Webex Joining Instructions

Joining a Virsel Conference

You will receive an email with both a link to the conference and a conference number. You can join with one or the other, whichever you find most convenient.

1.Using the Link – best if you are using a computer/laptop

Click on the link and **enter the name you want displayed and an email address**. * (You do not need to join Webex as a member.) OR

2.Using the Number (best if you are using a phone)

Go to www.webex.co.uk and click on Join and enter the number, display name and an email address*. This will direct you to an App and you follow the instructions
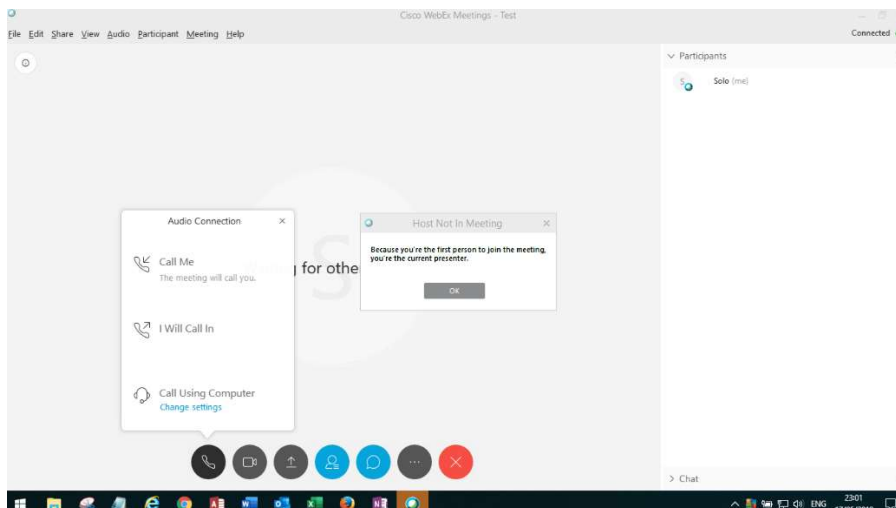
*The email address does not have to exist, but it must have the correct format for an email address.

For those using a computer

Entry Screen: Click on "Call Using Computer" to connect your Audio (Mic and Loudspeaker)
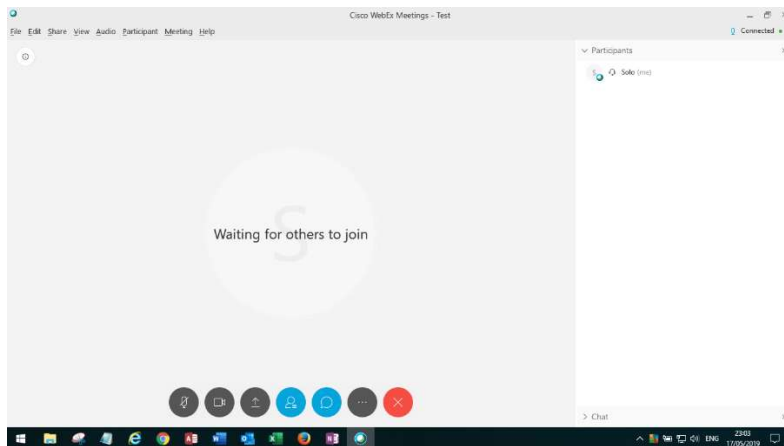
THIS IS VITAL – IF YOU DO NOT CLICK ON THE WORDS "CALL USING COMPUTER" YOU WILL NOT HEAR THE SOUND

If you cannot hear or be head it is best to leave the conference and start again, ensuring you click on 'Call using Computer"

Note: If you are the first person on you will also see the message above. Click on "OK".

If you are the first person on you will be held on this screen until someone else joins

When there is more than one person in the conference you will get this screen.   It should come on automatically.   There are other views of the screen, which you can select (shown below), but this one is perhaps the most useful as you can still access the windows icons at the bottom of the screen.

The row of large icons do the following.

1) Switch Mic On/Off
2) Switch Camera On/Off
3) Show Participants Panel
4) Share Content (not used)
5) Chat
6) Reconnect audio or disconnect audio
7) Leave Conference

This is the same screen layout with the Participant Panel turned off (just click the top right corner to turn it off). The 3 dots icon has been clicked to show you the audio connection settings, so if you come on without connecting the audio you can do it from here.