How to join a WebEx meeting using a computer

If you want to join a meeting using a meeting link that was emailed to you

- 1. Open your email invitation from WebEx
- 2. Click the green **join** button in your email or the **webinar link**. This will launch a web browser to bring you directly to the meeting

| Da | nielle DeVries is inviting you to a scheduled Webex webinar. |
|-----------------------------|--|
| We | dnesday, January 26, 2022 |
| 3:20 |) PM (UTC-08:00) Pacific Time (US & Canada) 1 hr |
| Add | to calendar Google · O365 |
| | Join webinar |
| | |
| | |
| Mor | re ways to join: |
| | re ways to join: from the webinar link |
| Join | |
| Join http | from the webinar link |
| Join http Join | from the webinar link s://rdos.webex.com/rdos/j.php?MTID=m8b623b62b69ef48c4668e270a698f52e |
| Join http Join Wel | from the webinar link s://rdos.webex.com/rdos/j.php?MTID=m8b623b62b69ef48c4668e270a698f52e by the webinar number |

3. When the web browser launches, click the open button. This will work if you have the **WebEx** App installed on your computer.

| Cisco Webex Meetings × + | | | | | | - | 0 |
|---|---|----|---|---|--------------|---|-----|
| \leftarrow \rightarrow \mathbf{C} [\oplus https://rdos.webex.com/wbxmjs/joinservice/sites/ | dos/meeting/download/5f2d21bd42bc415194cd6499b20102957 siteurl = rdos & MTID = m8b623b62b69ef48c4668e270a698f52e & from Panelist Join = true the standard | îô | e | G | ₹ <u>`</u> ≣ | • | Ð - |
| webex For | This site is trying to open Webex. https://idos.webex.com wants to open this application. Always allow ridos.webex.com to open links of this type in the associated app Open Cancel | | | | | | |
| | | | | | | | |
| | Click Open Webex on the prompt. | | | | | | |
| ŀ | the prompt doesn't appear, click Launch Webinar instead. | | | | | | |
| | Launch Webinar | | | | | | |
| | | | | | | | |
| | Don't have Webex? <u>Download it now.</u> | | | | | | |
| | Having trouble with the app? Join from your browser. | | | | | | |
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- 4. If you **do not** have the WebEx app on your computer, you can either:
 - a. Install it by clicking the **Download it now** button, then go to step 5, or



b. Use your web browser to open the meeting **without the app** by clicking the **Join from your browser** button, then go to **step 9**



5. If you are **installing the WebEx App**, then click the file that will download in the bottom left and follow the prompts to install and launch the meeting

| | Install the downloaded Webex app |
|---------------------|--|
| | Didn't work? <u>Download the app again.</u> |
| | Having trouble with the app? Join from your browser. |
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| nstall Webex | |

6. If you are a panelist, then you may be asked to enter the panelist password "**RD@S2022**", then click next

| | Enter the panelist password | |
|-----------|---------------------------------------|---|
| C Panelis | Enter the panelist password @S2022 | |
| C Panelis | password |] |

7. Continue to the section titled <u>Once you have launched the meeting</u> on page 7 of this document

8. If you are joining from a web browser, enter your details and the sample text, then click next

| information | |
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| | ο Φοανν ext account? <u>Sign in</u> |

9. Enter the webinar password "RD@S", then click next



10. Click **allow** for the browser to use you microphone and camera, then continue to the section titled <u>Once you have launched the meeting</u> on page 7 of this document



If you want to join a meeting directly from the RDOS website

- 1. Go to rdos.webex.com
- 2. Click on the 3 dashed lines (menu) in the top left corner to open the menu

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| webex For The second se | | |
| | English | 🗴 Sign In \vee |
| | | |
| Join a Meeting $_{\odot}$ | | |
| | | |
| Enter meeting information | | |
| | | |

3. In the menu, click calendar to go to the public meetings



4. In the list of upcoming public meetings, find the meeting you are attending and click the green join button on the right (the green button may not be visible if you try joining more than one hour before the scheduled time of the meeting, but it will appear if you hover over the meeting)

| Public | | |
|-----------------------------------|------------------------------------|------|
| 01/26/2022 - 02/01/2022 ~ | Show earlier meetings and webinars | |
| 9:50 AM - 10:50 AM Wed, Jan 26 | TEST Webinar Danielle DeVries | Join |

5. On the next page, ignore the password section, and click the green join webinar button

| Webinar Danielle DeVries • 4:30 PM - 5:30 PM Wednesday, Jan 26 2022 (UTC-08:00) Pacific Time (US & Canada) | Join Webinar V |
|--|----------------|
| Enter the webinar password |] |

6. If you want to change whether you join the meeting from the **WebEx App** installed on your computer (desktop app) or in your web browser (web app), then click the drop down arrow, click your option, and then click the green join webinar button



- a. For desktop app go to step 7
- b. For web app go to step 8
- 11. If you selected the **desktop app**, then click the prompt to **open** the app, then continue to the section titled <u>Once you have launched the meeting</u> on page 7 of this document

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| Webex For The Real Port | This site is trying to open Webex. https://ridos.webex.com wants to open this application. Aways allow robswebex.com to open links of this type in the associated app | | | | |
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| | Click Open Webex on the prompt. | | | | |
| If the promp | t doesn't appear, click Launch Webinar instead. | | | | |
| | Launch Webinar | | | | |
| | Don't have Webex? <u>Download it now.</u> | | | | |
| | Having trouble with the app? Join from your browser. | | | | |
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7. If you selected the **web app**, then enter your details and the sample text, then click **next**

| | Enter | your inf | ormation | |
|--------------|----------------------|--------------|-----------------------|-----|
| Name Test | | | | |
| Email a | oddress @test.com | 1 | | |
| Charac | | | vpbdd | V C |
| Enter the | text in the in | nage. | | |
| | | Next | | |
| | Already I | have an acc | count? <u>Sign in</u> | |
| | N | Nore ways to | sign in | |
| | | | | |

8. Enter the webinar password **RD@S**, then click **next**



9. Click **allow** for the browser to use you microphone and camera, then continue to section <u>Once</u> you have launched the meeting



Once you have launched the meeting

- 1. Once you click join the WebEx will launch in either the web app or the desktop app. The controls for both are the same
 - a. Web app (may be white or black):



b. **Desktop app** (may be white or black):

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| | 🙎 Unmute 👻 🖾 Stop video 👻 Start webinar | | |
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- 2. Your **audio** is defaulted to the computer when you join. If you need to change this, then:
 - a. click the drop down arrow and then



b. click the option that works best for you and follow the prompts

| က္ Us | se computer audio | - |
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| ଝ Ca | all me at 📑 +1 250-490-4213 ∨ | |
| & Ca | ll in | |
| ⊲× Do | on't connect to audio | |

3. You cannot control your **video** unless you are a panelist. "Attendees" will not see a video option. "Panelists" will see a video button the same as the audio button. Use the **drop down arrow** if needed to change the settings



4. Once your audio and video (if applicable) are set up, click the green join webinar button



5. **If you are an Attendee,** you cannot unmute yourself. The host must do this for you. To get the host to unmute you:



- a. Click on the Participants button in the bottom right
 (a) Participants button in the bottom right
 (b) Find your name in the list and click the raise hand button
 (c) Test
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 (c) Yest
- a. Click on the Participants button in the bottom right

- c. the meeting Chair will invite participants with a hand raised to speak in turn
- d. Click the hand button again after you get your chance to speak to 'lower' your hand
- 6. If you are a Panelist, then you can control your unmute and video buttons at any time



7. **If you are a panelist and are presenting**, the host will give you permissions to present. This will give you a new **share** button to share your screen or an app as follows:



a. Click the **Screen** or **Application** button to select something that is open on your computer to share

| Share content | × |
|---------------------------------|--------|
| What do you want to share? | |
| Optimize for text and images $$ | ٩ |
| | |
| | |
| Screen Application | |
| 0 | |
| Start video 🗸 🕞 Share 🔘 F | Record |

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b. Then cClick what you would like to share in the pop up box and then click share

| Choose what to share | | |
|---------------------------------------|------------------------|--------------|
| rdos.webex.com wants to share the cor | itents of your screen. | |
| Entire Screen | Window | Chrome Tab |
| | | |
| Screen 1 | | Screen 2 |
| | | |
| | | |
| | | Share Cancel |

c. When you are done sharing, click the **stop sharing** button

| You | 're sharing your screen |
|---------------|-------------------------|
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| 1 1.00 | |
| , (| Stop sharing |
| rt video ~ | Share |

8. When you are ready to leave the meeting, click the red **X** and then click **Leave webinar**



How to join a WebEx meeting using a phone

- 1. Dial Toll Free in Canada 1-833-311-4101 or the number provided to you for your meeting;
- 2. When prompted, select your preferred language (i.e. enter "1" for English, followed by #);
- 3. When prompted, enter the 'meeting code' or 'meeting ID', followed by #, to enter the meeting;
- 4. To speak at the meeting, press "*3" on your phone's key pad to indicate to the Chair that you wish to participate. This will "raise your hand" in the meeting;
- 5. The meeting Chair will invite participants with a hand raised to speak in turn; and
- 6. When you have finished speaking, please press "*3" on your phone's key pad to "lower your hand".

Helpful hints once you are in the meeting

- If a meeting has not yet started, you can wait in the virtual lobby
- If using a cell phone, please stay in one place where you have good signal
- If you are using computer audio, make sure you have a microphone if you need to talk. (If not, you can still watch the public hearing on your computer and use the call in option to listen/speak using your phone.
- If you are having difficulty with your audio, then you can also type into the chat box in the bottom right corner.
- If you have audio or video problems, you can switch to the dial in option
- You do not have to use the video function to participate in the meeting. You are welcome to use audio only.
- Materials that would normally be available at a public meeting will be provided on the proposal's webpage.
- Written comments can be emailed to planning@rdos.bc.ca

Tech Support

WebEx Technical Support is available 24/7 by calling Canada/US toll free: **1-866-229-3239**. Additional information is also available at <u>https://www.webex.com/support/needsupport.html</u>