Cisco Webex Meetings - Instructions for GGL Annual conference participants
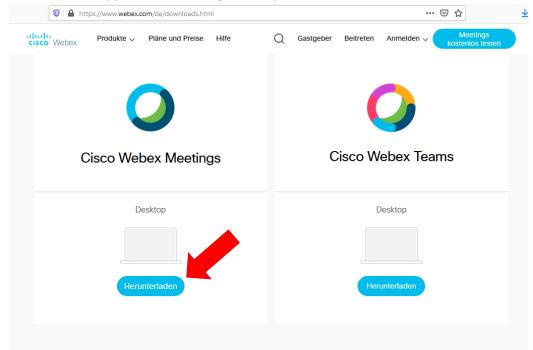
1. ## Sign up for Webex Meetings
   If you do not have a Webex Meetings account, please sign up via the following link:
   https://cart.webex.com/sign-up. Please register with your university e-mail address (e.g.
   erika.mustermann@bio.uni-giessen.de). You will receive an e-mail from Cisco Webex and
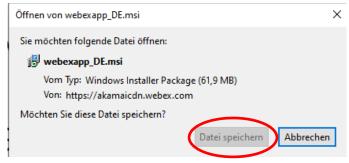   you need to create a password for your account.
   Please make sure that you sign in with your **Name and Surname**! We need that information
   in order to **check you attendance**!

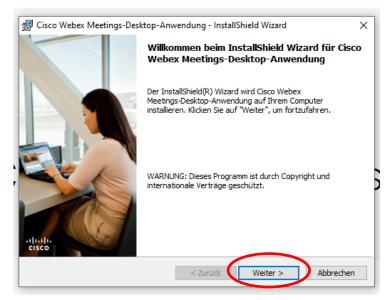2. ## Installing the Cisco Webex Meeting App
   Install the Webex App via the following link: https://www.webex.com/de/downloads.html.
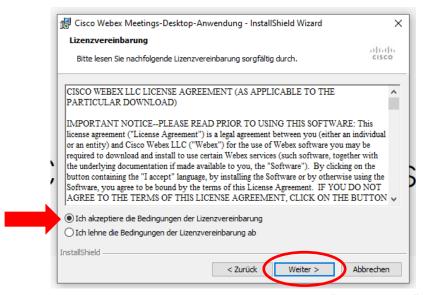

   Click on "Herunterladen". You will receive the following notification:
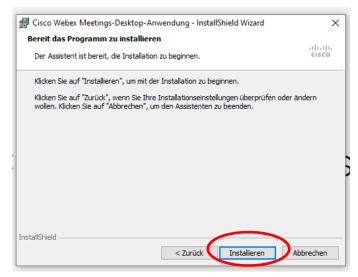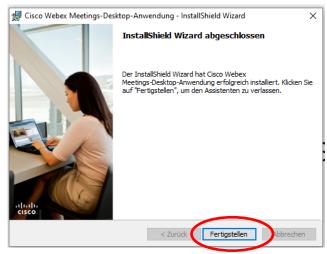

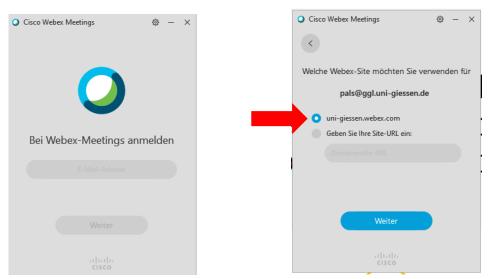   Click on "Datei speichern".

Click on "Weiter".

Select "Ich akzeptiere die Bedingungen der Lizenzvereinbarung" and click on "Weiter".

Click on „Installieren" to start the installation.

After the installation is finished, click on "Fertigstellen".

Sign in by enter your e-mail address and password. Select the Webex-Site "uni-giessen.webex.com". If you have trouble opening the desktop app, you can also join from your browser.
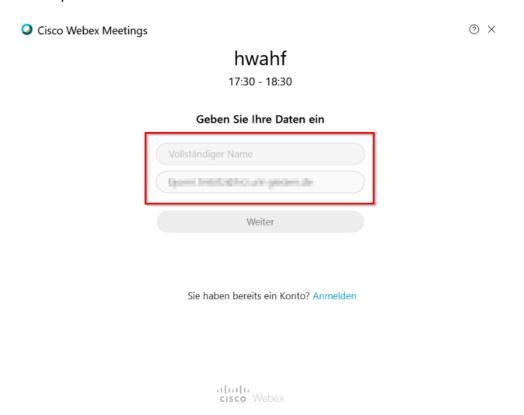
3. Meeting Participation using the Web Browser

Should you not have received the required administration rights to install apps on your computer, you can use your browser to participate in a meeting. We recommend using Firefox, as Safari or Internet Explorer are not supported.
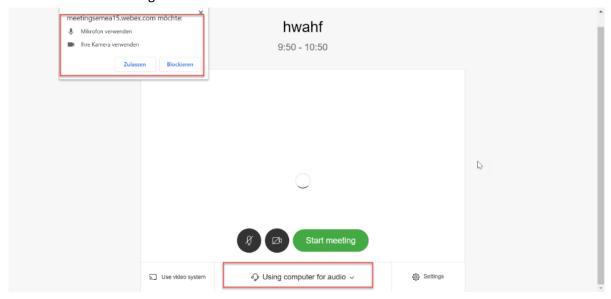
4. Entering the Meeting

When using the app for the first time, you will be asked to provide a name and e-mail address. Please enter your first and last name (which will then be displayed in the meeting). You may also enter your JLU-affiliated e-mail address, but this is optional and not always necessary.

Please click "Start meeting" in order to enter the meeting using the Webex-app. You will then be routed to the meeting room.

Problems that may arise: Should the host not have started the meeting yet, you will have to make another attempt later. The meeting will not open automatically when the app is running.
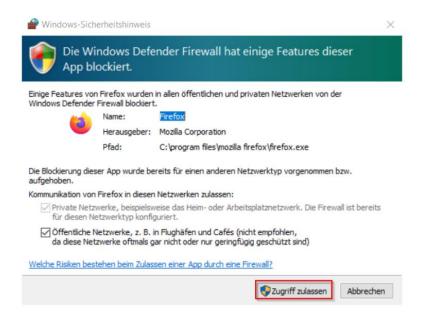
5. Entering the Meeting using the Webex Browser

If you are not using the Webex-app, and instead choose to enter the meeting using your browser (if your browser is supported, you will find a link for this on the homepage), you will see the following image:
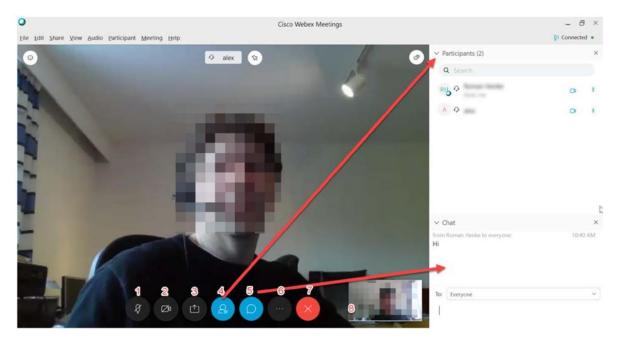

In the settings above, you may choose your audio- and video input. If you tick the box labeled "Remember"("Entscheidung merken"), you will not have to enter this again for future uses.

Problems that may arise: It is possible that your firewall may block some of the features of this application. Please click "Allow" ("Zugriff zulassen").
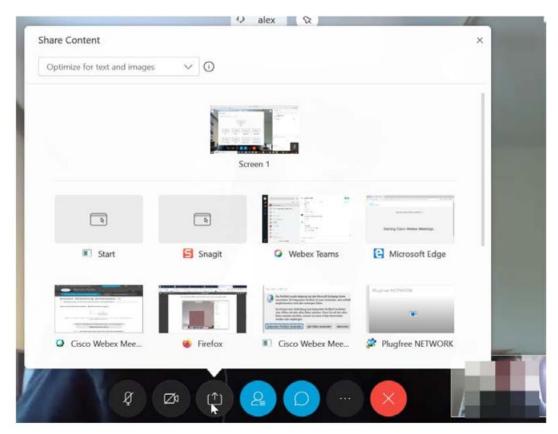

6. During the Meeting

Once the meeting has been started and you can enter, you will see the following:
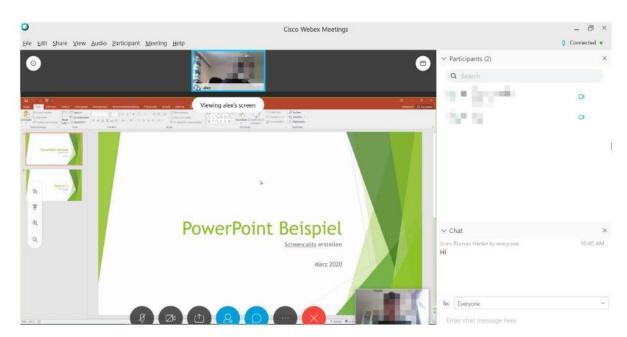
1: Mute/unmute microphone

2: Turn camera on and off during the meeting

3: File sharing (more on this below)

4: Show/ hide list of participants

5: En- or disable chat feature: You may contact individual persons or message all

6: In case of problems with audio or video, you can access the menu via the three dot icon and manage your settings there; for example, if your audio input is set to the wrong microphone, you can select the correct one.

7: Clicking on the Red Cross icon will allow you to exit the meeting.

8: The little window in the corner displays your own video.

9: If the chat window is active, button 5 will glow blue.

10: If the list of participants´ window is active, button 4 will glow blue.

11: Here you may adjust the way other participants´ video feeds are displayed. You may choose to have the speaker take up a larger window, with the other participants being in a smaller window, or rather have all video feed displayed in a grid view.

7. <u>Sharing files or the screen content</u>
   Both hosts and participants of meetings may present their content.

View of your own options of sharing contents.

View of someone else´s shared content during a meeting.

8. <u>Further information</u>

We recommend using the Webex app for Webex meetings, particularly if you plan on using the advanced features such as screen- or window sharing.

You will find further information and instructions on icons and features of Webex meetings here: https://help.webex.com/de-de/n62wi3c/Get-Started-with-Cisco-Webex-Meetings-for-Attendees

9. Free App for Android and iOS

If you want to participate in a meeting using a mobile device, the Webex meeting app is available for free for both Android and iOS devices.