

Cisco Webex User Guide (For Guest Join in)

Version 2.0
Prepared by ITO/UCU
Last Update: 4 Mar, 2019

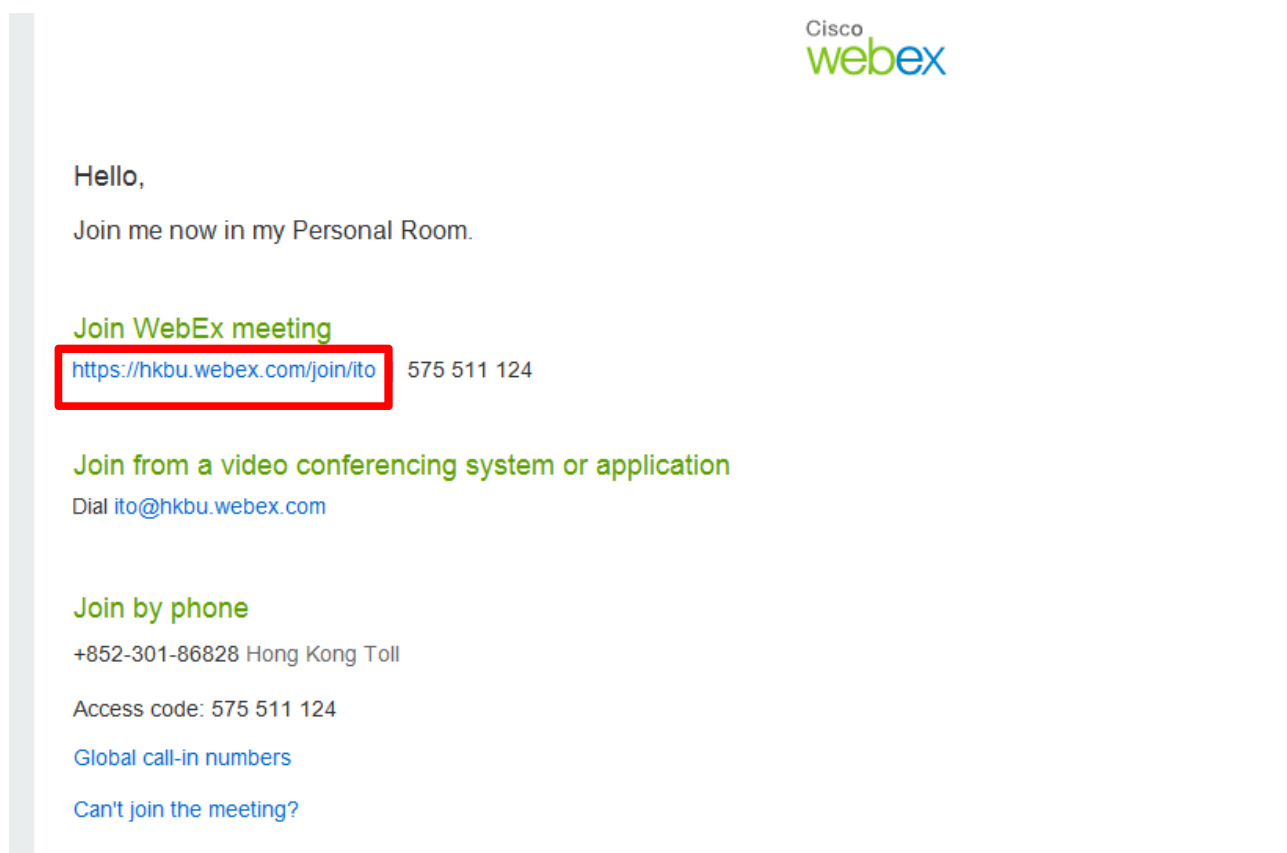
Internal Use Only

Introduction

The document is used for remote user to join the Webex session after received the invitation mail

Joining a Webex meeting for Remote Guest

Step 1 Invitee should receive an invitation mail, under "Join WebEx Meeting", Click the link to join the meeting



Step 2. Invitee should enter a display name, email address and click "Join Meeting"

ITO HKBU's Personal Room
 https://hkbu.webex.com/meet/ito | 575 511 124

1 Your name

2 Your email address

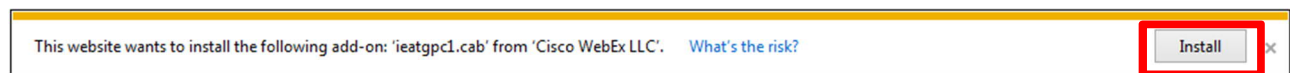
3 Join Meeting

More ways to join

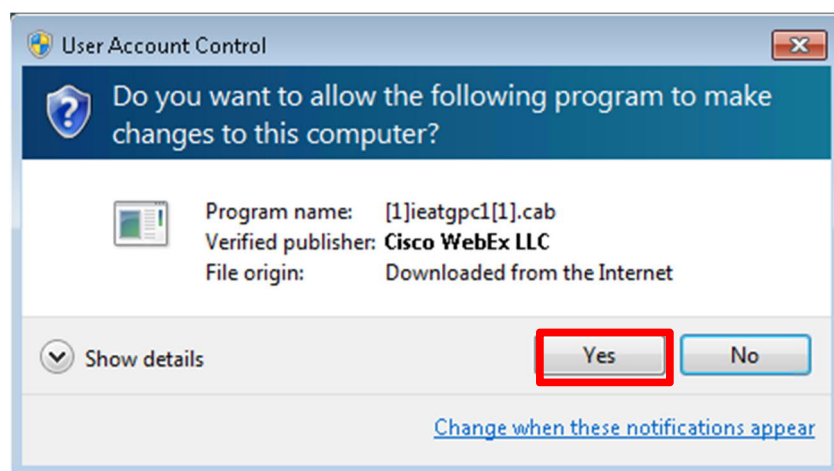
A plug-in for the conference will be downloaded and installed to your device for the first time

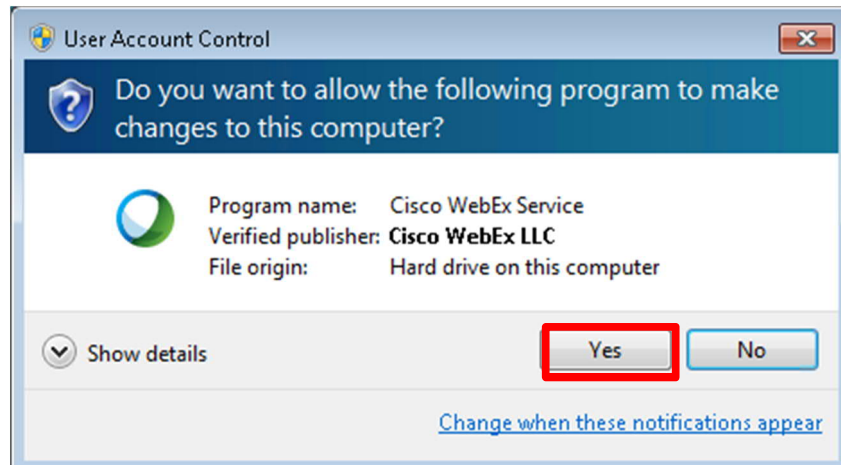
1. Click "install" to proceed

Select **Install** or **Allow** to install the Cisco WebEx add-on. Having trouble joining? [Go here.](#)

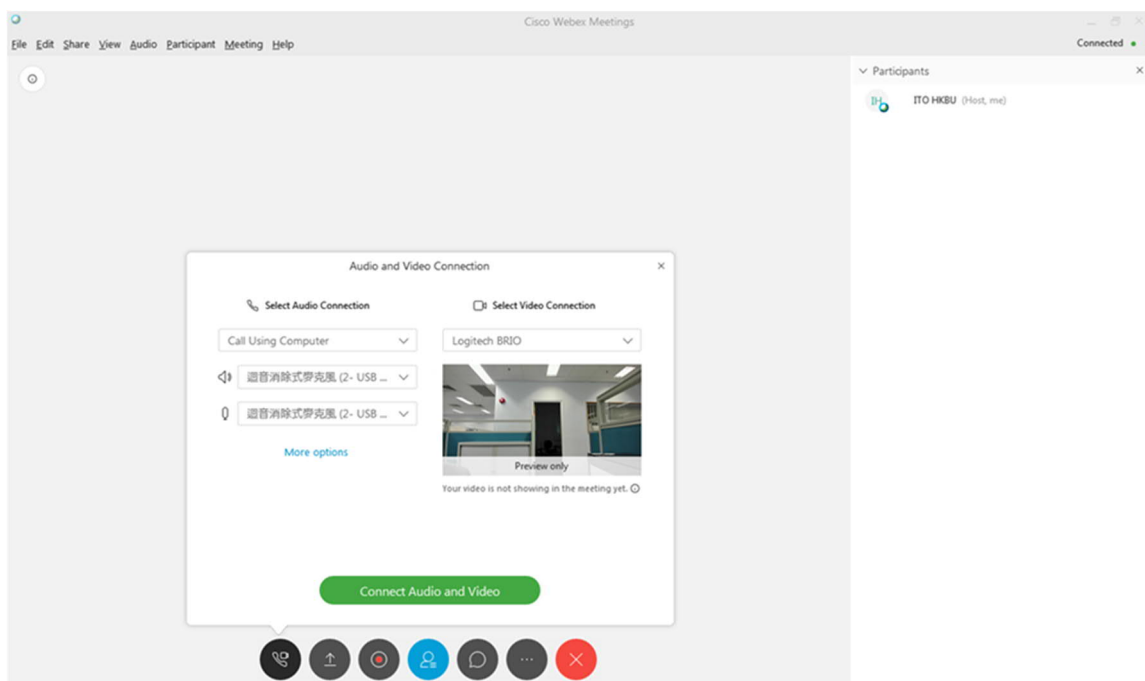


2. Click "Yes" to allow download and install software.





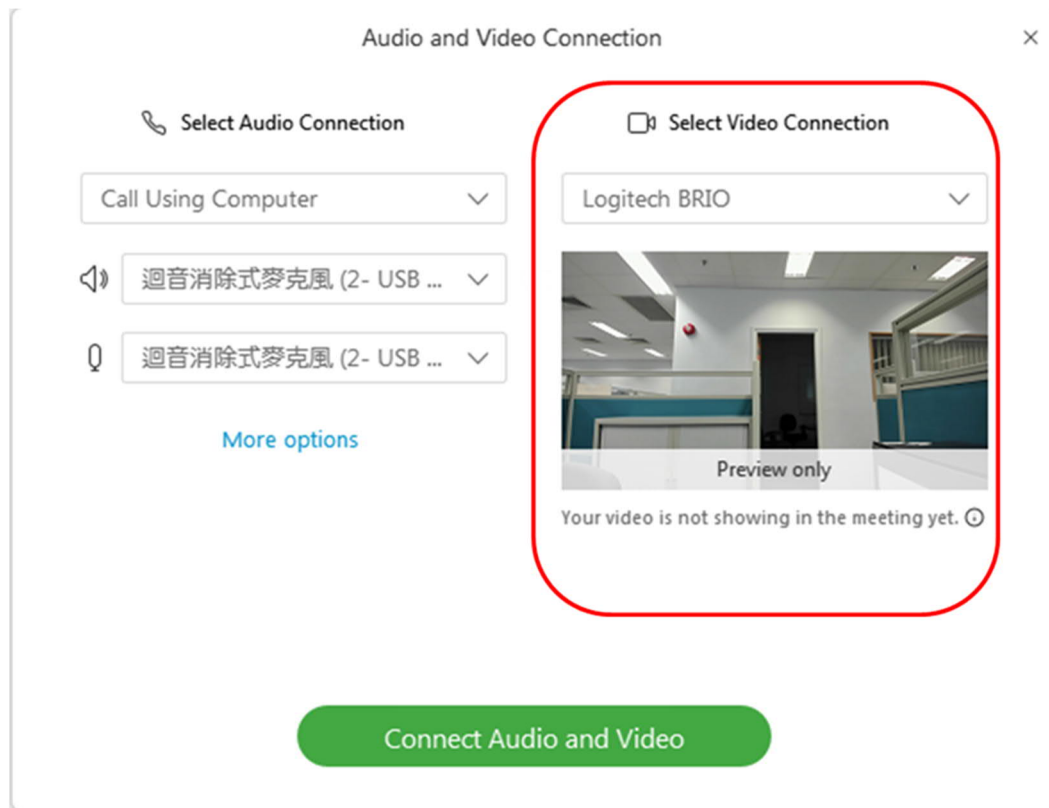
3. After installation, a conference session will be started



Step 3. Enable video and audio

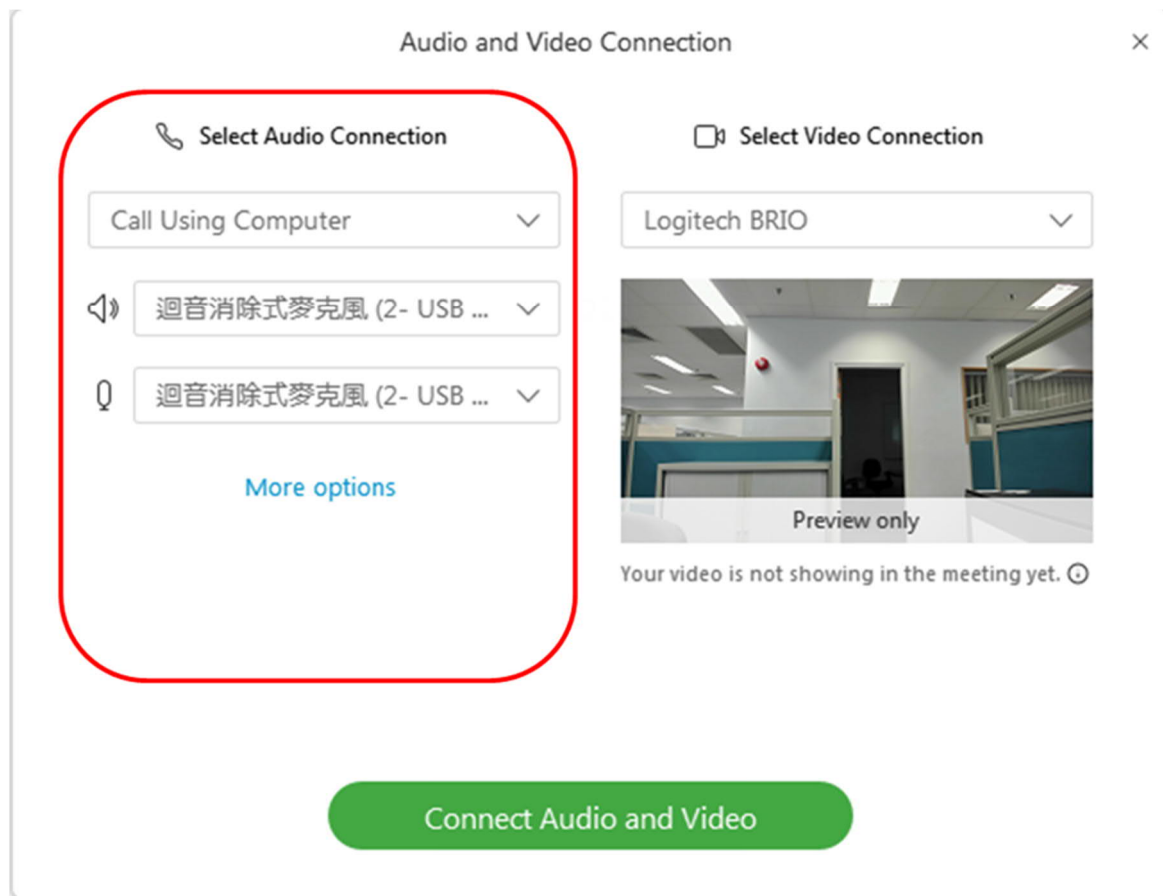
Video

- Select the camera on "Select Video Connection" pull down menu

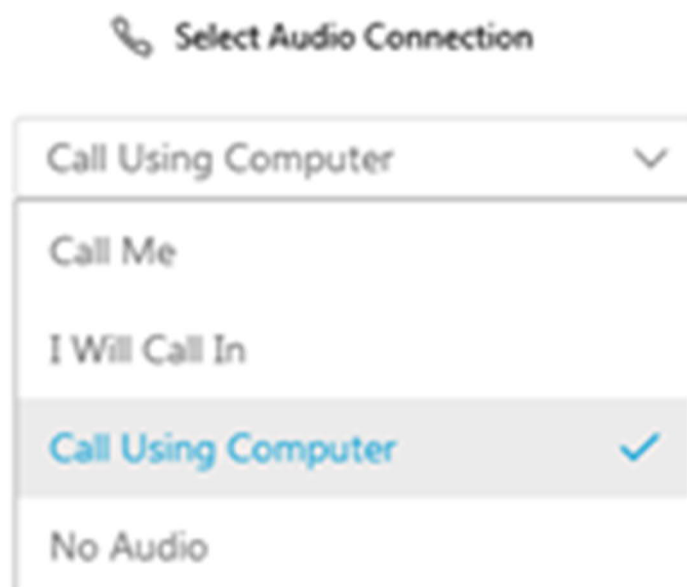


Audio

- Select the audio connection on “ Select Video Connection” pull down menu

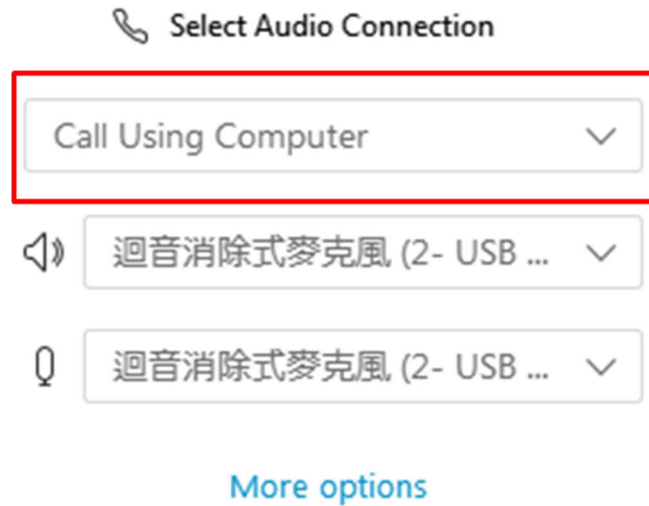


Except “No Audio”, there are three ways to start the meeting in Webex session (Call using Computer, I Will Call in and Call Me)

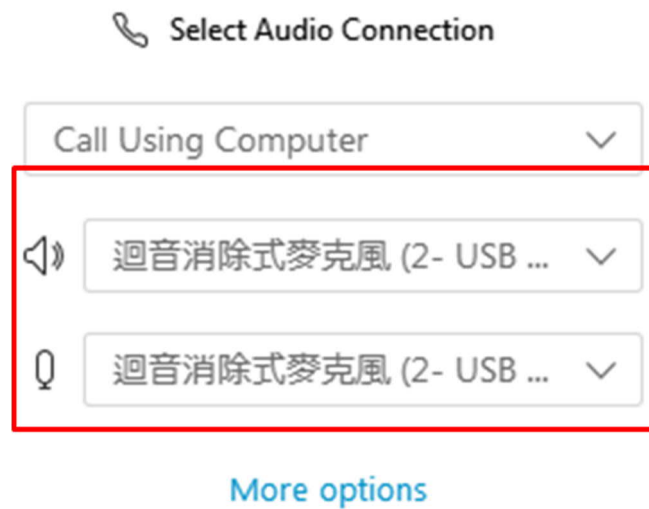


Option1: Call using Computer

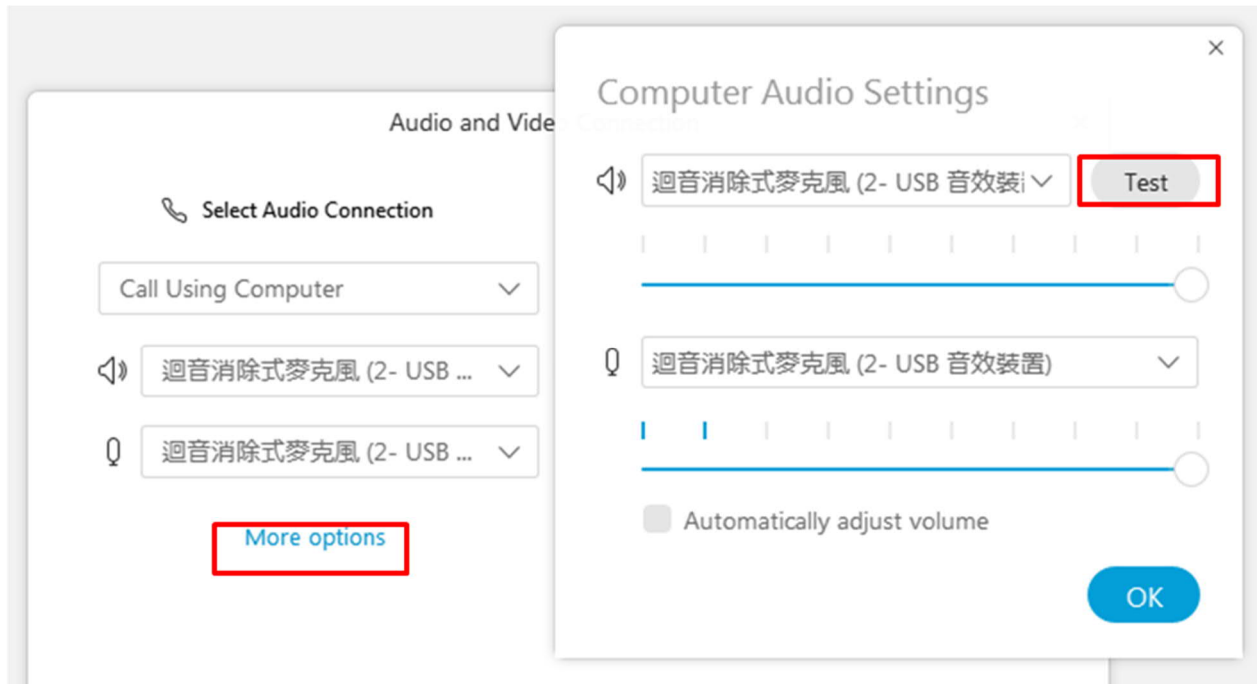
- Select " Call Using Computer"



- Select Microphone and Speaker

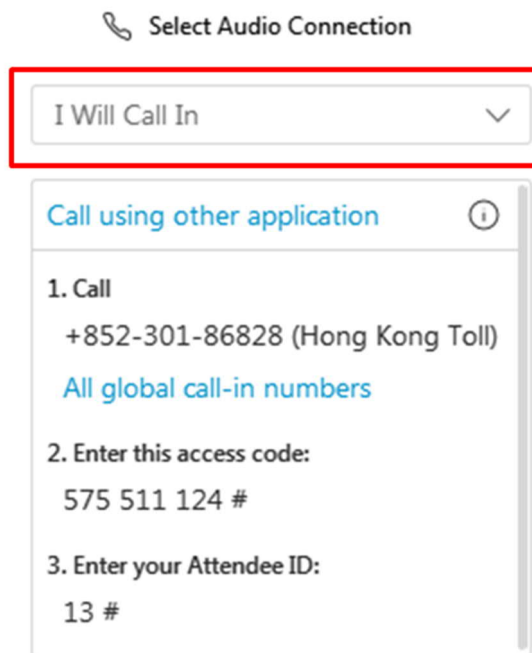


- To test the Audio connection, Click "More option". Press "Test" to hear testing sound

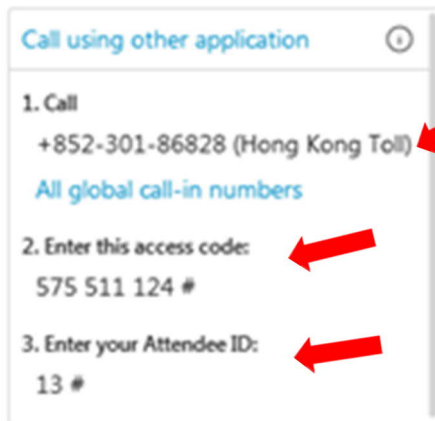


Option2: Call in Webex Conference

- Select " I will Call in"



- You can join the audio conference by using Deskphone or mobile to call in



1. Dial 3018 6828(Hong Kong only) to Webex Conference
2. Enter the access code of audio connection
3. Enter your attendee ID to recognize your identity

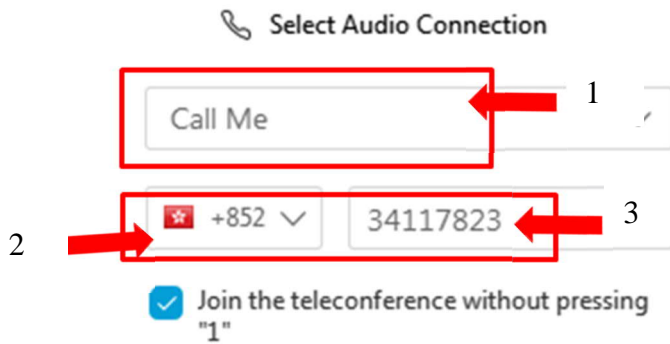
(If the caller is outside Hong Kong, please find the call-in number for the located country by clicking “All global call-in numbers”)

- After joined the audio conference with your attendee ID, you will see a headphone icon.



Option 3: Call Me

- Select "Call Me", then select the country code and input the phone number

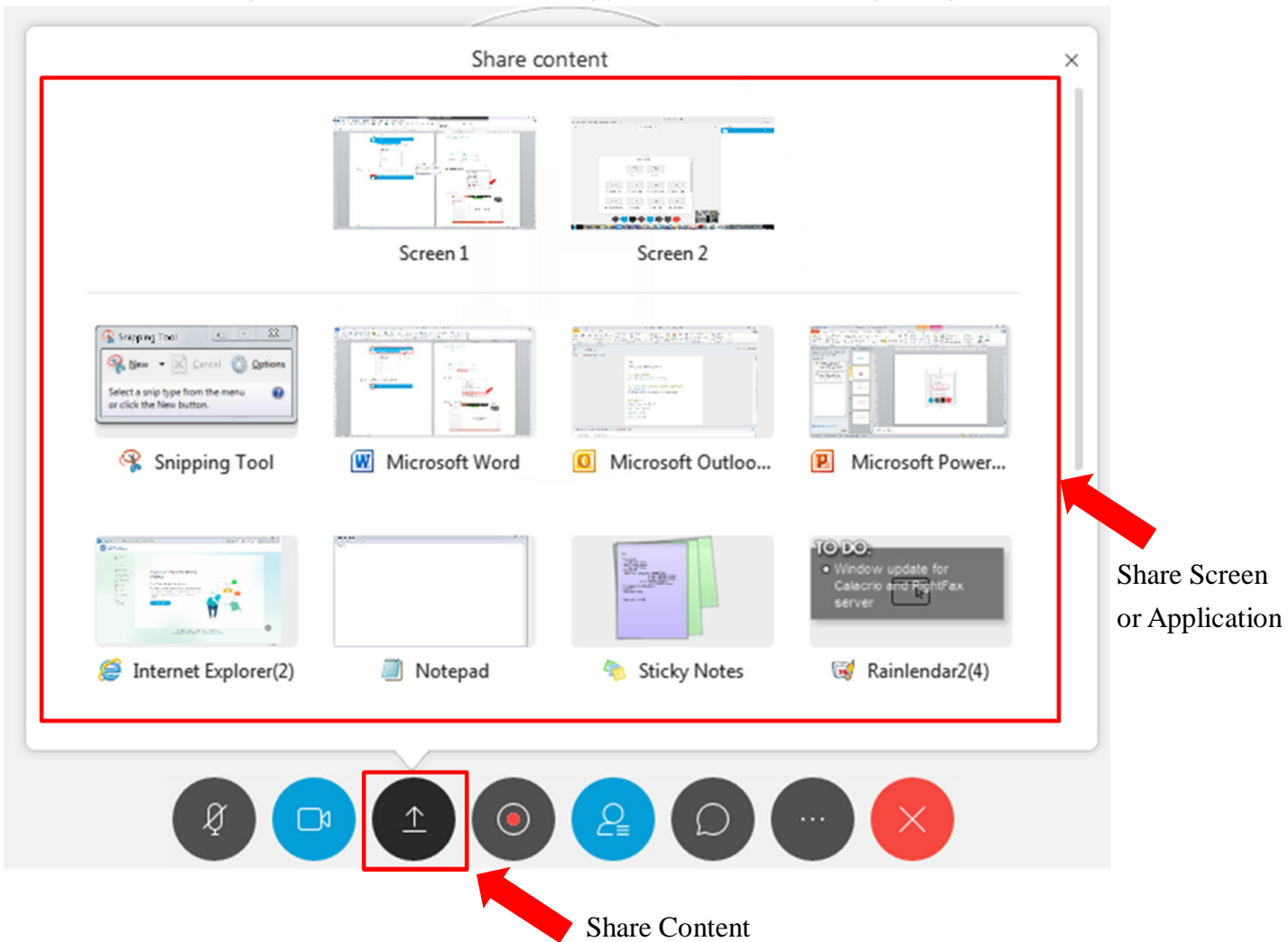


- After selected Audio and Video connection, click "Connect Audio and Video" to activate.

Connect Audio and Video

Share desktop/application by Guest (Pre-requisite: HKBU Host granted right to Guest to be the presenter)

- Click "More option". Select the Screen or Application to share with participant



- For example: shared a IE application to Webex conference

