

How to join meetings with Cisco Webex Meetings

1. Access link

For panelists:

You will receive an **email invitation** with the meeting link and password.

Please check your spam folder just in case.

For participants:

After having registered at <https://iai-virtuell.einladbar.de/en> and confirming your registration request, you will receive a **registration confirmation** with the link to participate (turquoise "Join Now" button).

Please check your spam folder just in case.

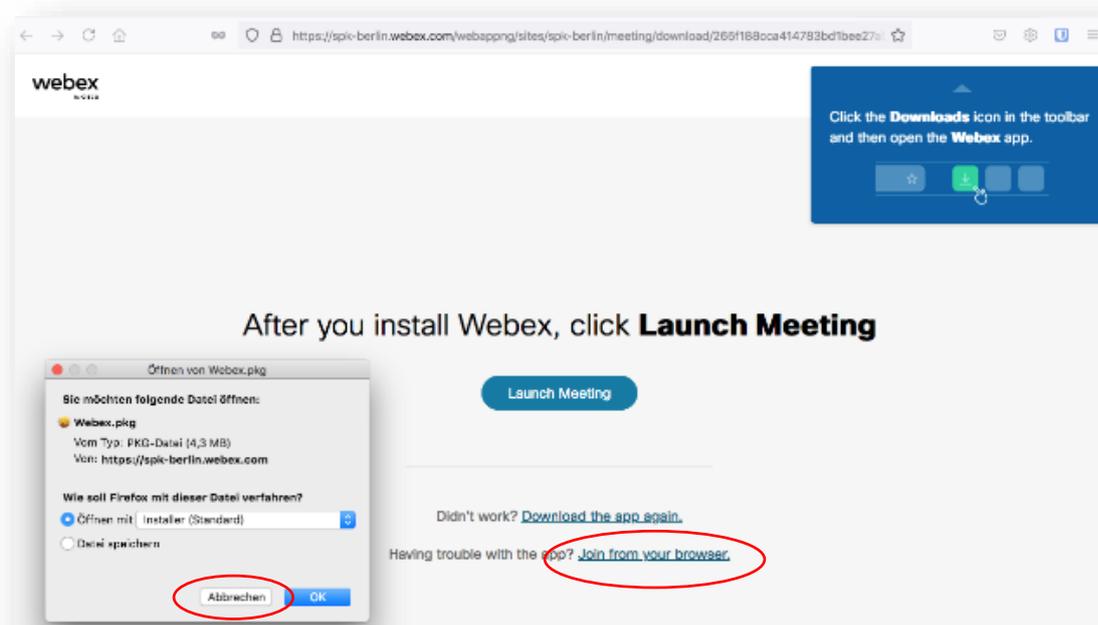
2. Joining the event

Joining should work with all major browsers. The best experiences so far have been made with Firefox, Safari and Google Chrome. However, sometimes problems can occur, so it is recommended to have at least two different browsers to choose from.

Depending on your browser, the Webex startup window may look different.

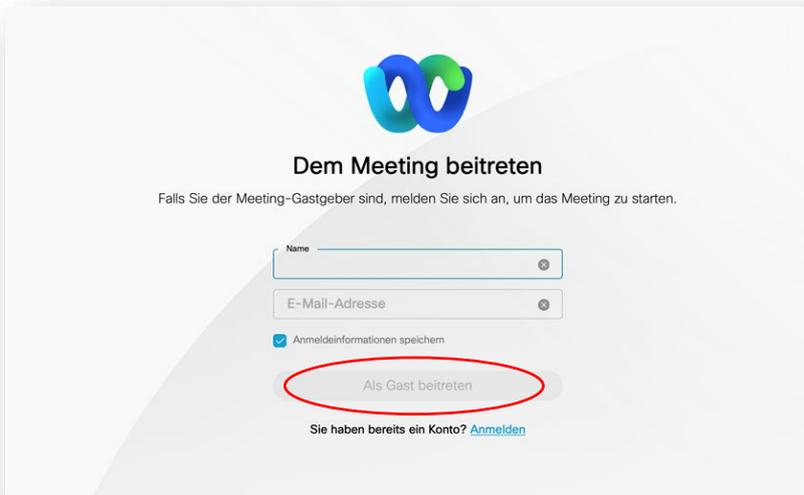
You can log in via the Webex application (with program installation) or directly via your browser (no installation necessary).

In this case, if you are prompted to install an application, you can close this window (via "Cancel" or "Esc") and select instead **"Join from your browser"**:



After you have installed the application or have logged in via browser, please enter your name as you want it to appear in the meeting, your e-mail address and, if necessary, the event password from the e-mail invitation you received.

Then click **“Join as a guest”**:

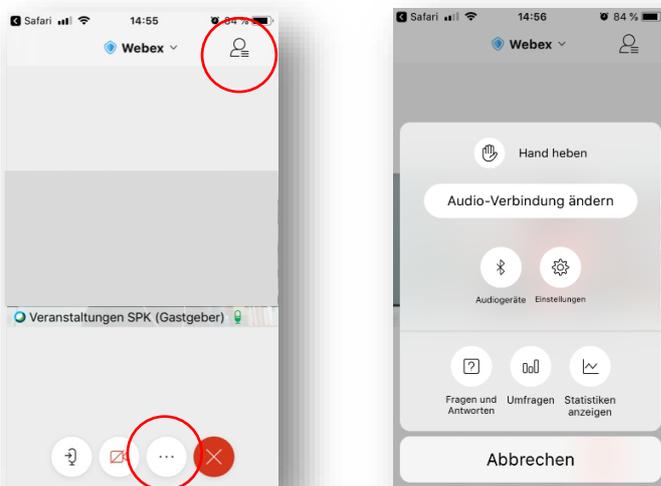


Join via smartphone or tablet:

If you join via a mobile device, you have to install the Webex-App beforehand.

In the smartphone app, the most important functions are essentially located behind the buttons "Participant" and "More options (...)"

Note: The chat can be accessed via the upper right button "Participant", and the questions and answers (Q&A) via the lower button "More options (...)".



3. Functions during the event

- You can **activate and deactivate the video and audio** at any time (unless it has been deactivated by the administrator).
- Via the menu bar "Audio and Video" you can **check the audio, video and camera settings** and adjust them if necessary.
- The "Layout" button at the top right allows you to **customize the own screen view** (speaker focus, tiled view, full screen...).
- Click on the "Participants" button in the lower right corner to open the **list of participants**.
- Click on the "Chat" button in the lower right corner to **open the chat**.
- By clicking on the "Raise hand" icon at the bottom of the participant column, participants and panelists can indicate their **request to speak by raising a hand**.
- The size of the shared content can be changed if necessary by using the **zoom tool** in the right margin.

