TEXAS MASTER NATURALIST

VIRTUAL VOLUNTEER FAIR
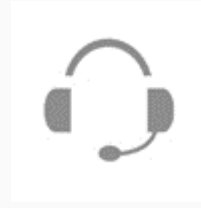
WEDNESDAY SEPTEMBER 2ND, 2020

Webex 101

What Essential Equipment Do I Need?

A computer with a reliable internet connection.

Scroll down to find links to System Requirements

A microphone and earphones or headset.

While laptops and computers come equipped with speakers, it is recommended that you use headphones. Using headphones helps to keep your microphone from picking up audio from other attendees and possibly causing feedback. Headphones or earbuds are also good etiquette when in a space where meeting audio could be distracting to others.

Telephone Access.

If your computer audio doesn't work, you can always log in using a telephone as well. Please note that telephone and/or long distance charges may apply. Please check with your phone service provider before calling.

Will There Be Opportunities to Test My Equipment?

Yes! In fact, using the WebEx Free tester site – you can test your audio and video setup at any time! Use the link below to join the meeting –

[Webex Test Meeting](#)

What are the System Requirements for WebEx?

WebEx Help Center has put together the following Documentation for what you need to know about the requirements to join and host meetings. Included is information about minimum browser and OS requirements, supported email applications, and supported languages.

https://help.webex.com/en-us/nki3xrq/Webex-Meetings-Suite-System-Requirements

How to Join a WebEx Events?

Webex Events makes joining and collaborating hassle free. You can meet anyone in the world online, talk to them over the phone or your computer, see each other's video and share content.
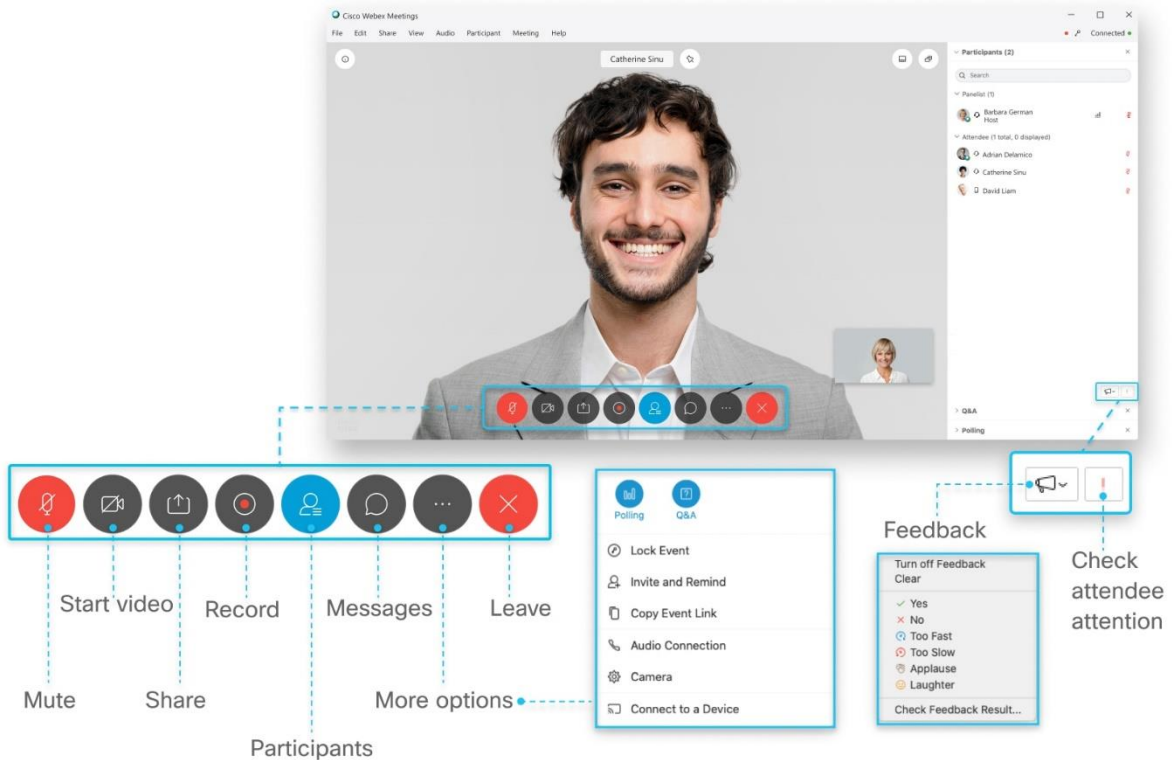
Resource - https://help.webex.com/en-us/n62wi3c/Get-Started-with-Cisco-Webex-Meetings-for-Attendees

Join an Event

When you're invited to a Webex event, you received an email with instructions. Click the link to join the event. Under **Join Event Now**, enter your name and email address, and click **Join Now**.

You might be asked to enter an event password. You can find this in your email invitation.
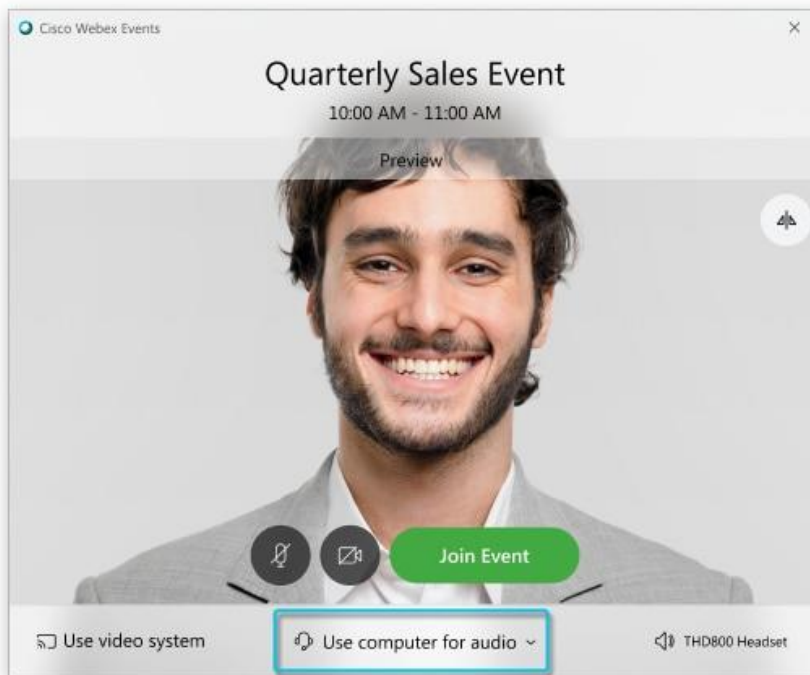
The Webex Events user interface is simple. Most of the event options are in the center and participants and other panels are on the right.
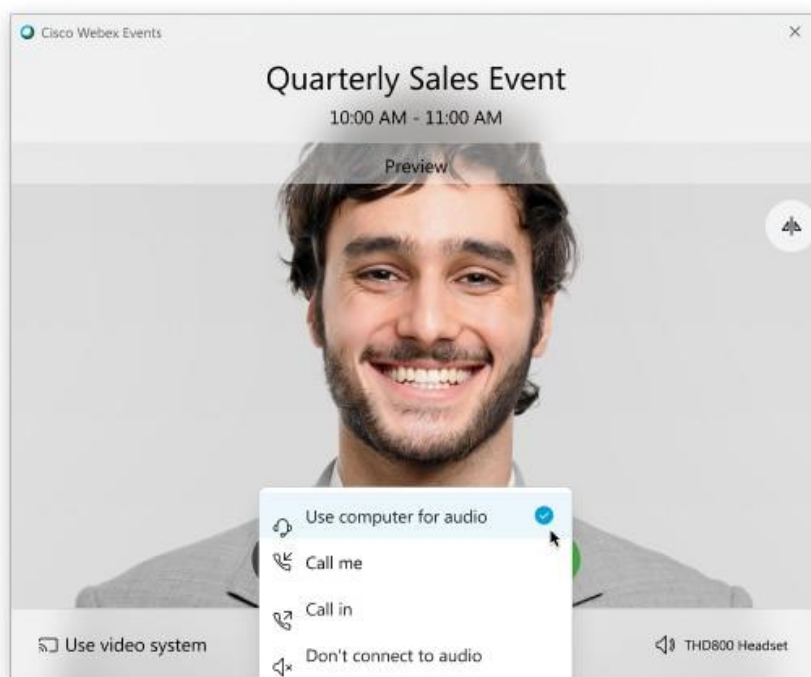
Connect to Audio

Before you join an event, you can choose the settings you use for audio in the event.

Click the audio connection options in the Webex Events app.

Choose how you want to hear the audio in the event:

Use computer for audio—Use your computer with a headset or speakers. This is the default audio connection type.
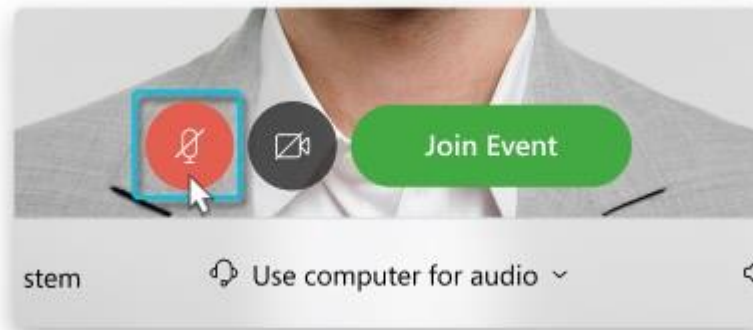
You can change your headset, speakers, and microphone.

Call me—Enter or select the work or home phone number that you'd like the event to call.

Call in—Dial in from your phone when the event starts. A list of global call-in numbers is available after you join the event.

Don't connect audio—You won't hear any audio in the event through your computer or phone. Use this option if you're in the meeting room but want to use your computer to share content in the event.

If you want to join the event with your audio muted, click **Mute my microphone** .

You'll see when your microphone is muted. Click **Unmute my microphone** when you want to speak in the event.
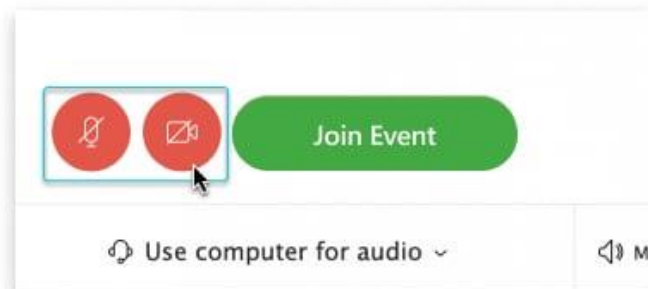

Start Your Video

Before you join an event, you can choose the settings you use for video in the event.

If you want to join the event with your video turned off, click **Turn off my video** .

You'll see when your video is turned off. Click **Turn on my video** when you want to show your video.

By default, your self-view video shows in mirror view. You can turn off mirror view if you want to see yourself in your self-view video the same way that other event participants see you.

Click **Join Event**.

A Deeper Dive into Equipment Set-Up

LAPTOPS

- **RECOMMENDED - Use a headset.** A microphone is required for online meetings. Headsets are a good option as they can prevent feedback caused by speakers, keep from distracting others around you and offer quality microphone audio.
- **Use headphones or earbuds.** While laptops come equipped with speakers, it is recommended that you use headphones. Using headphones helps to keep your microphone from picking up audio from other attendees and possibly causing feedback. Headphones or earbuds are also good etiquette when in a space where meeting audio could be distracting to others.
- **Use the built-in microphone.** Most laptops are equipped with a microphone.
- **Use the built in webcam.** Most laptops come equipped with a webcam. While not necessary, using a camera may help other attendees engage with you.

DESKTOPS

- **RECOMMENDED - Use a headset.** A microphone is required for online meetings. Headsets are a good option as they can prevent feedback caused by speakers, keep from distracting others around you and offer quality microphone audio.
- **Use headphones or earbuds.** External speakers can cause feedback and distract others around you. This is recommended when using a webcam or other external microphone.
- **Use a USB webcam.** While not necessary, using a camera may help other attendees engage with you. Most webcams are also equipped with a microphone.

MOBILE DEVICES

- **RECOMMENDED - Use a Bluetooth headset.** Most Bluetooth headsets include headphones/earbuds and a microphone in one package.
- **Use the built-in microphone.** If using the built-in microphone; headphones or earbuds are recommended to eliminate feedback from the speakers.

TEST YOUR EQUIPMENT

Use the Webex Test Meeting to test your audio and video setup.

What if I have even more questions on how to connect to WebEx?

Check out the Cisco WebEx platforms Support Home for more video tutorials, FAQs and even live chat to get help!

Resource - https://help.webex.com/en-us/