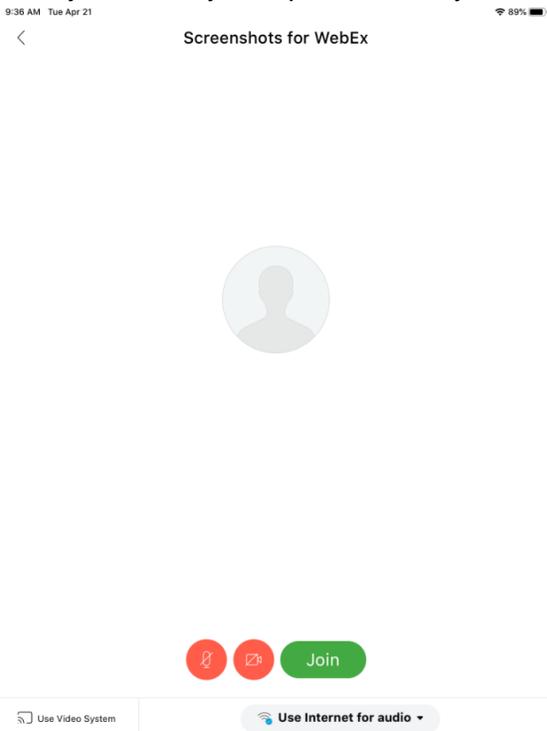
5. If the host has not yet starting the meeting, you will get the a notice indicating that the meeting has not yet started. Tap **OK** and try again in a bit.



6. WebEx will take you through a series of set up items. It will connect your camera, and speakers for audio. Tap on **OK** or **Next**. These will only appear the first time you access WebEx.



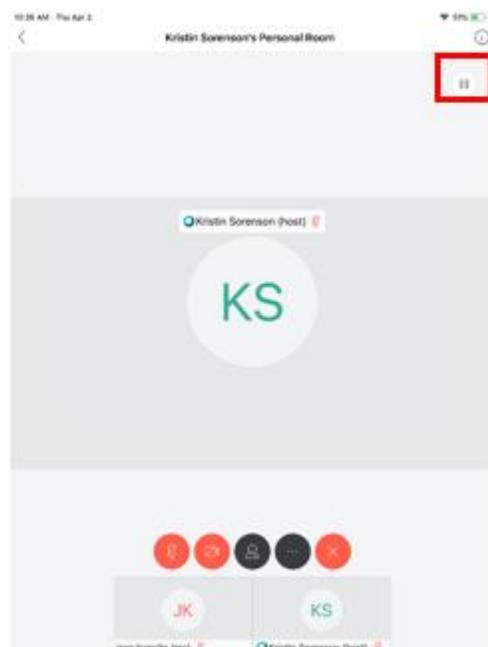
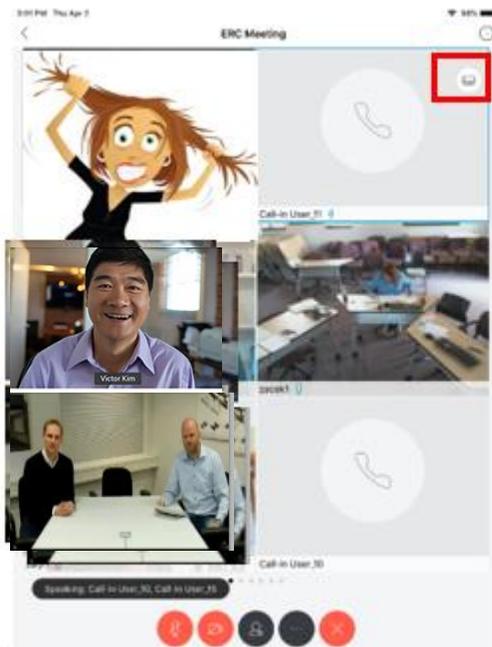
7. After you select your options in #6, you will see the below. Tap on green **Join** button.



8. If you get disconnected from the meeting at any time, go back to your Calendar meeting and tap on the link again (#4 above). Give it about 10 seconds to reconnect you.

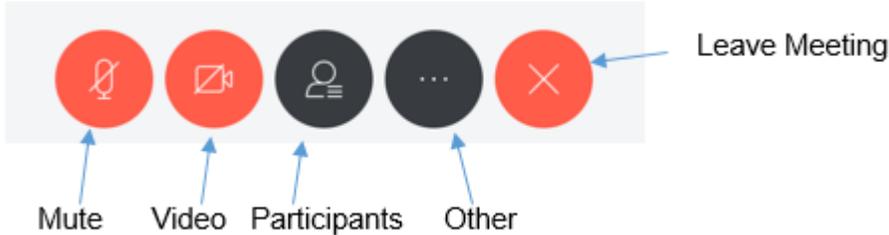
You will see all the participants in the meeting, their picture if they are sharing video, a phone (calling using phone), or initials (using laptop or pc).

Tap on the 4 little squares in the upper right to adjust the view.



Control Buttons

Tap on screen to bring up control buttons.



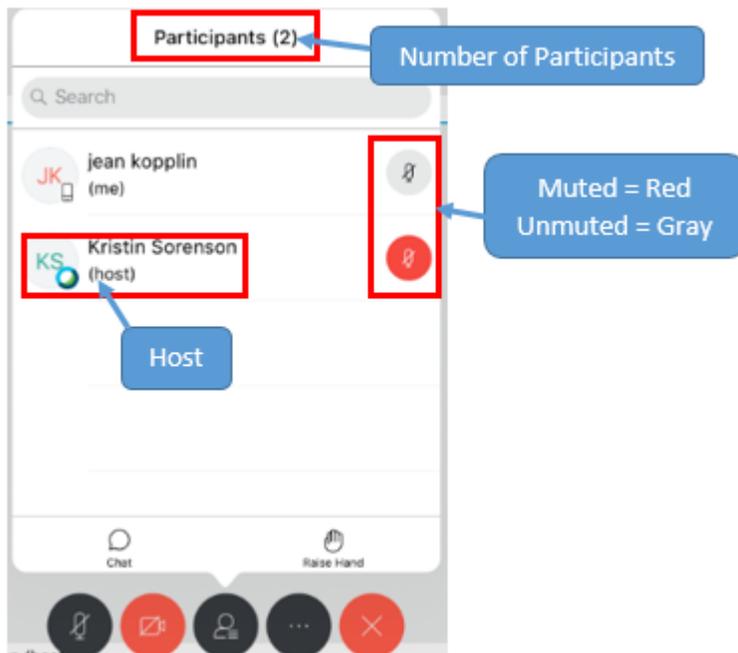
1. The **first** button is to mute or unmute your microphone. Red means it's muted, black means everyone can hear you speak.
2. The **second** button is audio. Red off, black on.
3. The **third** button is participant – Use to Raise Hand or Chat (see participant section)
4. The **fourth** button is for additional options
5. The **fifth** button is how you would leave the meeting
If you ever need to get back in, go to the invite and join meeting, or click on the WebEx icon, it will reconnect you – give it 10-15 seconds to do so.

Volume

If you are having difficulty hearing the speaker, increase the volume using the two oblong buttons on the side of the iPad.

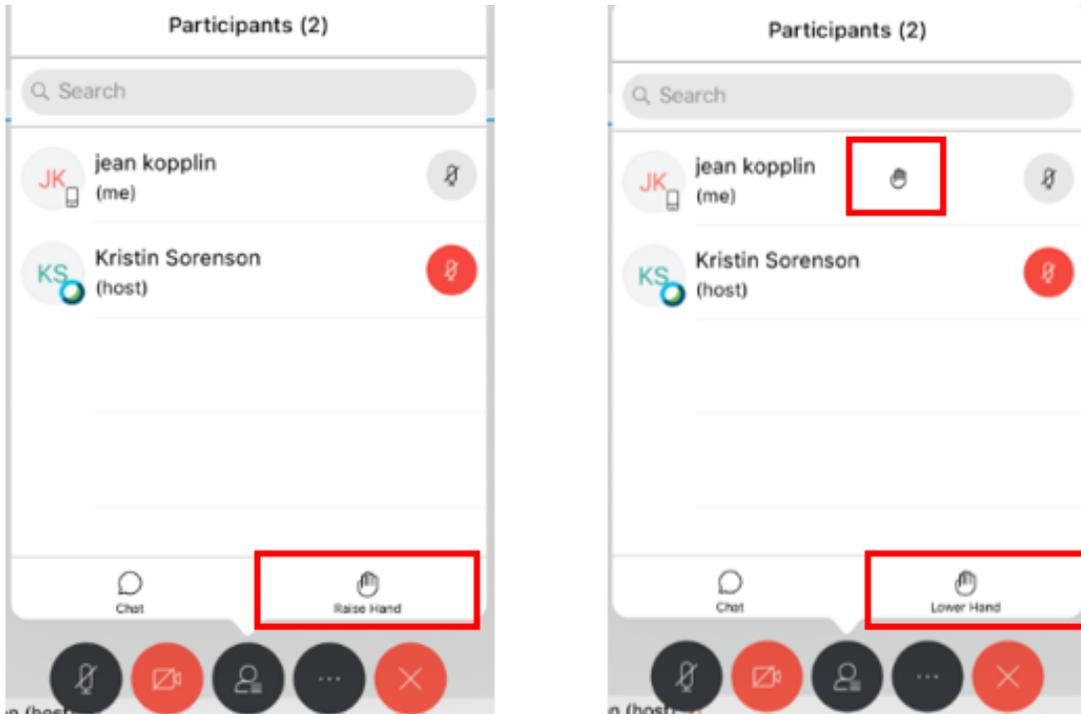
Participants Window

Within the Participants Window, you can view who has all joined the meeting, total number of participants, who is Hosting, who has their microphone muted and who does not.

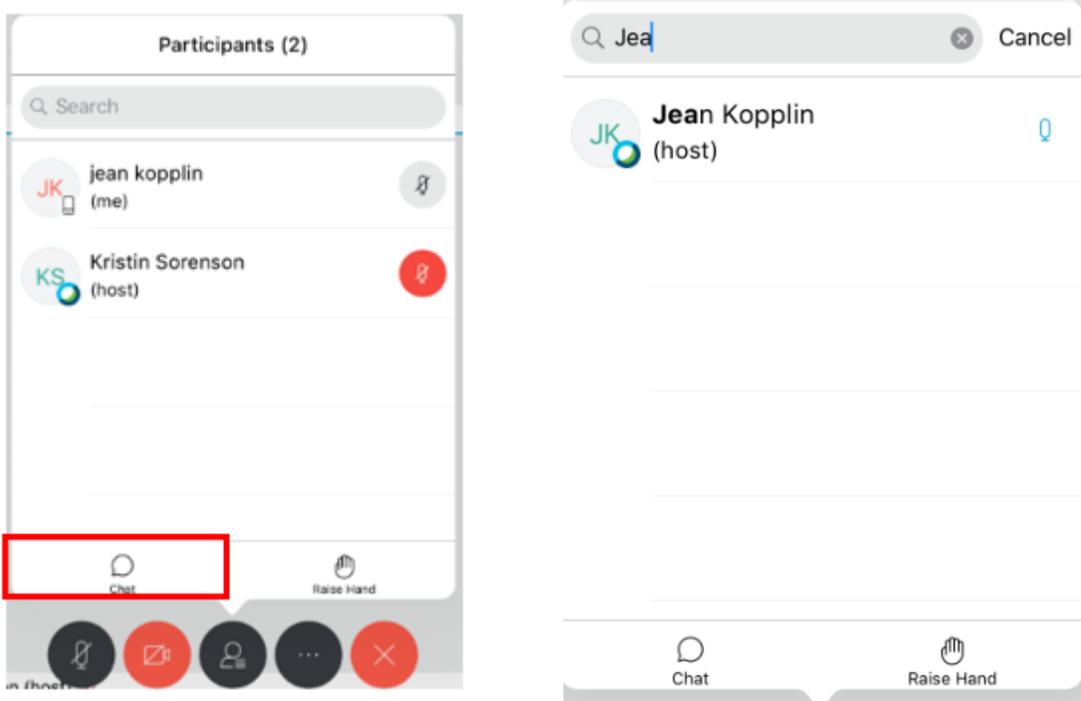


Raise Your Hand to Speak

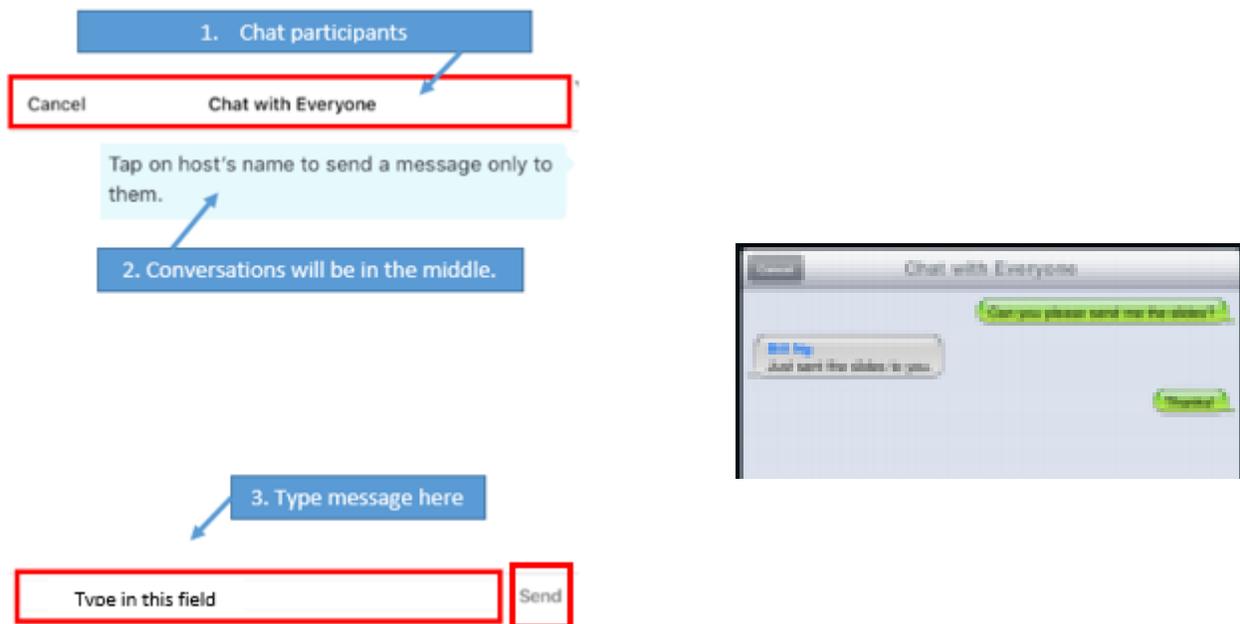
Since the host will typically have all participants muted from their side, you will need to raise your hand to speak so they can unmute you. When you tap on **Raise Hand** at the bottom of the participants window, you will see a little hand pop up next to your name. When you are done speaking, tap on **Lower Hand**. The host is unable to do this from their side.



To Chat to others, select **Chat** that is found at the bottom of the participants window.



You can use the Search box at the top to choose a participant to chat (tap on their name when it appears), or if you do not choose someone, it will go to **Everyone**.



Tap in the box at the bottom of the screen to type your message. **Send** when complete.

Chat conversations will appear in the middle.

WebEx Tips

1. Always be sure that **ONLY** one device is connected to the WebEx. If not, you will get feedback. If you are experiencing feedback, it is because somewhere there are two mics and speakers on (example, participating on iPad and on the phone).
2. For public meetings with elected positions, we highly recommend that all the elected participants and the staff participants find a useable internet WiFi connection and participate via the WebEx App – NOT by telephone!
3. Secondhand noise is distracting and makes it hard to hear other speakers clearly. So mute the microphone on your side when not speaking. This keeps coughing, typing, rustling papers, and other noise out.
4. Orient yourself so that you do not have a window or bright light behind you. Bright lights behind you will darken your face as your camera adjusts to the brightest light that it sees.
5. If you are presenting, look towards the camera on your iPad to maintain eye contact. Try not to rock, sway, or fidget with paper or pens.



6. Remember – the camera is always watching you when using video. Assume that the meeting participants can hear (side comments) and see (eye rolling) everything, even when the camera is not pointed in your direction!