

WebEx Meeting: How to Connect to a Meeting

1. First, you will need to find the connection details for the specific meeting.
 - a. Behavioral Tech will send you meeting connection details via email. Look for communication from a Behavioral Tech contact or an invite from WebEx.
 - If you have an invitation email from a staff member at Behavioral Tech, use the web link or the phone number provided to connect to the meeting.
 - You may also receive an invite directly from messenger@webex.com. You can click the “Join Meeting” button from this email to join the meeting.

Hello,

My WebEx meeting is in progress.

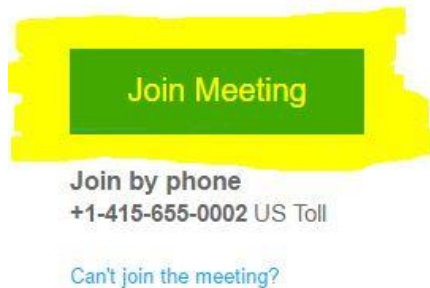
Learning Community #1

Every Friday, from Friday, February 10, 2017, to Friday, March 17, 2017

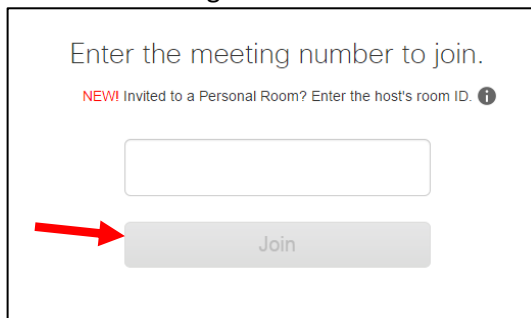
9:50 am | Pacific Standard Time (San Francisco, GMT-08:00) | 1 hr 20 mins

Meeting number (access code):

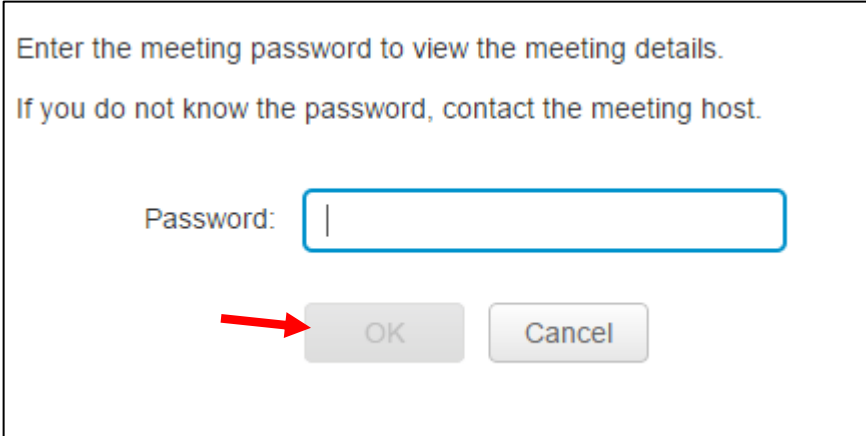
Meeting password:



- b. If you have the meeting number and meeting password saved, you can also join the meeting directly from a browser:
 - i. Go to <https://behavioraltechmeeting.webex.com>.
 - ii. Enter the meeting number in the text box and click **JOIN**




- If the meeting requires a password, you will be prompted to enter this. Enter the meeting password and push **OK**.

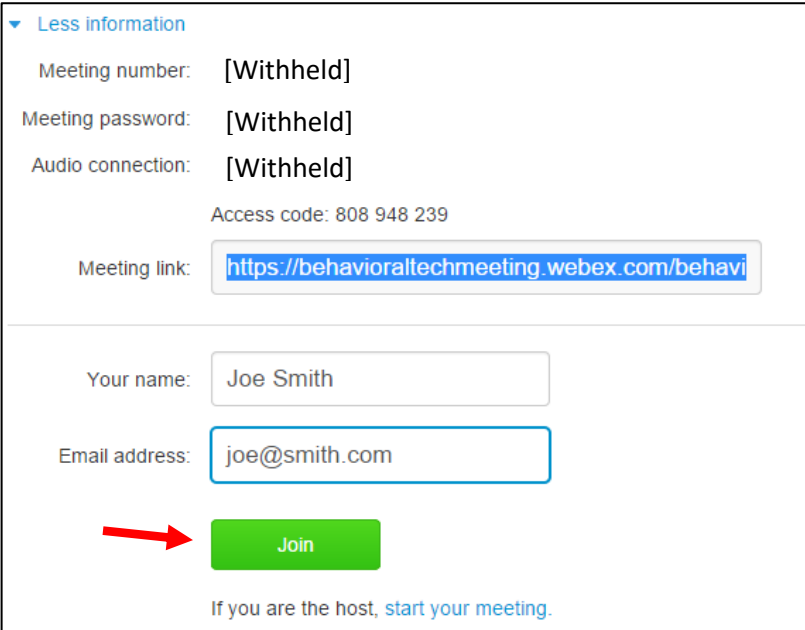


Enter the meeting password to view the meeting details.
If you do not know the password, contact the meeting host.

Password:



- Enter your name and email address, and click the green **JOIN** button.




▼ Less information

Meeting number: [Withheld]
Meeting password: [Withheld]
Audio connection: [Withheld]
Access code: 808 948 239

Meeting link:

Your name:
Email address:



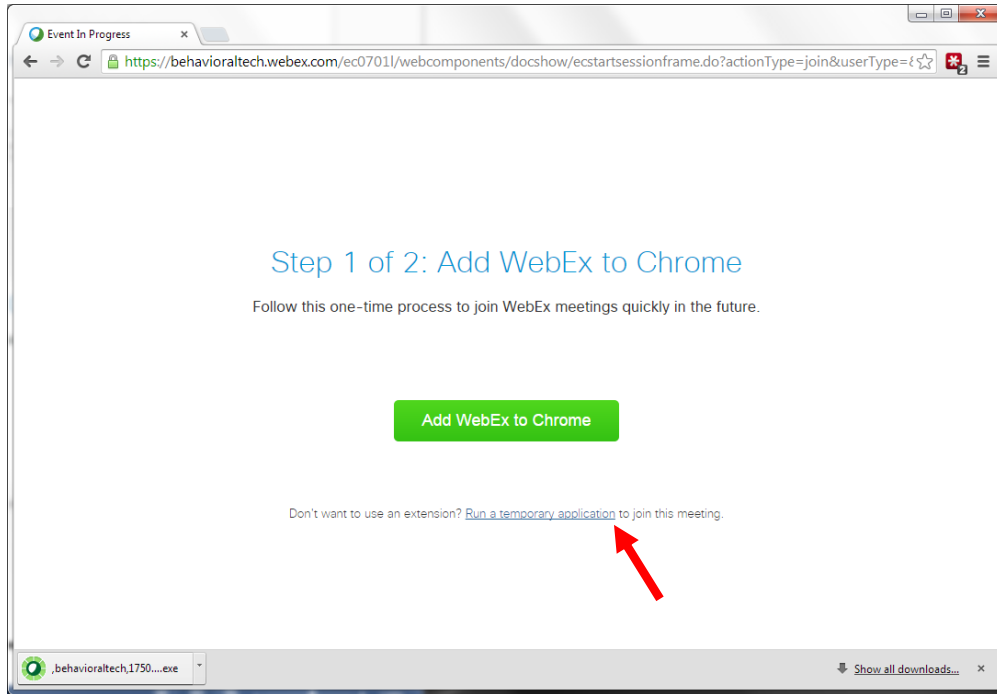
If you are the host, [start your meeting](#).

If a meeting window opens automatically, skip to Page 6.

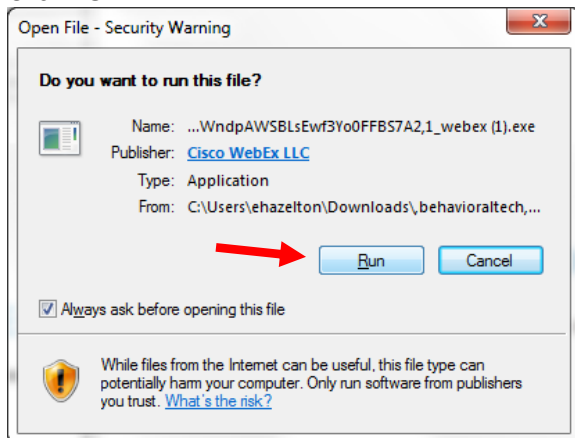
If it does not open automatically, you will need to choose to download a WebEx plug-in for your browser, as prompted. Proceed to Page 3.

If prompted, download the browser plug-in.

1. To skip this download, click the **RUN A TEMPORARY APPLICATION** link under the download button. This *may* require you to click **RUN**, but will not permanently install a program on your computer.
2. Click the .exe file in the bottom left of the screen.

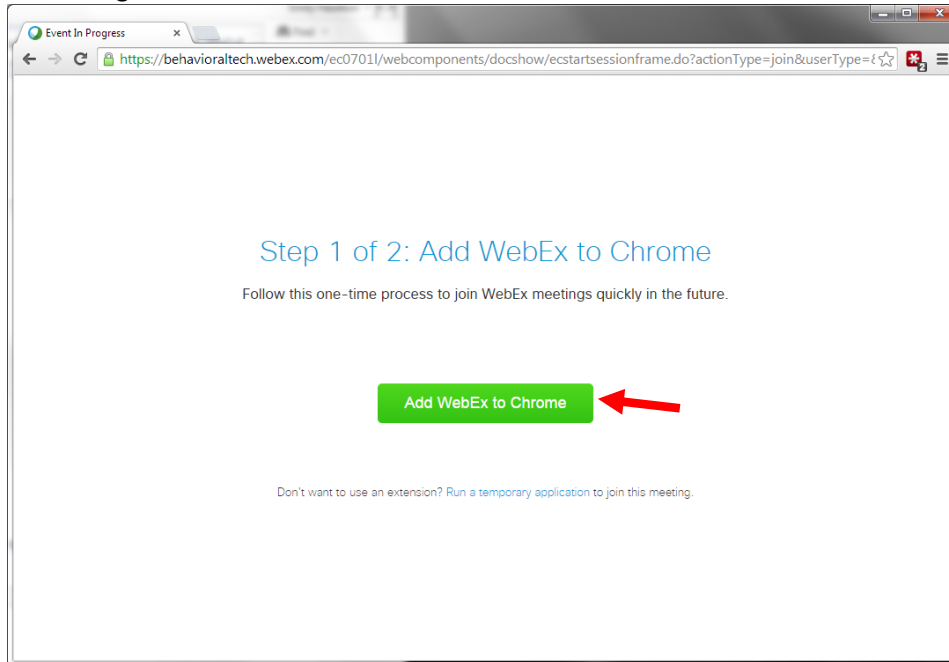


3. Click **RUN**.

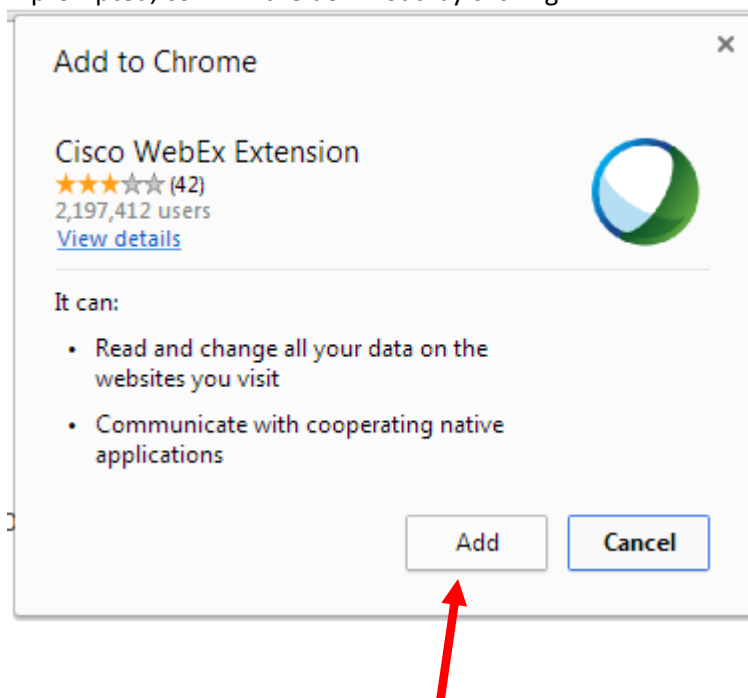


OR, download the plug-in for your browser (sample picture is from Chrome).

1. Click the green download button **ADD WEBEX TO CHROME**.



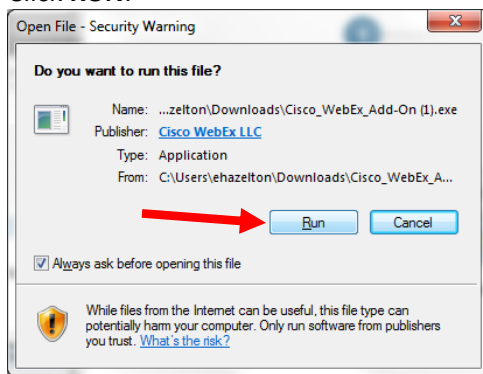
2. If prompted, confirm the download by clicking **ADD**.



3. Click the .exe file on the bottom left of the browser.

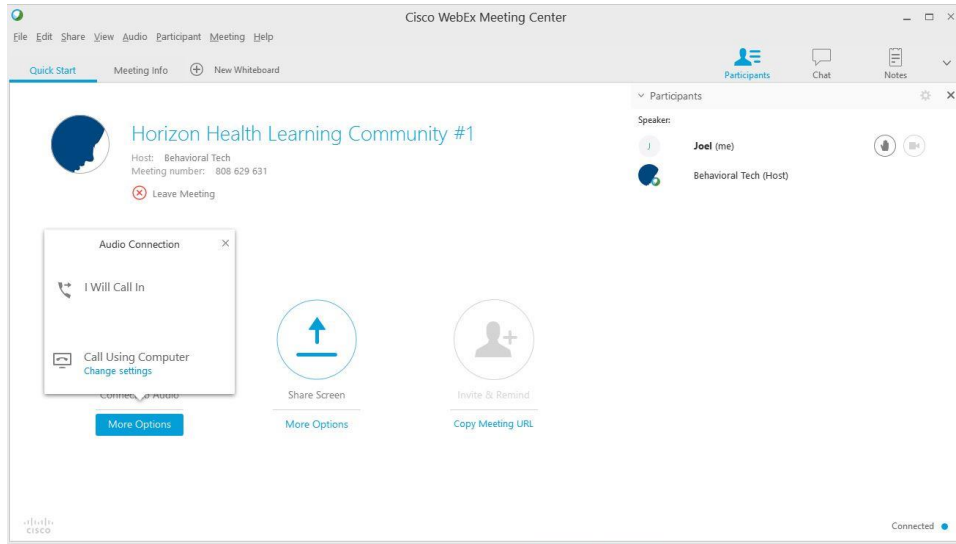


4. Click **RUN**.

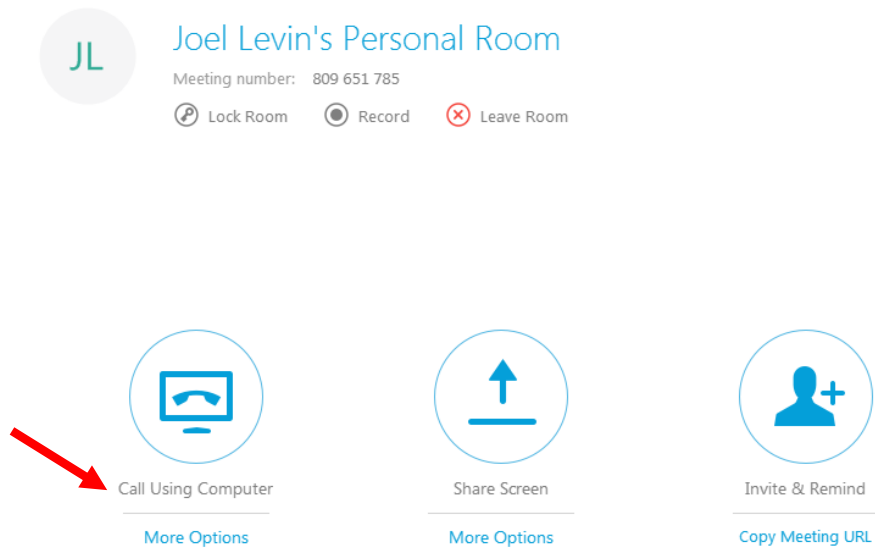


Once the temporary application is ready or the download has completed, you will be joined to the event automatically.

Set your audio and speaker settings by following the instructions below.



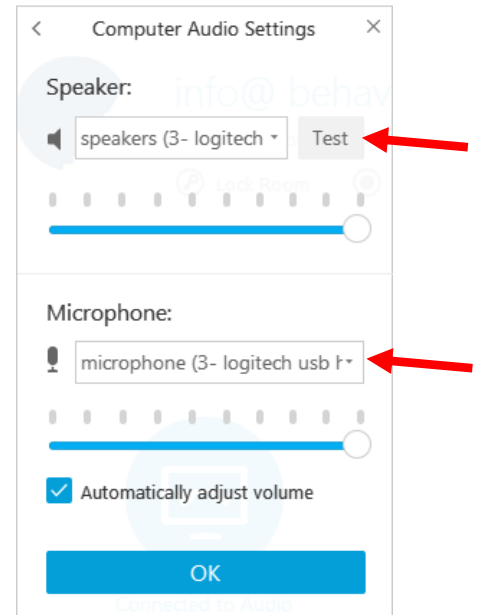
5. Once you arrive at the WebEx Meeting page, you will see this interface. You have the option of connecting with your computer (see directions in “a”) or calling into the meeting (see directions in “b”).
 - a. If you want to call in using the computer’s audio microphone and speakers click on the **CALL USING COMPUTER** text.



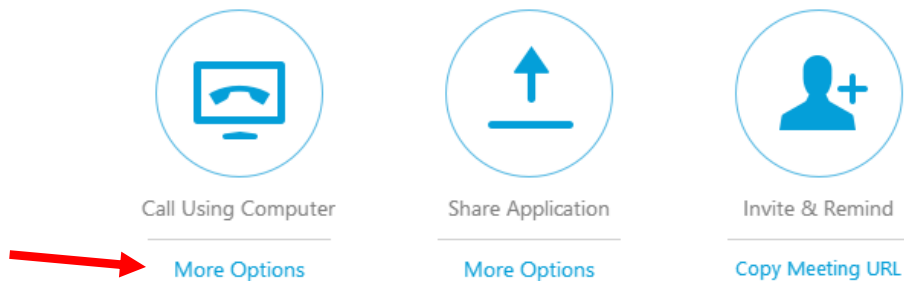
You may be automatically connected to audio.

If you are not automatically connected, it is because the program wants to verify which speaker and microphone you would like to use. You can select a speaker option and then click **TEST** to see if you hear the sound. You can also select your microphone – if you see the dots light up as green underneath the Microphone selection box as you speak, then it is working.

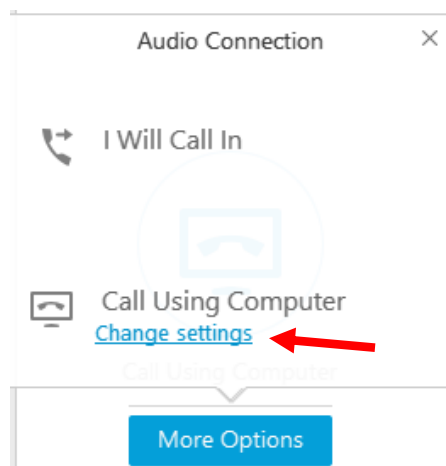
Once you have the correct computer audio settings, click **OK**. You will not hear or be able to speak or hear anything until you click ok.



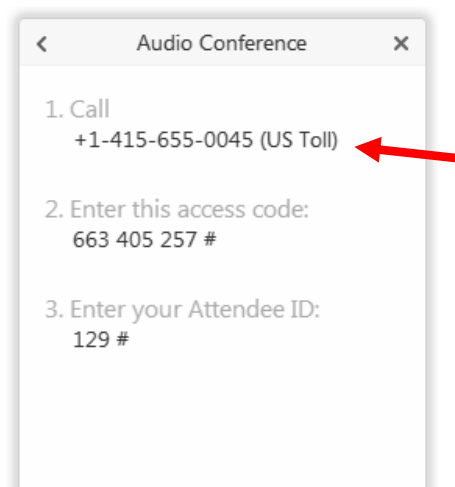
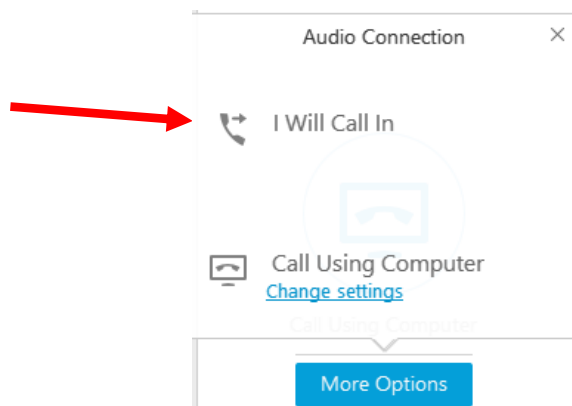
If you want to adjust which speaker and mic you are using, you can reach the above interface at any time by clicking **MORE OPTIONS** under the **CONNECTED TO AUDIO** icon.



Then push **CHANGE SETTINGS**.

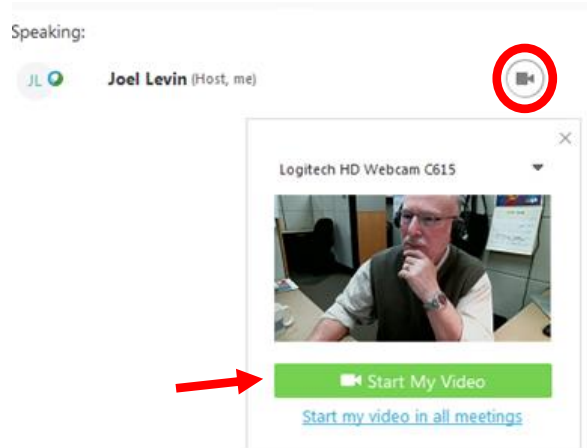


- b. To connect with a telephone, click the **I WILL CALL IN** icon. This will give you detailed instructions on phone number and meeting code to enter when prompted.

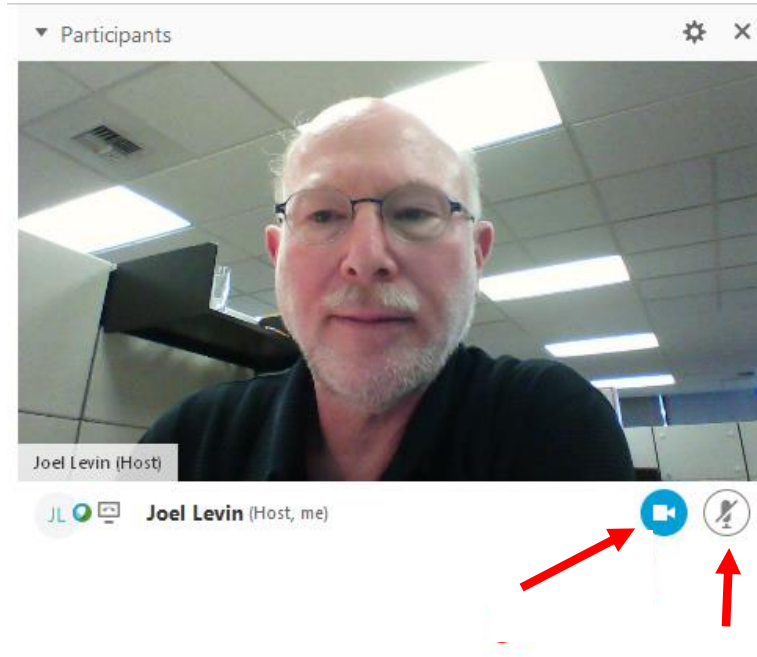


- 6. Once you have joined the meeting, you can turn on your video feed.
 - a. When you click the **START MY VIDEO** text, your video feed will be displayed. The camera icon (top-right) can turn on/off the camera feed.

Note that if you have more than one video camera, you can use the drop down menu to select the desired video device.

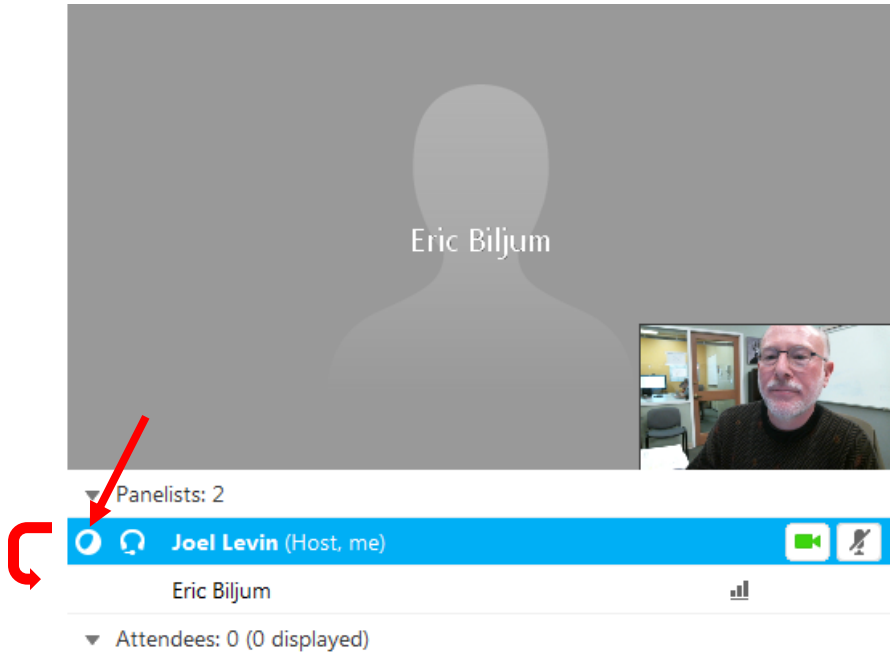


- 7. Please note that to the lower bottom/right of the video feed, you have the ability to turn off the video and mute your audio feed.



- 8. You can also share your Desktop or documents by passing the “Presenter” role between participants.
 - a. You will notice a WebEx “ball” located next to the presenter’s name. Any participant in the meeting can drag this “ball” to any person’s name who is in the meeting. This will change the roll of the participant that has the “ball” to presenter. Whoever has the ball is the presenter and will

be able to share documents or share their desktop screen. Click on the ball and drag the ball to your name to assume the role of presenter.



Important Reminders to Maintain Security

- You need to be very careful with any reoccurring meeting reminders you receive in your calendars. NEVER share this information and any log in or password information of these meetings with anyone. Anyone with the password can join your meeting.
- When all participants have logged into the meeting, visually check that all participants who have joined are expected. You can see the participant list of your meeting to the right of the screen.



Additional Tech Support

Behavioral Tech Customer Service: 206.675.8588

Cisco WebEx Support:

U.S. and Canada Toll-Free 1-866-569-3239

International Toll +1 916-636-9099