



WebEx Direct: Quick Guide for Participants (Windows)

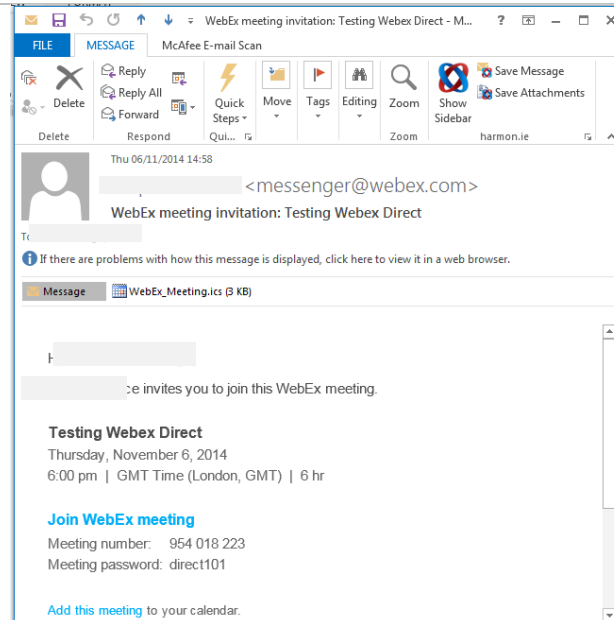


WebEx provides a real-time, collaborative web environment for meetings and learning & teaching events, accessible from virtually any device. This guide is aimed at Edinburgh Napier University staff members who wish to participate in a WebEx meeting using a Windows machine.

Further information can be found on the WebEx staff intranet page: <http://staff.napier.ac.uk/services/cit/AcademicApplications/Pages/WebEx.aspx>

1. Get meeting details

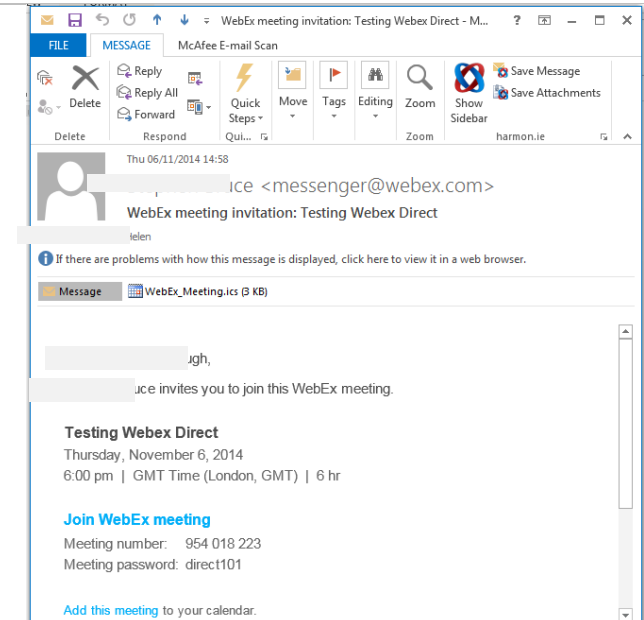
Your meeting host will email you an invitation to the meeting containing details such as **meeting number** and **password**.



2. Click meeting link

Shortly before the meeting begins, **click the “Join WebEx meeting” link** in the email (or calendar invitation) which will take you to the meeting website.

Alternatively go to <https://napier.webex.com> and log in to the meeting using the password issued by the host.



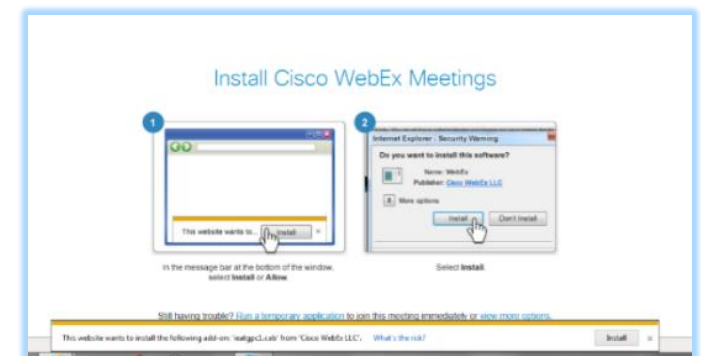
3. Join Meeting

Once at the meeting website, you will be invited to enter your **name** and **email address**.



4. Install Webex (off campus only)

All University PCs have WebEx installed but if you're off campus and have not used WebEx before on this computer you'll need to **install WebEx**. Note, you'll need to allow pop ups.



5. Enter Virtual Meeting: the WebEx meeting will load:

The **meeting details** are listed

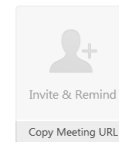
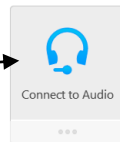
Click to **leave the meeting**

If the host has set up an audio meeting click **Connect to Audio** to use your PC microphone and speakers

Testing WebEx Direct

Meeting number: 953 024 322

Leave Meeting



Copy Meeting URL

If the meeting host makes you a presenter you will have the option to **Share your Desktop**

If the meeting host makes you a presenter you can create and share a **Whiteboard**

Click **Chat** or **Notes** to open these panes

A list of **participants** (including the host, and yourself) are displayed here

If you're connected to audio you can **mute / unmute** your microphone

Click on the **video** icon to activate your webcam

You can virtually **raise your hand** to get the attention of the host and other participants

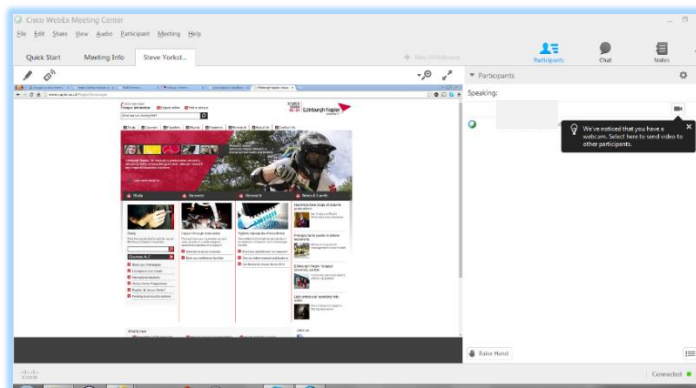
Raise Hand

Connected

6. View Shared Screen I

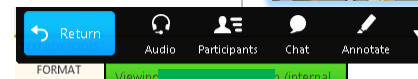
If the meeting host **shares their screen** you'll be able to see the content they are broadcasting.

To view full screen click on this icon:



7. View Shared Screen II

If you view full screen a **green box** will appear at the top of your screen, when you hover the mouse over it an **options menu** will appear:



8. Close: At the end of your meeting the host will stop sharing with you, or click on the **Leave Meeting** button and close the application when you're ready to finish.