



Department of
**Environment &
Conservation**

WebEx Usage for UST-SWDC Board Meeting

September 1, 2020
9:30am-2:30pm CDT

How to Join Meeting

- **Join via Computer**
 - Connect with WebEx via web link
- **Join via the Cisco WebEx Meetings App**
 - Available on iPhone and Android
- **Join via Phone (Not Recommended)**
 - Call 1-415-655-0003 (TOLL)
 - Access code: 161 910 0302

Joining By Computer

- For WebEx only (if you have already completed the survey):
 - <https://tngov.webex.com/tngov/j.php?MTID=m0f3eb5dbc5c0a7ecd693a66070bdeee8>
 - **Meeting Number (Access Code):** 171 038 1057
 - **Password:** q9YmuSRVH33
 - If your computer does not have a microphone you will need to also call in or join by app to speak.

Joining By Computer (Cont'd)

- Follow the link provided to be directed to the WebEx screen.

Enter your full name
and email address.

Click "Join Meeting"



test

Hosted by Brooke Barrett

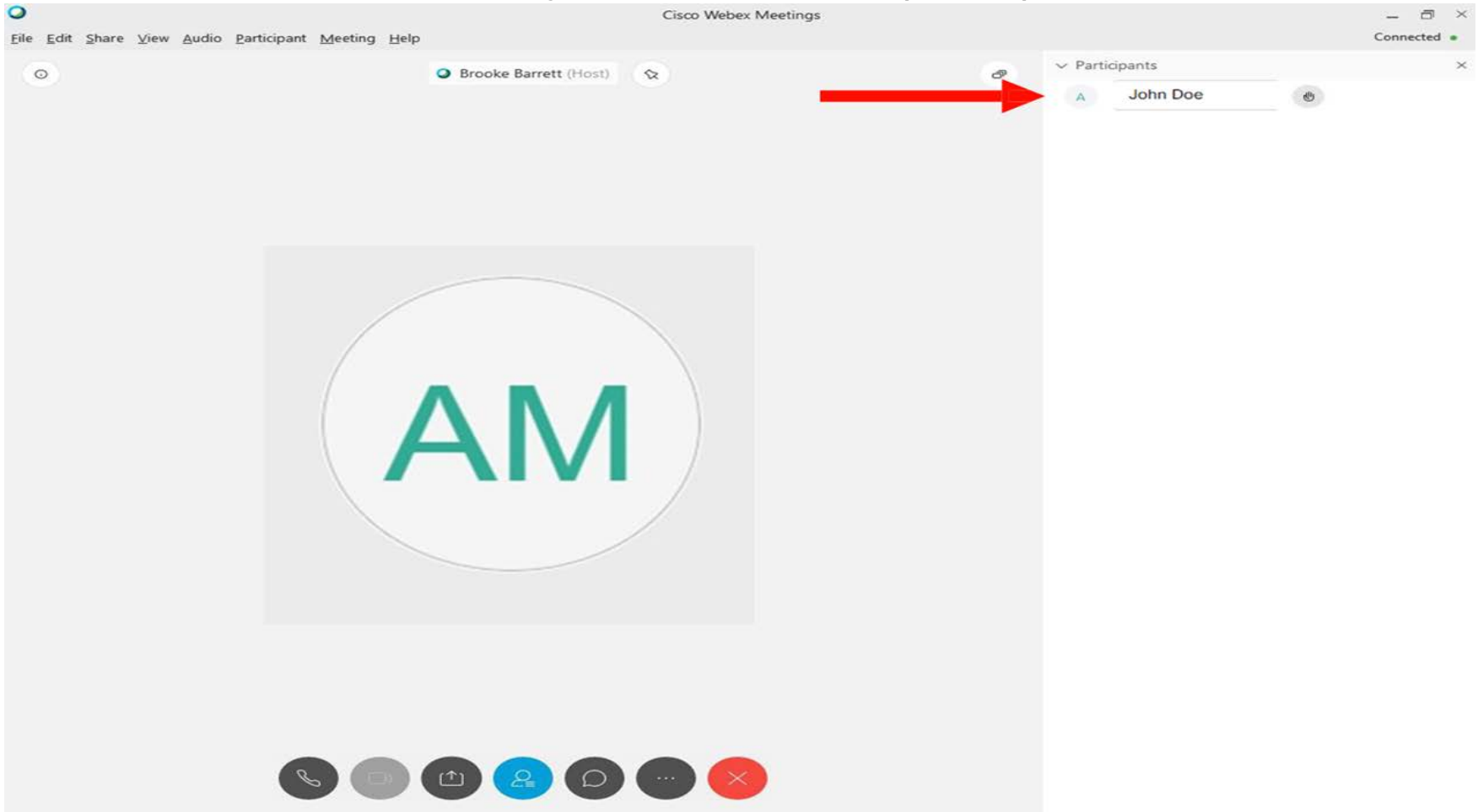
● 12:35 PM - 1:35 PM | Wednesday, Feb 12 2020 |
(UTC-06:00) Central Time (US & Canada)

Join Meeting



Joining By Computer (Cont'd)

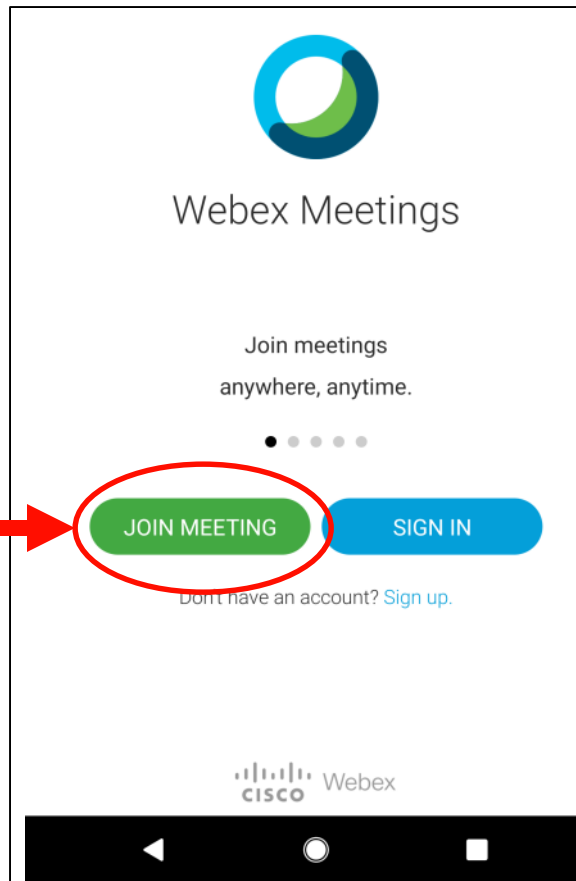
- You will be connected. Note your name in the “participants” sidebar.



Joining by App

- Install the “Cisco WebEx Meetings” app from your app store
- After installing and opening the app on your device, you will see this screen:

Click the “join meeting” button



Joining by App (Cont'd)

Enter the Meeting
Number: **171 038 1057**



Enter your full name



Enter your email address



< Join Meeting JOIN

Meeting number or URL

If you are invited to a Personal Room,
you can enter the URL.

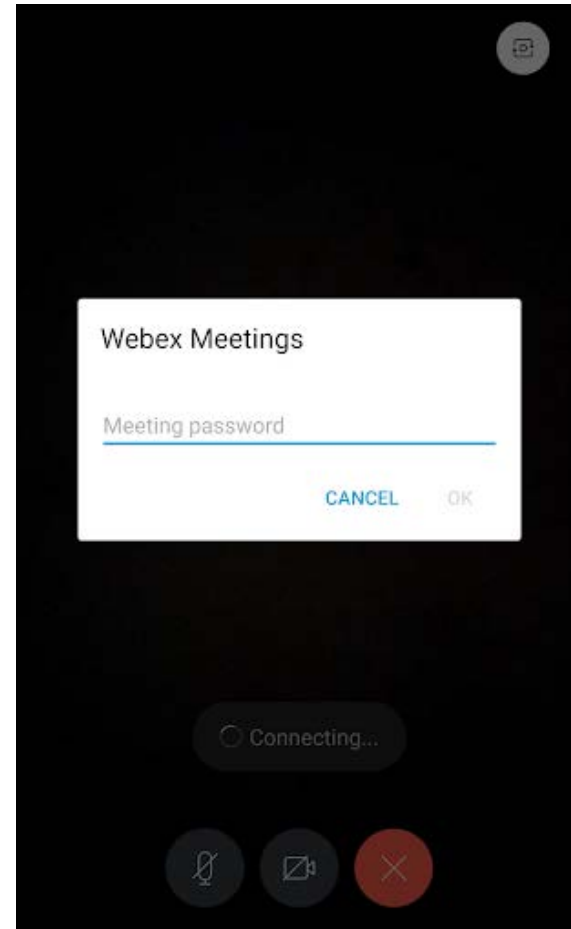
company.webex.com/meet/**username**

Your name

Email address

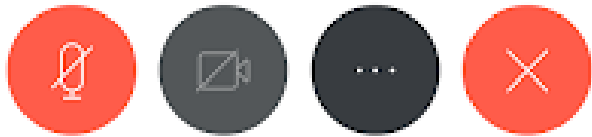
App: Enter the Password

Enter the provided meeting password: **“q9YmuSRVH33”** and click **“OK.”**

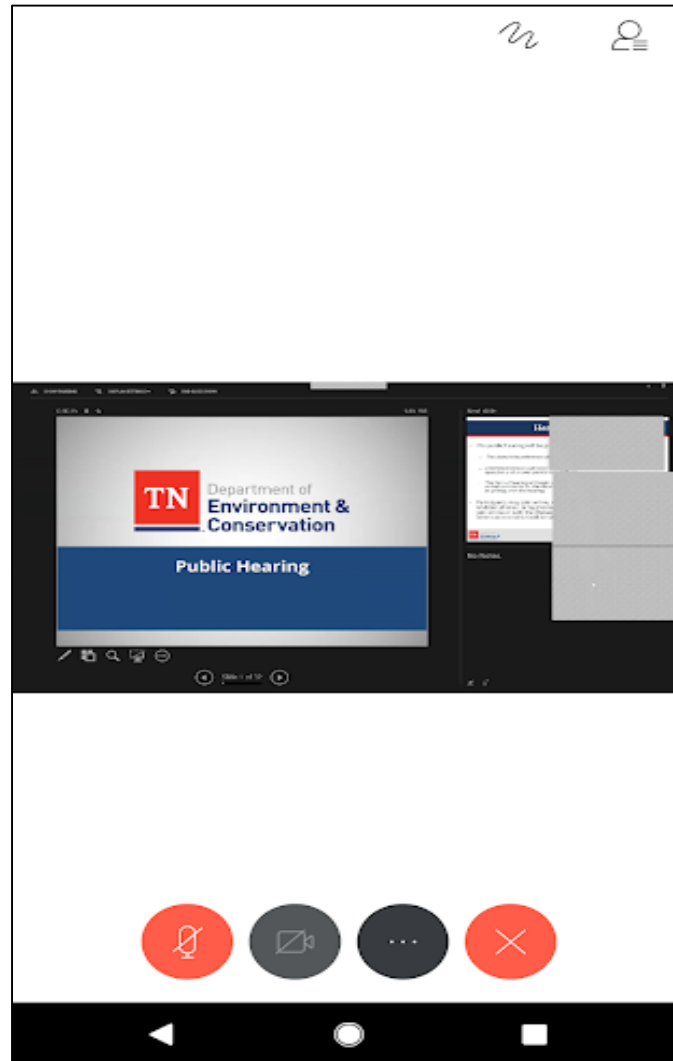


App: You are Connected

- The WebEx will look similar to this one.

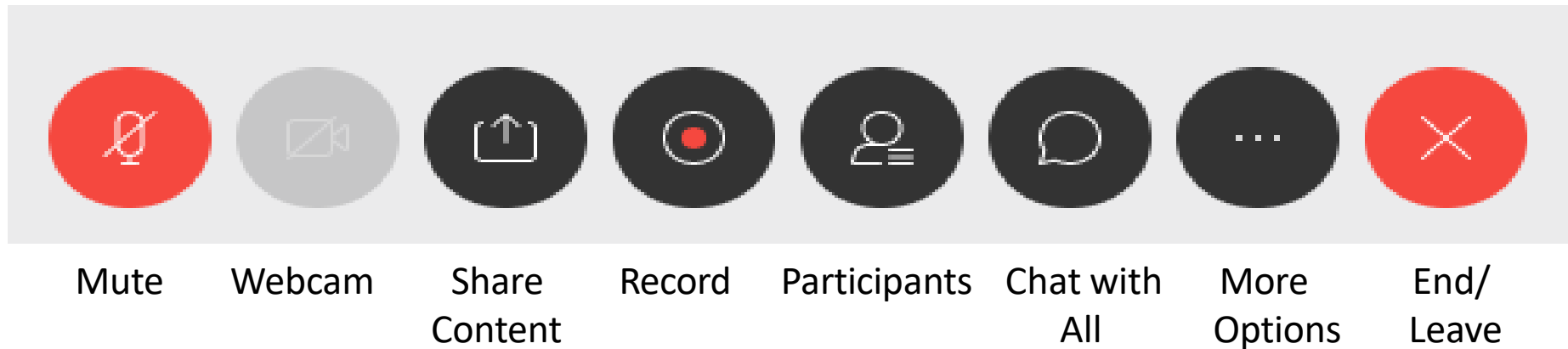


Mute/
Unmute Your
Camera More
on/off Options Exit




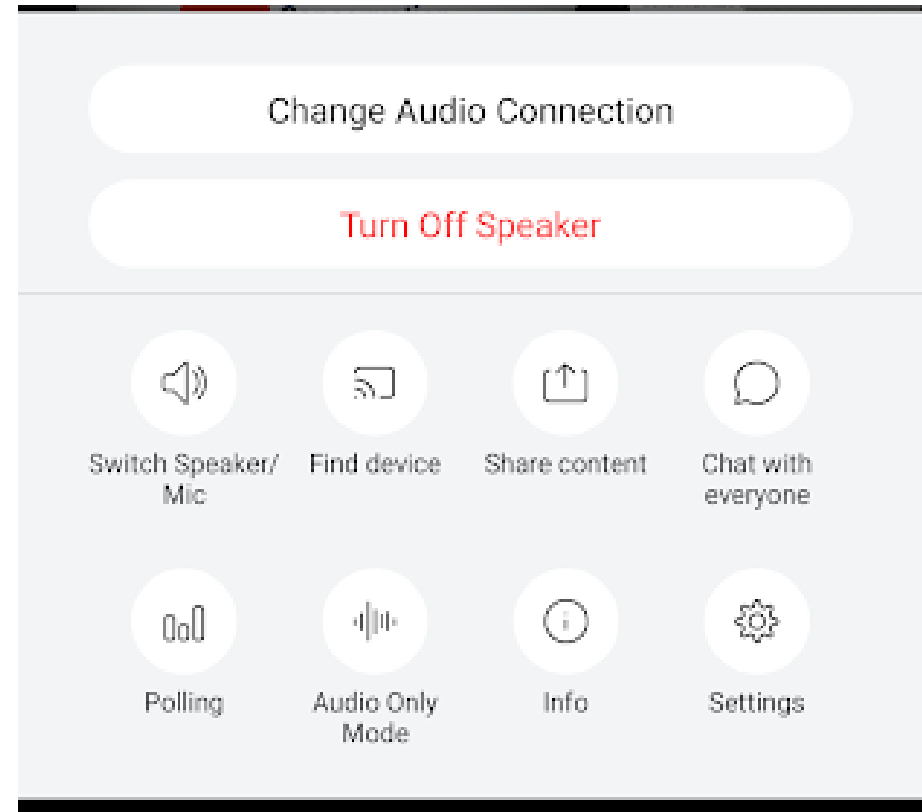
WebEx Options

- Below are options available to use during the WebEx.
 - Note: Some options may be disabled by the host.

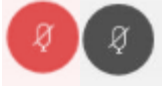
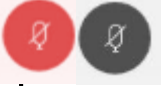


App Options

- If you select the “more options” button:  you can use the “Turn off Speaker” button to switch to talking through your phone like on a phone call. This will allow participants to hear you better than if you were on speaker.
- Some WebEx options may be disabled by the host.



All Platforms: How to Speak

- To reduce background noise, participants will be muted upon joining the WebEx.
- For phone calls: you will be able to mute and un-mute yourself if you are muted by pressing *6.
- For phone WebEx apps: speak by un-muting and muting the microphone button. 
- For computers: you can talk using the computer's microphone and speaker system and using the microphone button on the WebEx application. 
 - If your computer does not have a microphone and speaker system, you may view the materials on the computer, but you must call in or join via the app to speak.