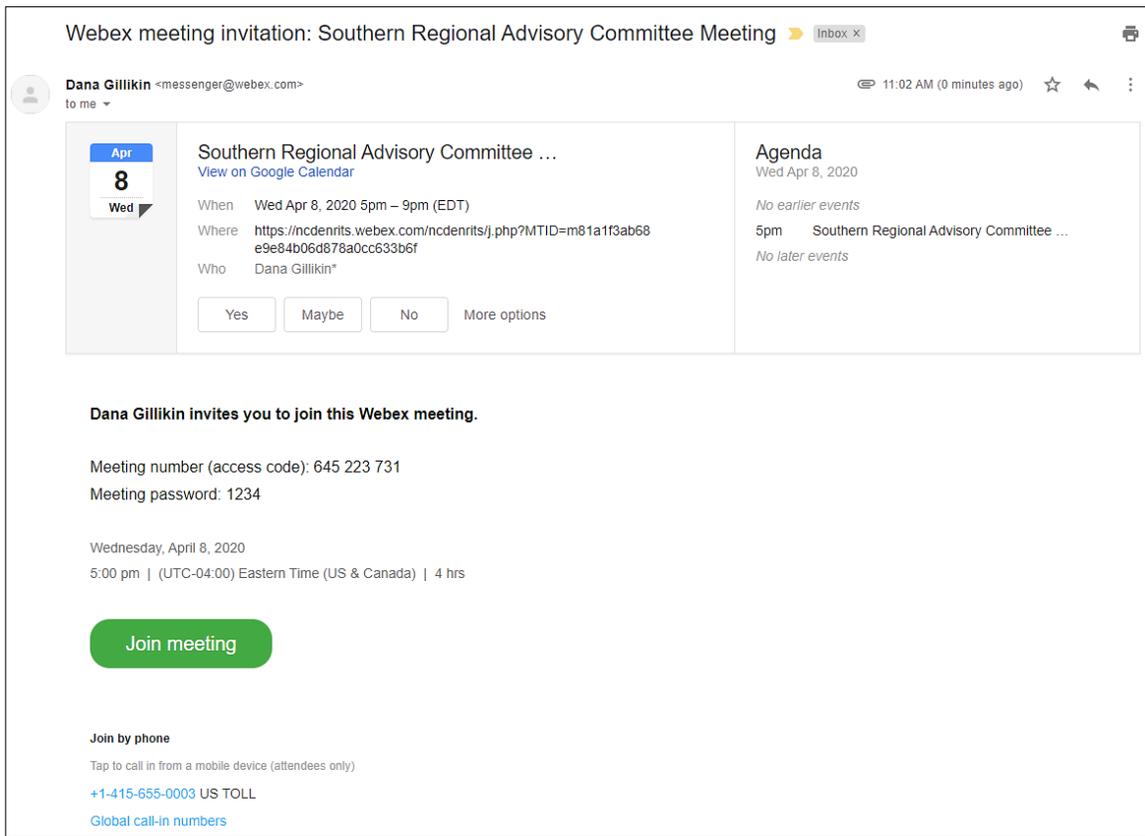


## WebEx Meeting Instructions for Participants

Should you have any questions or concerns regarding these instructions, please feel free to reach out to **{NAME}** at **000-000-0000** or **name@ncdenr.gov**.

You will receive an email invitation to the Webex meeting with instructions on how to join in.



### When it is time to join the meeting:

For first time user of Cisco Webex Meetings

When you join a meeting for the first time, you're prompted to download the installer file to install the desktop app on your computer.

If you can't download the installer, you can still join the meeting using the web app instead. You don't need to install anything using the web app, and it launches in your web browser.

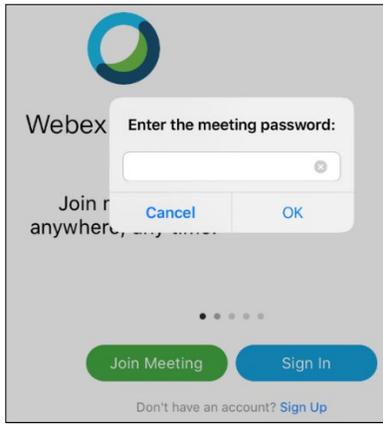
Tip: If you don't have an account, or require an installation that will open the meeting, you can still join the meeting as a guest.

Click on the green **Join Meeting** button in your email invitation. 

Important note: In the "your name" field, please enter your **first and last name**.

A screenshot of the WebEx join meeting dialog box. It has a title bar with "Cancel", "Join Meeting", and "Join" buttons. The main area contains the meeting number "645 223 731" and a note: "If you are invited to a Personal Room, you can enter the URL company.webex.com/meet/username". Below this is a text input field containing "Jane Doe" and another text input field containing "Janedoe@email.com". There is a small "x" icon in the bottom right corner of the dialog.

The password for this meeting is \*\*\*\*



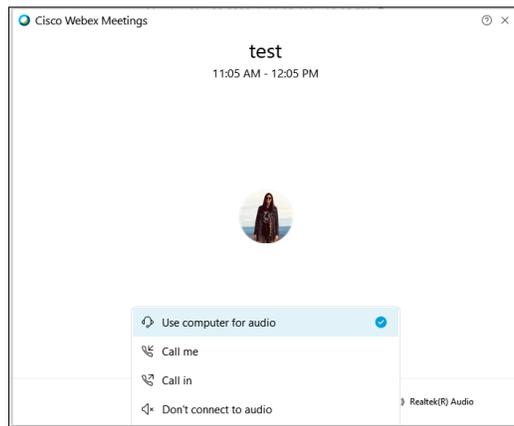
## Connect Audio

Before you join a meeting, you can choose the settings you use for audio in the meeting.

Click the audio connection options in the Webex Meetings app.

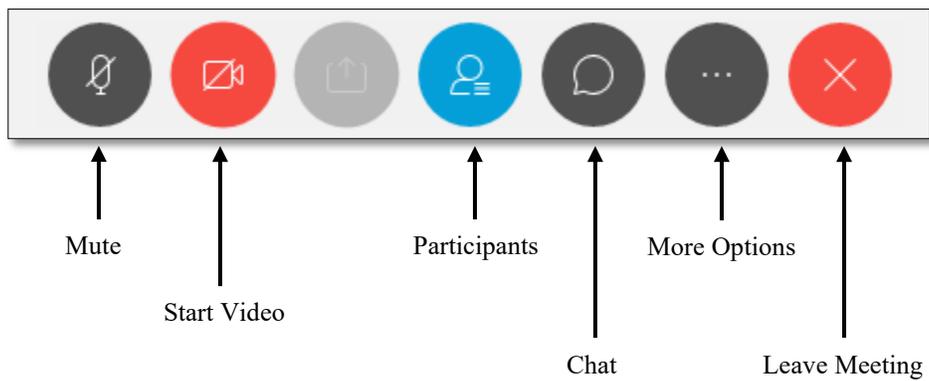
1. **Use computer for audio**—Use your computer with a headset or speakers. This is the default audio connection type.
2. **Call me**—Enter or select the work or home phone number that you'd like the meeting to call.
3. **Call in**—Dial in from your phone when the meeting starts. A list of global call-in numbers is available after you join the meeting.

**Please Note:** If you chose to call in or have the meeting call you, you will still need to log on to the meeting on a computer or tablet to see the content that will be shared. The call in number for this meeting is **0-000-000-0000**.



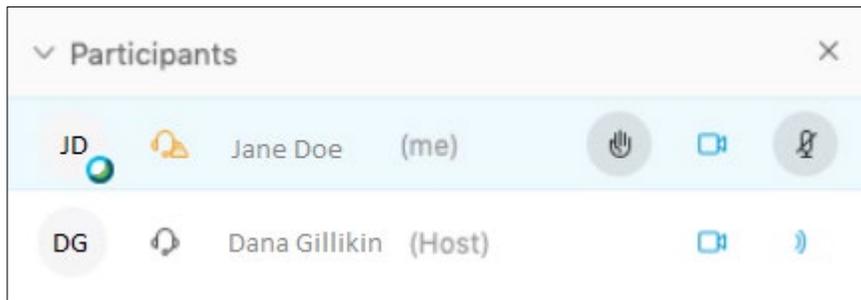
Your microphone will be muted when you enter the meeting. You'll see  when your microphone is muted. Click **Unmute my microphone**  when you want to speak in the meeting.

## WebEx Toolbar Functions

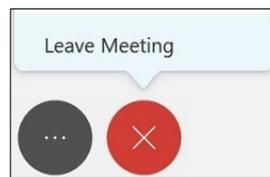


### Raising your virtual hand

To gain the attention from the moderator or presenter use the “raise your hand” feature.



Click on the **Raise Hand** button which will place a small **hand** icon next to your name in the participant list. After you have been recognized to speak, click the hand again to lower you hand or if you wish to withdraw your request.



When the meeting ends, click on the red X to leave the meeting.