

First-time WebEx users

If this is your first time using WebEx, visit <http://www.webex.com/test-meeting.html> to join a test meeting. You may do this anytime before the scheduled meeting time, but it should be done using the same device and browser you intend to use for the actual meeting.

If you have trouble with the test meeting site, you should contact [WebEx support](#).

To join the meeting

Click on the link provided to you via email or in the meeting agenda.

Enter your first name, last name, and the best email address for you. Please enter your first and last name, not your first name alone; the log-in records will be used for taking attendance, and it is important to get the attendance records right.

If the meeting has begun, click on the green Join button. If this button is grayed out, you may be a bit early, or your host may be a bit late. Please be patient.

Your audio connection can be made either through your computer or by telephone. Pick one. If you connect via your computer's audio, do not also call in by phone to avoid echoes and noise.

If you are connecting by telephone, click the telephone icon, where it says "Call in." Follow the prompts

If you are joining by telephone alone, please identify yourself when you are asked by the meeting host or presenter. It may take some time to sort out who "Call-in User ###" is, so please be patient. You may be asked to repeat yourself.

If you have successfully been to the test site but are still having trouble joining a meeting, contact [WebEx support](#). If WebEx support cannot help, please contact your meeting host.

Etiquette and advice

- Avoid environments with potential distractions or interruptions (e.g., animals, children, staff, or street noise in the immediate vicinity).
- If using a telephone, landlines are better than cell phones. Cell phone calls are more often noisy or distorted.
- Avoid using the speakerphone function unless multiple people are with you in a single location.
- A MUTE feature is recommended for telephones and headsets. Use it when you are not talking.
- Ringers on additional phone lines should be silenced.
- Avoid the HOLD feature. It often plays music on the line and will make it impossible for the other participants to continue the meeting. If you have to step away for a moment, simply mute your phone or mic and step away.
- For the most efficient use of all participants' time, follow agenda items and limit tangential discussions.