7. Online Meetings

How do I participate to a meeting?
How to join a WebEx meeting as participant?

To join the meeting click on the hyperlink in your invitation email

- If you don’t have a WebEx enter your name and email address
- If you have an account you will be asked to login

Hello,

Please join my meeting that is currently in progress.

Topic: helpdesk meeting
Date: Wednesday, February 15, 2012
Time: 1:45 pm, Europe Time (Paris, GMT+01:00)
Meeting Number: 955 865 137
Meeting Password: (This meeting does not require a password.)

To join the online meeting (Now from mobile devices):

1. Go to [this link](https://iso-meetings.webex.com/iso-meetings/e.php?AT=Ml&EventID=47634578&UID=0&RT=MlMyMw%3D%3D)
2. If requested, enter your name and email address.
3. If a password is required, enter the meeting password: (This meeting does not require a password.)
4. Click “Join”.
5. Follow the instructions that appear on your screen.

To view in other time zones or languages, please click the link: [this link](https://iso-meetings.webex.com/iso-meetings/e.php?AT=Ml&EventID=47634578&UID=0&RT=MlMyMw%3D%3D)
How do I set the audio for the meeting?

If you are using a telephone:
1. Select "Call me at a new number"
2. Click on the flag icon and select your country
3. Enter your telephone number without your country code, then click the "Call Me" button.

   Please enter your regional code

You may also select the "I will call in" option and dial.

If you are using a computer headset:
1. Click "Use Computer for Audio"
2. Click on the "Call Using Computer" button.
If you are using your computer for the meeting audio you may be able to improve poor sound quality by:
- Turning off your video picture
- Turning off the video picture being sent to you by others.

If you are not already muted by the organiser, please mute yourself in WebEx after joining the meeting using the microphone button.

To make a comment or ask a question for everyone to hear or see:
- To speak, please use the Raise Hand button.
- To write, please use ‘Chat’ to all participants.

You can also use Chat to contact the meeting hosts or other participants directly.
Best Practices for participants

- Minimize distractions in your meeting area. For example:
  - close your office door if you have one
  - close or minimize unused applications on your computer
  - switch off any devices that may beep or ring during your meeting

- Refrain from using your telephone in speaker mode

- Consider muting yourself when not speaking

- If you use your webcam for video conferencing, try to have a "clean" background