WebEx Meetings
Collaborate and share in a whole new way.

Meet online.   It's fast and easy!

Join from an Outlook appointment

Wednesday, October 1, 2014 | 1:15 pm Pacific Daylight Time (
Host: DCS Training Unit   Add to My Calendar
▸ More information

DCS Training Unit invites you to an online meeting using We

Meeting Number: 123 456 789
Meeting Password: 1234Abcd

To join this meeting (Now from mobile devices!)
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1. Go to https://wadismeetings.webex.com/wadismeetings/j.p
2. If requested, enter your name and email address.
3. If a password is required, enter the meeting password: 1234____
4. Click "Join".
5. Follow the instructions that appear on your screen.

Your name: **Jane Doe**
2 ‑‑►
Email address: jane.doe@dshs.wa.gov

[Join]   ◄‑‑ 3

If you are the host, start your meeting.

1   Open the appointment on your Outlook calendar and click the link to join the meeting.

2   Enter your name and email address in the Join Meeting window.

3   Click **Join**.

Audio dialogue box

Cisco WebEx Meeting Center

File   Edit   Share   View   **Audio**   Participant   Meeting   Help

Audio Conference...

Quick Start   Me   Speaker/Microphone Audio Test...

Audio Conference   ✕

1‑► 📞 **Call Me**
The meeting will call you.

2 ► 📞 **I Will Call In**

3‑► 🎧 **Call Using Computer**
Test computer audio

More

< Audio Conference   ✕

1. Call
+1-877-668-4493 (Call-in toll-free number (US/Canada))
+1-650-479-3208 (Call-in toll number (US/Canada))
All global call-in numbers

2. Enter this access code:
492 290 266 #

3. Enter your Attendee ID:
3 #

More

To connect your audio, click open the Audio menu and choose Audio Conference. The Audio Conference menu gives you three choices:

1   **Call Me –** provide number for WebEx to call you at
2   If you have to use the phone, open the drop down menu and choose **I will call in**. The phone number, access code and attendee ID are provided.
3   **Call Using Computer**

Participant panel
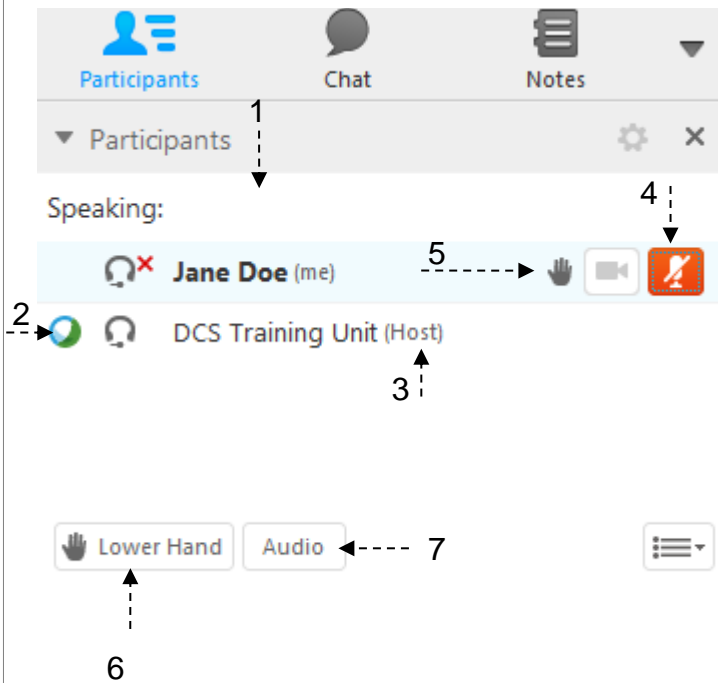
The participant window has many features. It shows you who is in the meeting and:

1 Shows who's speaking

2 The WebEx ball indicates who's presenting

3 Shows who's Hosting

4 Mute and Un-mute button. *(Please help reduce audio interference by muting yourself when you are not speaking.)*

5 Raised hand icon (indicating the participant would like to speak)

6 The **Raise Hand** is a toggle button, which means it turns into the **Lower Hand** button once your hand is raised. Click it again, and your hand will be lower and the button will say **Raise Hand**.

7 One more way to connect to audio.

Chat
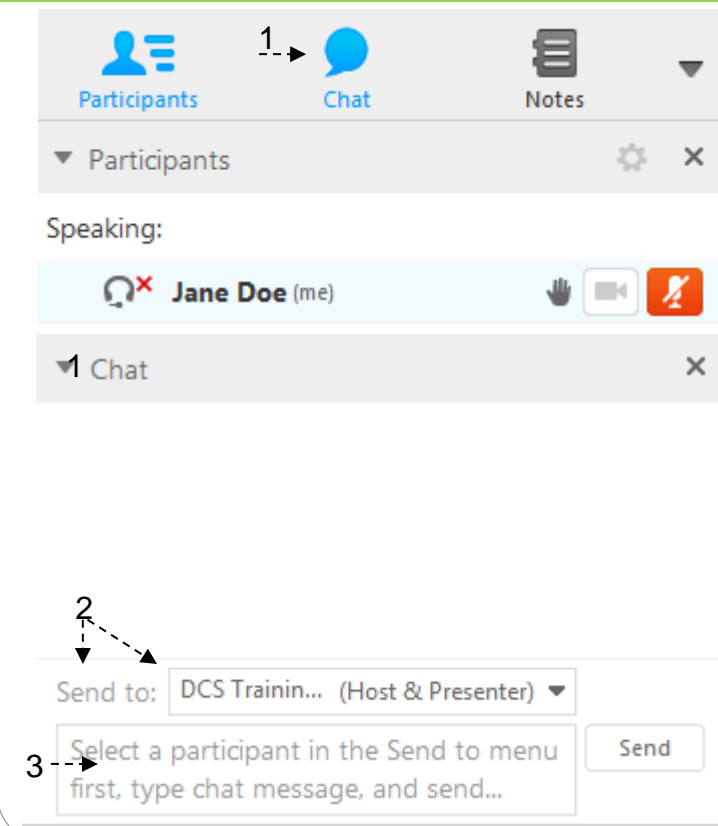
You can Chat privately with other attendees, make comments, or send a note to the meeting host.

1 Click the Chat icon (to the right of the Participant icon) to open the Chat window. When Chat is on, the icon is blue. By default the window opens below the Participants.

2 Choose the person or people with whom you'd like to chat. If you choose:

   Everyone: Message to everyone in the meeting
   Presenter: Chat privately with the Presenter
   Host: Chat privately with the Host
   An Individual: Hold a confidential conversation with another meeting participant.

3 Click into the Chat box and type your message. When finished, click Send.