

How to Attend WebEx Meeting?

Normally you will be invited by email to attend a WebEx meeting. Please use the link and registration password provided in the email to register for your meeting. After successful registration you should receive an email with further details on how to join the online meeting, including an event password, which should be used at the time of the meeting.



Task Sequence

Prerequisites

The first time that you host or join a meeting, the WebEx Meeting Center application will be automatically installed on your system if you have a PC, or you will be prompted to download and install a WebEx add-on if you have a Mac. You will need to have the administrator permissions to install the add-on.

This typically takes just a few minutes, but may require several minutes if you are using a slow network connection. When scheduling, please allow for this additional time if this is your first meeting. This installation only takes place once.

Additionally, if you are in a managed environment, you may not have the necessary privileges to install WebEx. If this is the case, ask your technical support provider for assistance installing the WebEx Meeting Center application. An installer can also be downloaded and installed ahead of time by going to the [ECMWF WebEx site](#) and navigating to *Event Center > Support > Downloads*.

Notes

The system requirements WebEx (for WBS30) can be found at

<https://help.webex.com/community/webex-support-resources>



System requirements

Please note that 64-bit Linux distributions are not officially supported by WebEx. In our experience WebEx works best from

- Windows using Internet Explorer
- Mac OS using Safari or Firefox
- various mobile devices using the WebEx app

For more details please check the [WebEx system requirements](#).



If you are not sure if Webex will work for you you can [join a test meeting](#).

Steps

To register for an event

- go to the [ECMWF WebEx site](#) or to the URL provided in the invitation email (for Attendees)

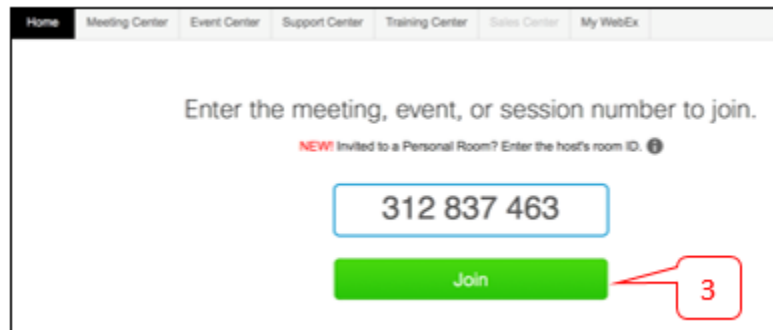
the event page appears

- for your event click on "Register"
- When the Registration Password page appears, enter the "Registration password" from your invitation email
- on the next page, provide the required information and click "submit"

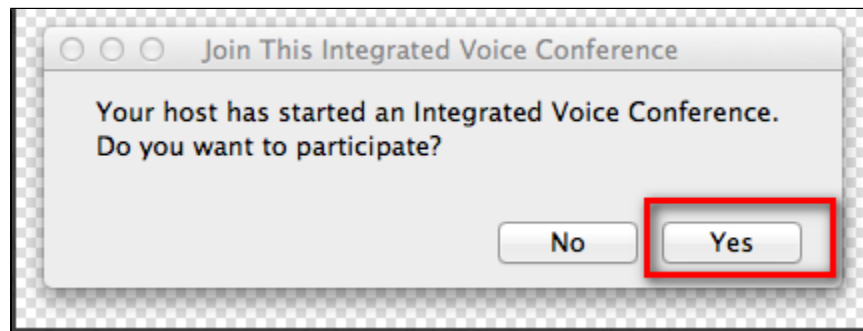
The host will approve your registration and you will receive a confirmation email message from webex.com containing instructions for joining an event.

Joining a WebEx meeting when it is about to start

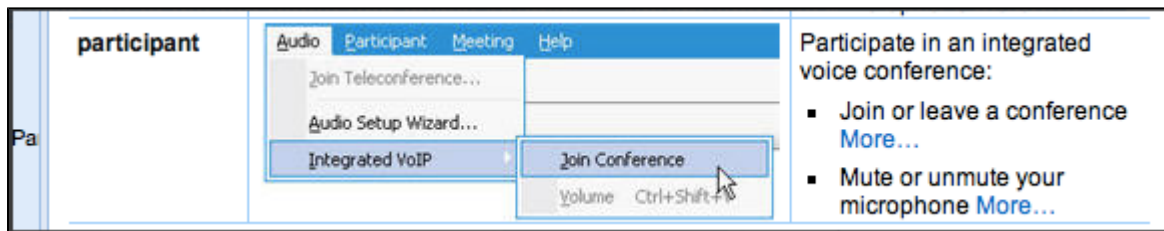
- Click the link provided in the email or calendar event. You will be taken to a web page where you can join the meeting. The option to join will only be available once the host has started the meeting.
- If the fields are not automatically filled in, complete any information requested (name, email, event password).



- Click **Join**. The WebEx Meeting Center application will launch automatically. As soon as the application finishes loading you will be in the meeting.
- If you see a Voice Conference popup window, click "Yes" to participate.



- Otherwise, go to the top menu and select "Audio" "Integrated VoIP" "Join Conference" :



- **Please remember to have the sound on and to use headphones if your computer doesn't have speakers.** If you wish to speak during the meeting, usage of a headset is recommended to avoid acoustic feedback.
- When you wish to speak, please "raise your hand" (and take it down when you have finished) from the participants window.
- To leave a meeting, close or quit the WebEx Meeting Center application or click "Leave Meeting".

Presenting at a WebEx meeting

- The meeting Host will make you 'presenter'.
- On your PC you will need to 'share your desktop' or application by clicking on the big button on the screen or alternatively from the "Share" menu at the top.
- Once you have done so, everybody attending the WebEx meeting will see your shared application (e.g. PowerPoint) and you can start your presentation.
- Please remember *not to close your browser*. If it gets into the way of your presentation window, just minimize the browser or move it to the back. At the end of your presentation please wait for the host to transfer the presenter role to someone else.