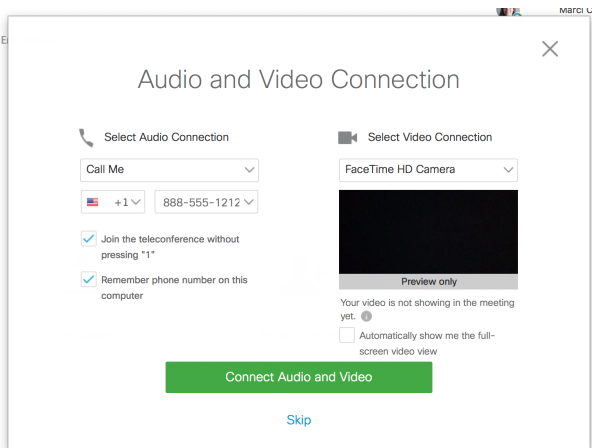


Connecting Your Audio

When your WebEx application launches, you will be presented with Audio and Video connection options. Select **Call Using Computer** in order to take advantage of the free WebEx VoIP audio.



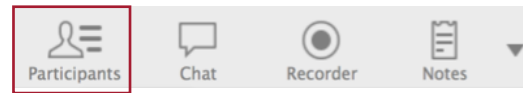
WebEx will automatically detect any headset connected to your computer. If you are in a highly populated location, it is recommended that you use a headset in order to limit disruption to your colleagues.

You also have the ability to have WebEx call your desk phone, or you can connect your video system or call in. Please be aware that when selecting these alternative options, there is a cost to your department.

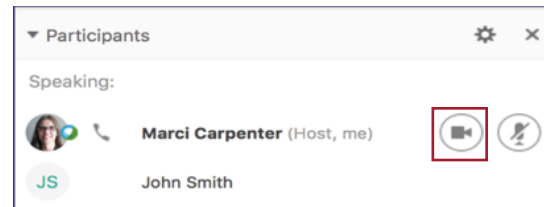
Note: If you select **I Will Call In** as your audio connection method, you will need to manually dial the telephone number for WebEx, input the meeting Access Code, then input your Attendee ID as displayed. If you do not input your Attendee ID your audio and computer connections will remain separate and your audio connection will appear only as "Call In User X" in the Participants Panel.

Turning On Your Video

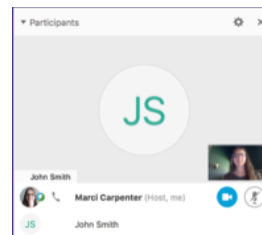
When you have joined a WebEx meeting, you may want to display your video to provide a face-to-face experience with other participants. To do this, open the participants panel if it is not already open by clicking the Participants icon at the top right of the meeting window.




Locate your name in the **Participants** panel and click the grey video camera icon to the right of your name.



Your video will begin to transmit and you will see your image exactly how other participants will view it. As others join your meeting, your self-view will appear in a smaller picture-in-picture window and the main video window will be the last participant who spoke during the meeting.



If you will be using WebEx only for a video conference and not sharing content, you may wish to view video in full screen mode. To do this, place your cursor over the active speaker video display and you will notice the **Full Screen**  icon appear in the upper right corner. Click this icon to take your video display to full screen mode.



WRIGHT STATE UNIVERSITY

Joining WebEx Meeting Center



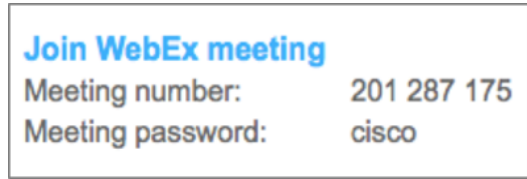
wright.webex.com

Joining a Meeting

When a meeting is scheduled in WebEx, you as an attendee have several options on how to join the meeting:

- An email, or a calendar invite
- From your Meeting Site
- Jabber
- Using your Productivity Tools

Joining from Email or Calendar Invitation



1. Open your email, or calendar invite and click the **Join WebEx Meeting** hyperlink. A new window will open taking you to the **Meeting Information** page on your WebEx site.
2. If the meeting has started, a green icon will appear next to **It's time to join a meeting**. If it has not started, there will be a red icon next to **Not Started**.
3. You will be prompted to enter your name and email.
4. Click green **Start**, or **Join** and you will be connected to the meeting.

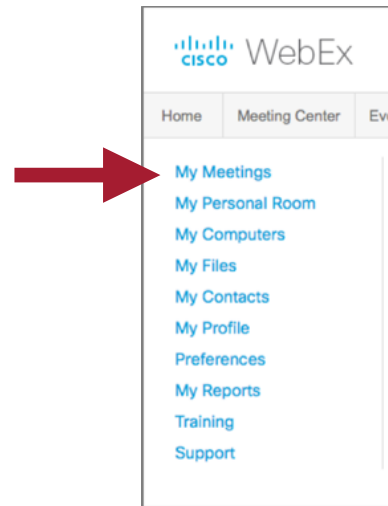
Joining Using the Meeting Number

You can join a meeting in two ways from your Meeting Site. You can attend the meeting by entering the meeting number to join.

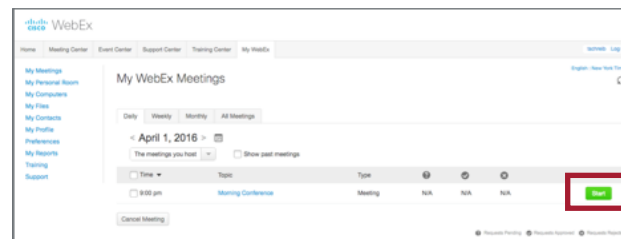


Joining Using My Meetings

1. Navigate to your **WebEx Meeting Site**, located at: wright.webex.com
2. Select **My WebEx** tab. Then, select **My Meetings**.



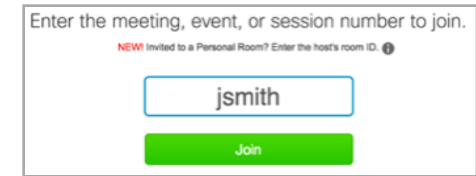
3. Select your meetings from the calendar.
4. Click the green **Start**, or **Join**.



Join a Personal Room

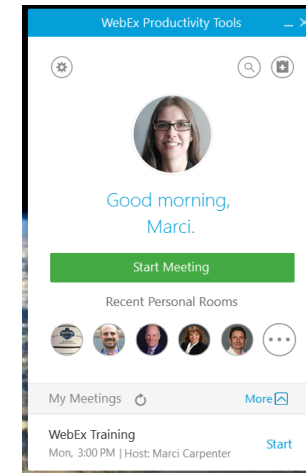
If you have been invited to join someone in their **Personal Room**, you can either click the link in the invitation or join using from the WebEx site.

1. Navigate to wright.webex.com
2. In the space provided, enter the user name of the person who invited you to their personal room, then click the green **Join** button.



Join Using Productivity Tools

All your scheduled WebEx meetings will be listed in your Productivity Tools. Click the green **Join** or **Start** button next to the meeting you wish to join.



You will see only your next upcoming meeting listed in the main window of the tools. To see all upcoming or past meetings, click **More** and use the calendar navigation to view past or future dates.