PINAL COUNTY SUPERIOR COURT

WebEx Video Conferencing Guide - Attending a Meeting

Those attending a WebEx meeting do NOT need a WebEx's hosting account, only the person hosting the meeting needs to have an account.

Getting Ready – Preparing for the meeting

1. **Receive meeting information**
    Prior to the meeting, attendees should receive an email containing the meeting information. It will include the date/time of the meeting, the meeting number, a meeting password (meeting passwords are now required for all meetings), a link to the meeting and the audio conference access code (if you opt to use a phone to listen to the meeting).

2. **Verify WebEx browser plug-in or download mobile app**
    Prior to the scheduled meeting, test your browser by joining this test meeting: **http://www.webex.com/test-meeting.html**. Be sure to use the same workstation and browser you are planning to use for the actual meeting.

You can select to "join by web browser" or you may be prompted to download/install the desktop app that is used to attend the meeting if it is not already installed. If you are using a work computer, you may not have the administrative privileges to install the APP and will have to contact your IT Administrator to have the WebEx application installed. If you have difficulty joining a meeting with one browser, try using a different browser as often one will work better than another depending on local browser settings (i.e. Firefox, IE, Chrome). The recommended browser that we have found works best is Google Chrome.

If you do not have time or the correct privileges to download and install the Meeting Center plug-in, you should always see a link on the WebEx set-up screen that says 'Run a temporary application' to join this meeting immediately. If you click that link the WebEx Meeting window will display without the app being installed.

If you need to participate in a WebEx conference from a mobile device (iPad, smartphone, etc.) download WebEx's mobile app.

3. **Verify audio setup**
    You may want to verify your audio setup prior to the meeting as this is not tested as part of the test meeting. We strongly recommend using a headset with microphone, or alternatively a laptop's built-in microphone plus speakers works well. Only after joining the real meeting will you be prompted to setup the audio portion of the meeting and given the opportunity to test your computer's audio setup (microphone and speakers). NOTE: Alternatively, you can use the call-in toll number provided in the meeting information. If you use the call-in option along with your computer, you will need to mute your mic on the application and the speaker on your computer so it does not cause feedback once joined into the call.

Joining the Meeting

1. **Locate the meeting link**
    You will need access to the meeting link that was sent via email. If you have Outlook, and have received a meeting invitation, you should see a calendar listing of meetings in which you have been invited.

2.   Join the meeting

If the host has not yet started the meeting, you may not be able to enter the meeting. Whether or not attendees can join before the host is dependent upon the settings applied to that particular meeting.

If you are joining from a meeting link, simply click the link and enter your name and email address, then click **"**Join**"** to join the meeting. If you are joining by entering a meeting number into the WebEx - Select "Join" on the top right of the web page, you will first need to enter the meeting number, then the meeting password that was provided in your invite. Then you can enter your name and email address and click "Join" to join the meeting.

Assuming you pre-tested your browser plug-in (as suggested in Getting Ready - Preparing for the meeting section above), the Meeting Center window will launch. This is where your online meeting will take place.

3.   Make Audio Selection

Next, you will be prompted to make your selection about how you will participate in the audio portion of the meeting. You can choose the "Using Computer for Audio" option (assuming you have a headset or can use the computer's microphone and speakers). Prior to clicking the "Using Computer for Audio" button, you can test the speakers and microphone by clicking "Test speaker/microphone" found under the Call Using Computer button.

Alternatively, you can select the "Call In" option then select "Join meeting" and a pop-up box will display with the call in phone number, Access code and Attendee ID. We highly recommend using the "Using Computer Audio" if you have a microphone/headset.

NOTE: If you are participating in the conference audio by phone, NEVER put the WebEx call on "Hold" if you or your organization have background "on-hold" music, everyone on the call will hear it. DO press the mute button when not speaking.

You should be ready to go. If you need further assistance, call 520-866-5400 and ask for help with WebEx.
And remember, it gets easier with a little practice!