

# HOW TO JOIN A COUNTY OF MAUI MEETING WITH WEBEX

Webex is the County of Maui’s video conferencing solution. Webex is used for County business meetings and public meetings. Webex allows sharing of content during meetings, such as documents, presentations, videos or computer applications to facilitate work collaboration, trainings, give presentations, or to provide demonstrations. Webex meetings can be recorded for later reference or to be shared with others.

## Joining a Webex meeting

### Requirements

Webex meetings can be attended with an internet browser, using the Webex app, or just using a phone (with audio only).

A Webex user account is not required to use the Webex app or to join and attend a Webex meeting. You can simply join the Webex meeting as a guest.

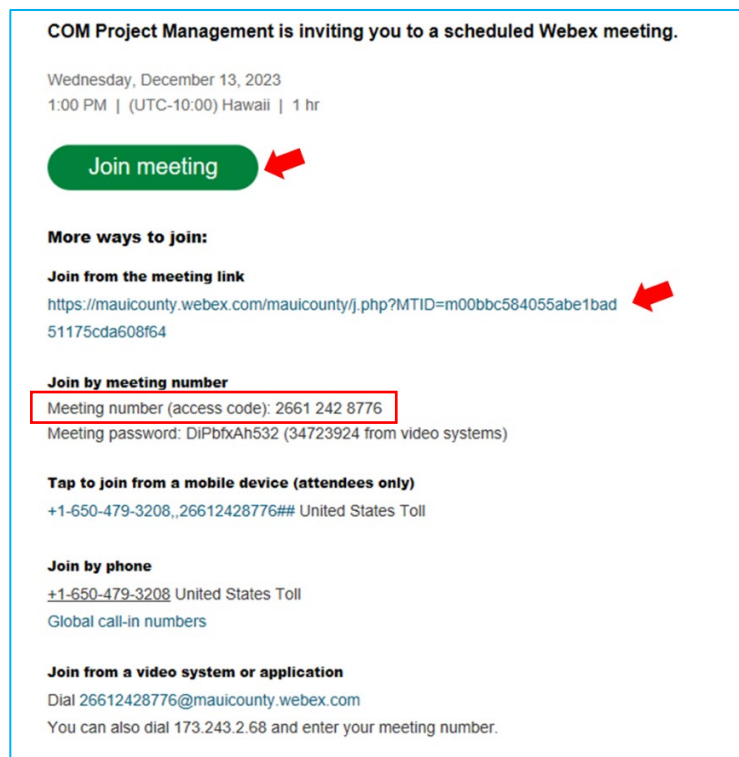
**Note:** The preferred browsers are Google Chrome, Microsoft Edge or Mozilla Firefox.

To listen and speak in the meeting, you will require audio and a microphone on the device you are using to join the meetings, such as a headset or a computer with built-in microphone and speakers, or a phone that you can dial-into the meeting with.

### Accessing the Webex meeting

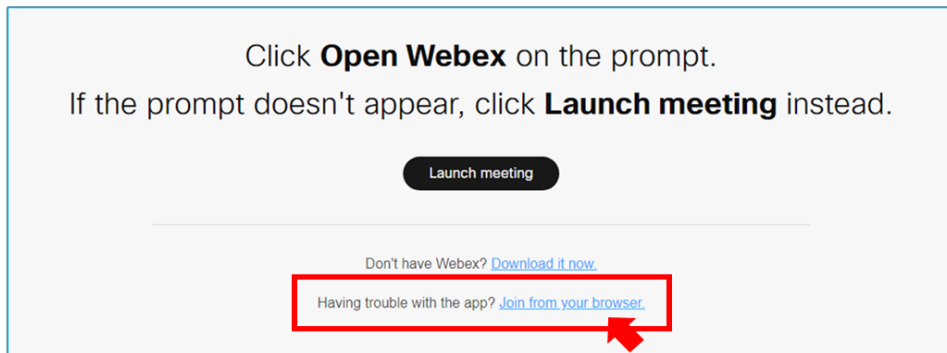
#### Accessing the Webex meeting via link or “Join meeting” button

When you are invited to a Webex meeting, you will be given the meeting information for example in an email, a meeting agenda, or a calendar invite. You should be able to locate the URL/meeting link or the “Join meeting” link/ button. You can click on either to join the meeting.



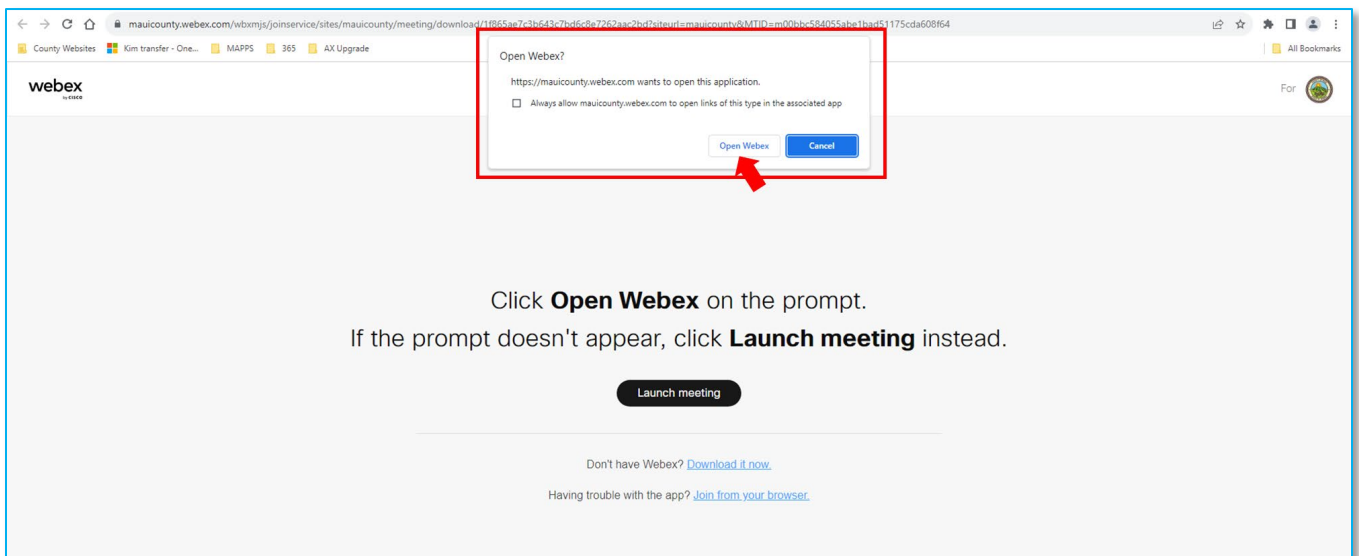
## Joining via the web browser

After clicking either the “Join meeting” link/ button or the meeting URL, the browser that opens will give you the option to “Join from your browser” by simply clicking on those words.



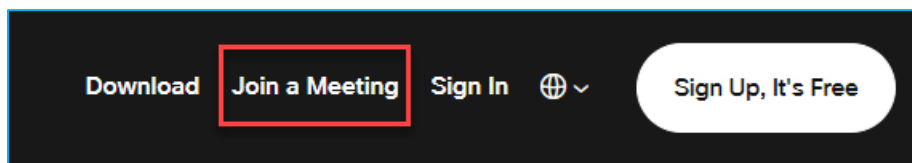
## Joining using the Webex app

If you happen to have the Webex app installed on your computer, a browser will launch with a prompt that asks “Open Webex?”, meaning do you wish to open and join the meeting using the Webex app. Once you click on the “Open Webex” button, the app automatically launches.



## Accessing a Webex meeting from the Webex app or the Webex website

As long as you have the meeting link or meeting ID for a Webex meeting, you can join from within the Webex app (if you have it) or an internet browser when you visit <https://www.webex.com/>. In either the app or from the web page, select “Join Meeting”.



Enter the meeting ID number or the meeting link in the next screen to join the meeting.



### Entering a Webex meeting

If you are joining a Webex meeting as a guest, you will be asked to enter your name, your email address, and the meeting password (if required, which would have been provided in a meeting invite). The name you provide will be what is displayed for you in the “Participant's panel” in the meeting.

You will also get to choose and test your video and audio settings.

You then need to wait in a “virtual lobby” for the host to let you into the meeting.

**Note:** To join as a Guest, you must use an email address not associated with any existing Cisco Webex Meetings Online account. If you join as a guest using an email address already in use by a Cisco Webex Meetings Online account, you will be prompted to try again with a different email address or log in to join as a member.

### Meeting audio

For audio, Webex defaults to the “Use computer audio” setting. With this, you need to use a computer/device with built-in speakers and microphone, or a headset.

Once placed in the meeting, please mute your microphone. This will ensure there is no feedback received on your end or heard by other attendees. When it is your turn to speak, select the microphone icon at the bottom of your computer screen. Once you are finished speaking, please mute your audio again.

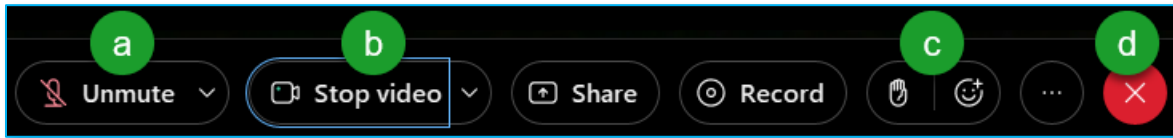
### Joining by phone

If you prefer to use your phone for audio, you can use the dial in information provided. You will find this either in the meeting invite or when you select “Call in” once you joined using your browser or the Webex app, and the dial-in information will be displayed.

When prompted after calling the number, enter the access code or meeting number and the attendee ID, if required. Again, all the details should be in your meeting invite. To mute and unmute your microphone select \*6 on your telephone keypad or use your smart phone’s mute/unmute button.

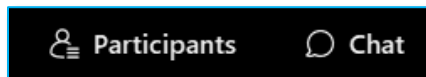
## Navigating as a participant in a Webex meeting

After joining the meeting, the control panel can be found on the bottom center of your screen.



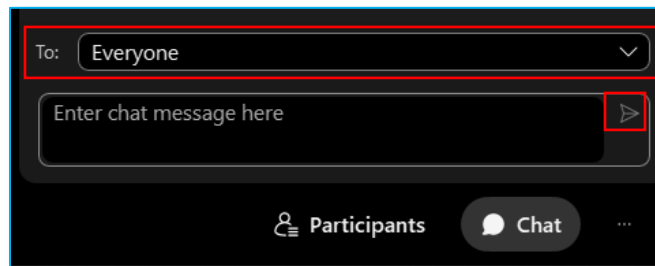
- a. Mute or unmute yourself in a meeting.
- b. Start or Stop your video camera from displaying.
- c. Raise hand or add an emoji reaction to the meeting.
- d. Leave meeting.

2. Select “Participants” or “Chat” in the bottom right corner to view those windows.

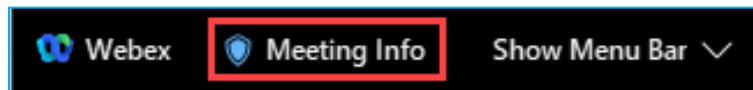


- a. Participants displays others who are in the meeting and provides an easy way to mute or unmute yourself.
- b. Chat (if enabled) allows you to send a message to everyone or direct a message to a specific participant.

When the chat window opens after clicking on “Chat” you can first select who to message, whether it is everyone in the meeting (choose “Everyone” which is the default) or you can select the host or another participant. Then enter your message below and hit “enter on your keyboard” or click on the paper plane send icon.



3. At the top of your Webex window you have a Meeting Info tab



- a. Select to reveal the meeting link, you can quickly copy and forward it on to others.