WEBEX
USER GUIDE

Learn how to:

DOWNLOAD / USE WEBEX on a **COMPUTER**

DOWNLOAD / USE WEBEX on a **MOBILE PHONE**

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Computer

Mobile

Please note that you must download Webex before joining a meeting.

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COMPUTER

HOW TO DOWNLOAD WEBEX

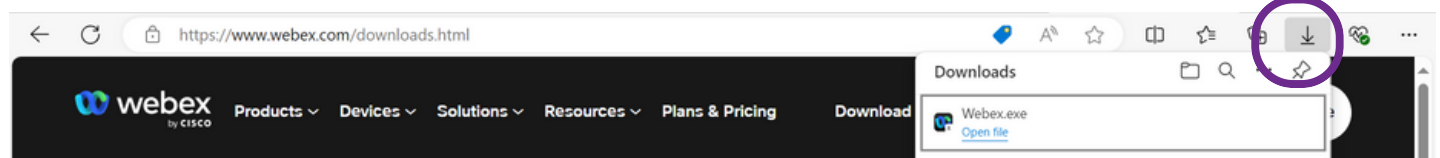**1** Go to: https://www.webex.com/downloads.html
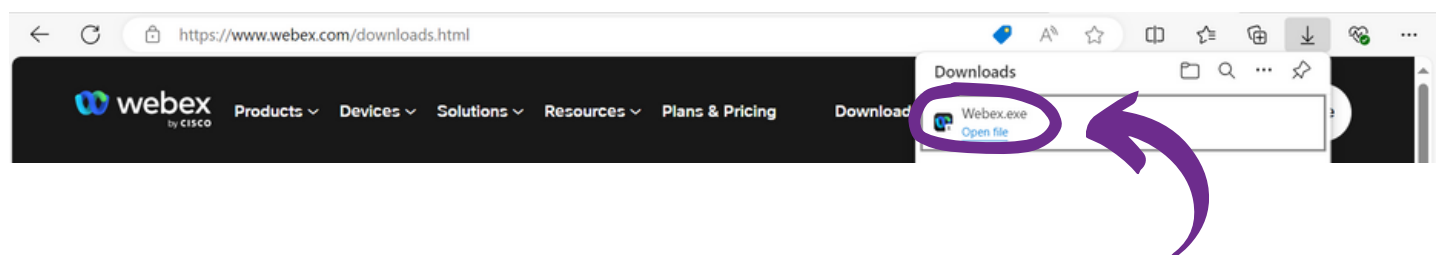
2 Click the green button.
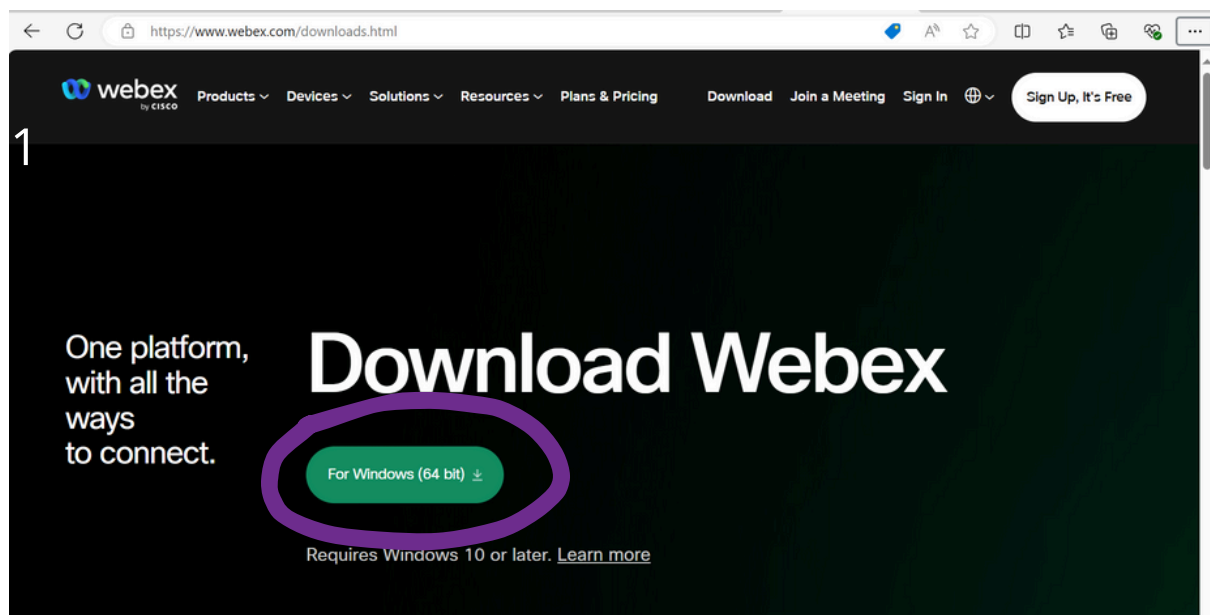
3 Click the download arrow.

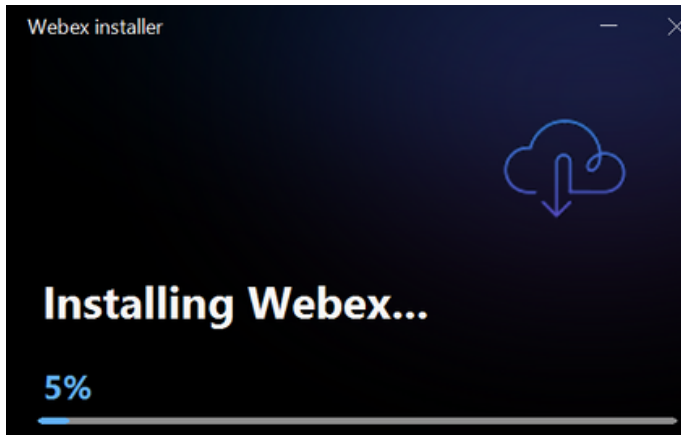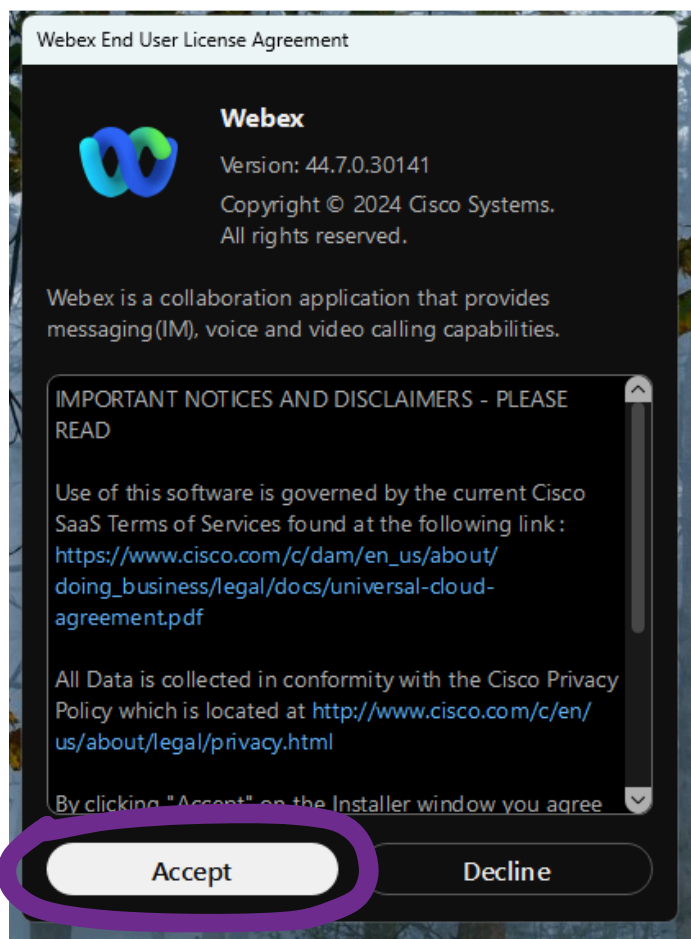**4** Click on "Webex.exe" to open the file.

HOW TO DOWNLOAD WEBEX

5 Webex will begin downloading. This may take a few minutes.
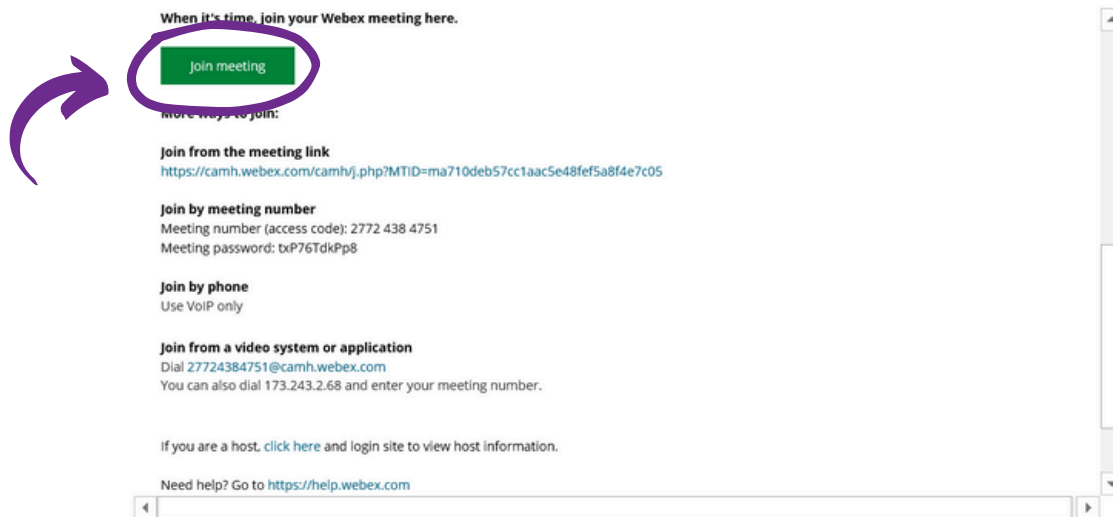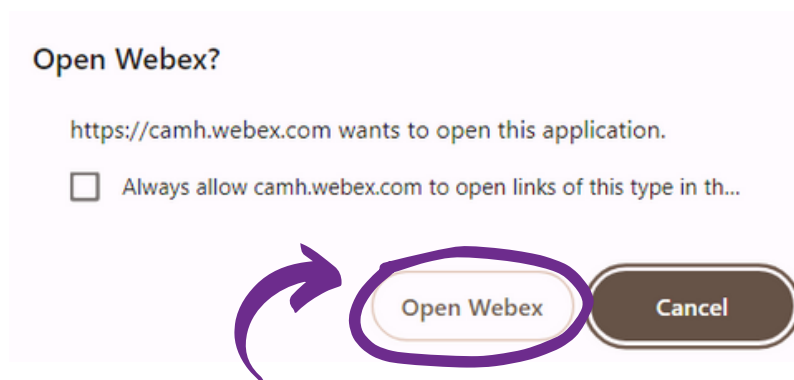

6 Open the file and click 'accept'.

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COMPUTER

HOW TO JOIN A MEETING

1 Go to your email and find the meeting information. Click on the green 'Join Meeting' button.

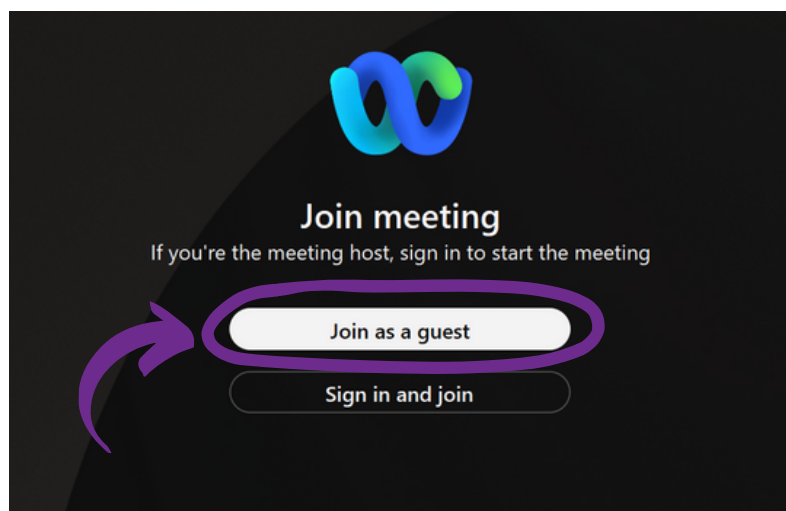When it's time, join your Webex meeting here.

Join meeting

More ways to join:

Join from the meeting link
https://camh.webex.com/camh/j.php?MTID=ma710deb57cc1aac5e48fef5a8f4e7c05

Join by meeting number
Meeting number (access code): 2772 438 4751
Meeting password: txP76TdkPp8

Join by phone
Use VoIP only

Join from a video system or application
Dial 27724384751@camh.webex.com
You can also dial 173.243.2.68 and enter your meeting number.

If you are a host, click here and login site to view host information.

Need help? Go to https://help.webex.com

2 A pop-up window will appear. Click 'open Webex'.

Open Webex?

https://camh.webex.com wants to open this application.

☐ Always allow camh.webex.com to open links of this type in th...

Open Webex   Cancel

3 Click "Join as guest'.

Join meeting
If you're the meeting host, sign in to start the meeting

Join as a guest

Sign in and join

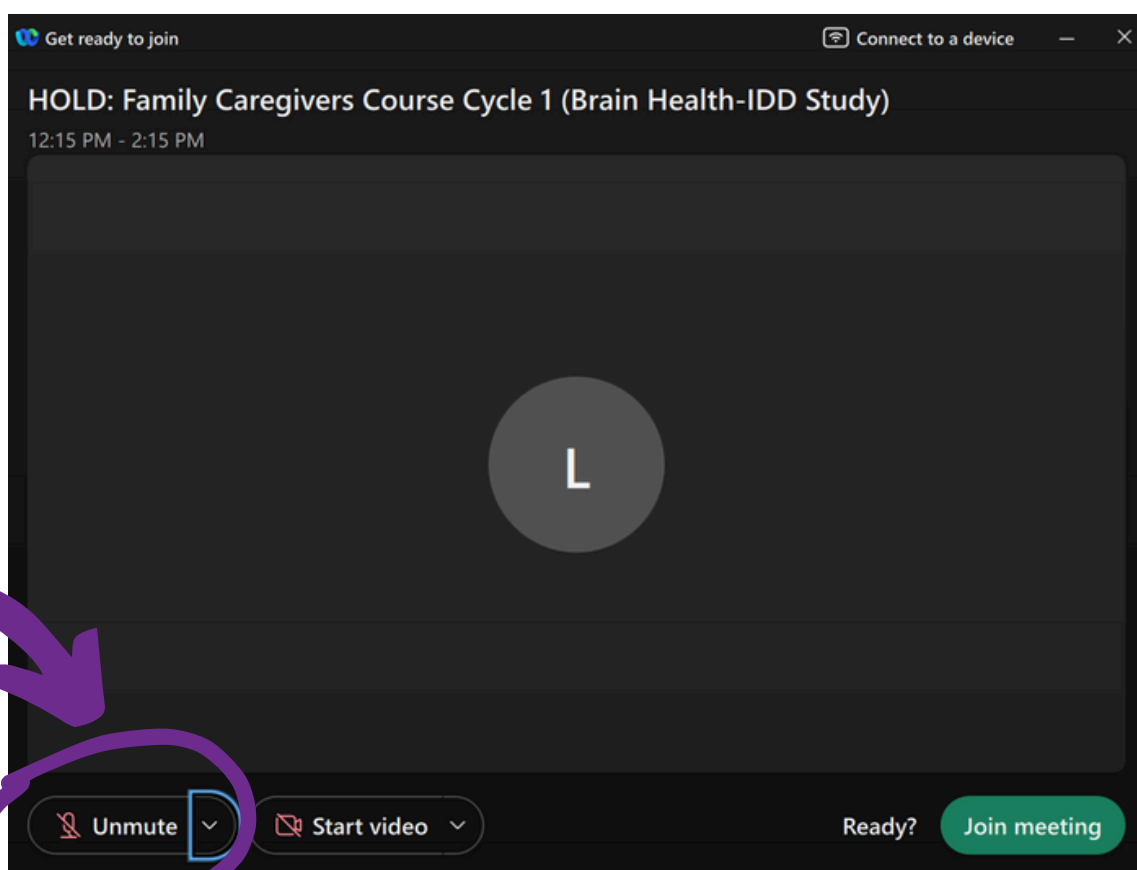## HOW TO JOIN A MEETING

4 Type in your preferred name.

Join as a guest

Display name
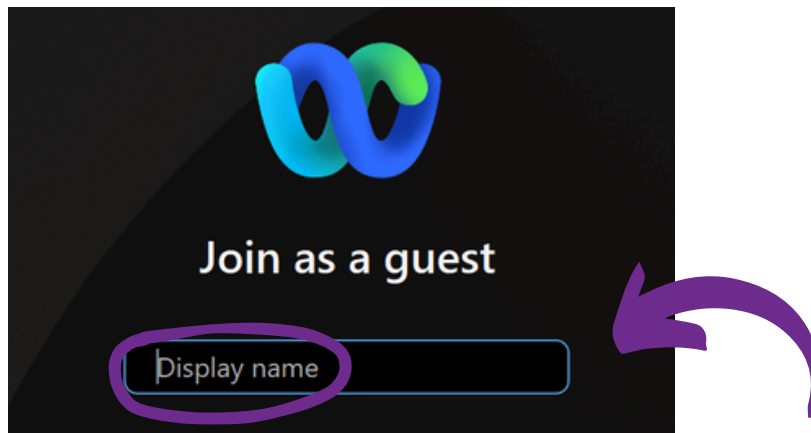
5 Check that your microphone is off before joining the meeting. The button should say 'unmute'. If it says 'mute', please click it once to turn your microphone off.

You can turn it on at anytime by clicking 'unmute'.

Get ready to join   Connect to a device

HOLD: Family Caregivers Course Cycle 1 (Brain Health-IDD Study)
12:15 PM - 2:15 PM

L

Unmute   Start video   Ready?   Join meeting

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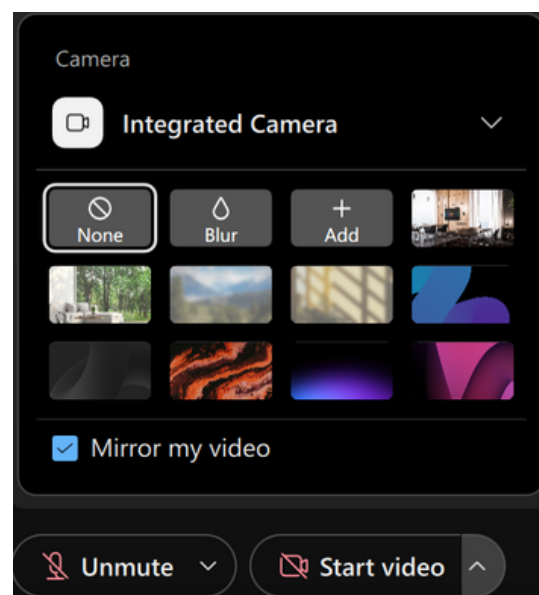
COMPUTER

HOW TO JOIN A MEETING

6 You can choose to turn your camera on or off. To turn your camera on, click the 'start video button'. You should see yourself on the screen.

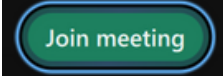You can turn it off at anytime by clicking the button again.
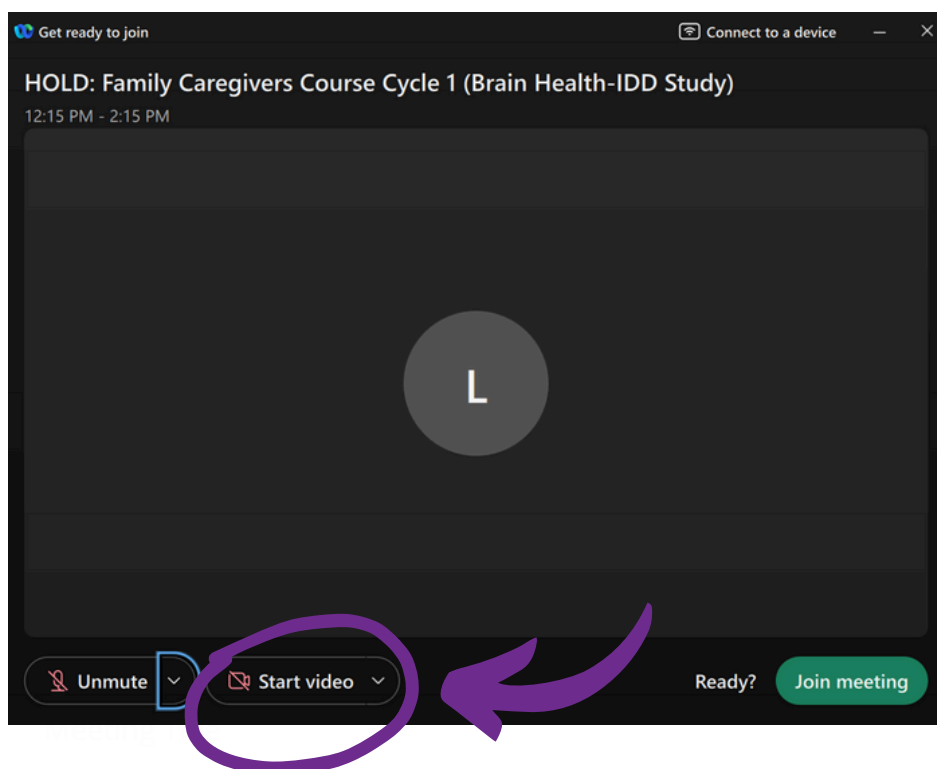
You can choose to blur your background or change your video background by clicking the small arrow next to the 'start video' button.
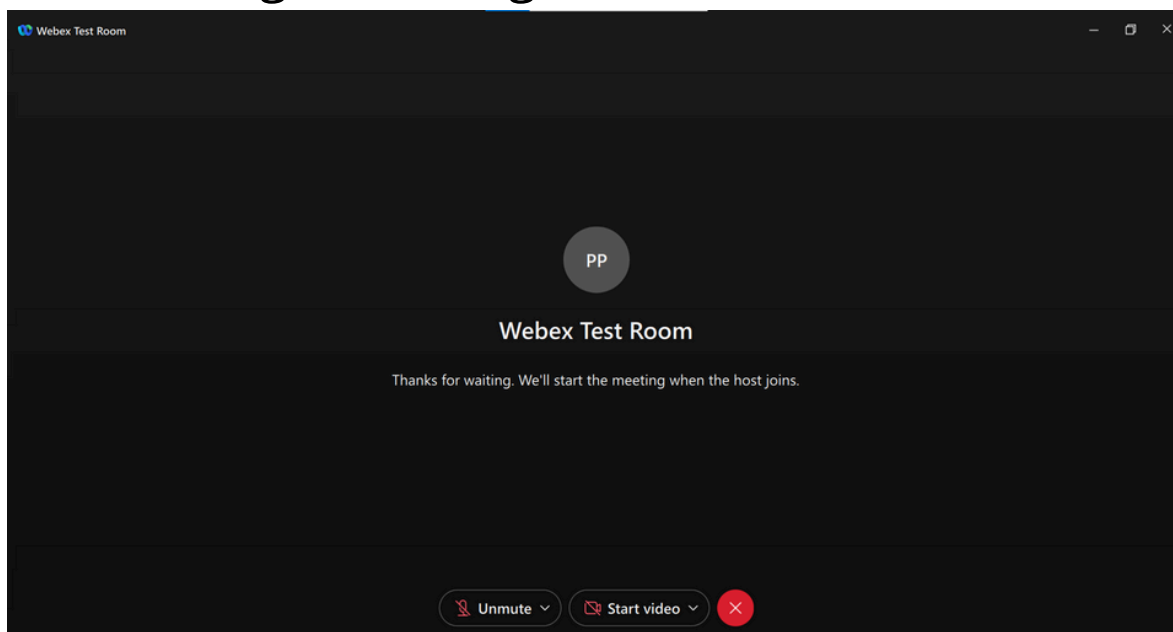
COMPUTER

HOW TO JOIN A MEETING

7 Click [Join meeting] to join the meeting. You may enter a waiting room. Someone will let you in to the meeting.

The waiting room might look like this:

8 When the host is ready to begin, you will be admitted to the meeting.

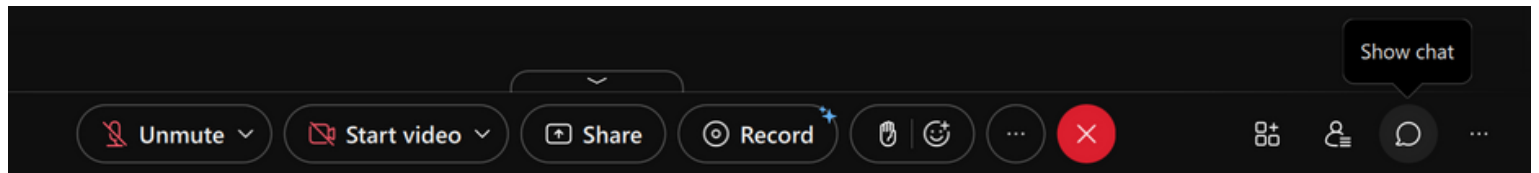**9** If you are still having trouble joining the meeting, you can contact Webex Technical Support here:

https://help.webex.com/en-us/article/WBX162/Contact-Technical-Support-for-Webex-Issues

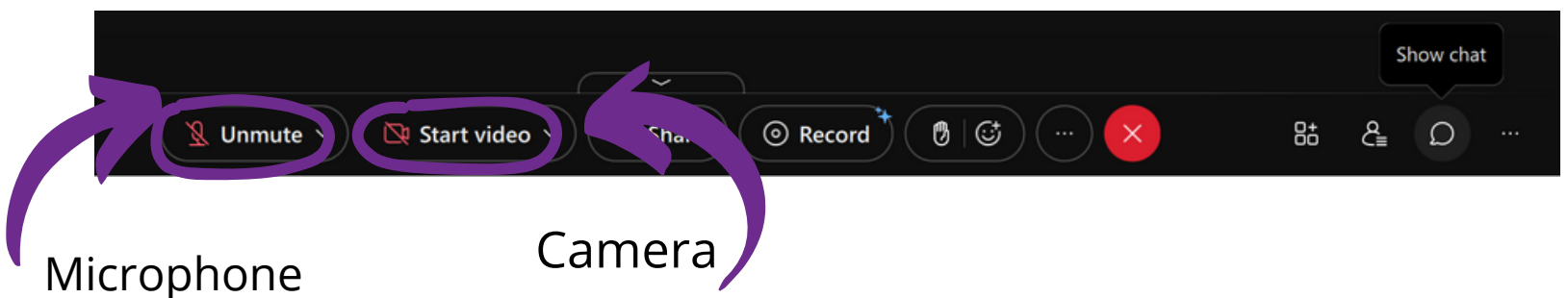# COMPUTER

HOW TO USE MEETING FUNCTIONS

1 The bottom of your screen will look like this. This is called your toolbar.


2 These buttons control your **microphone and camera**. If the icon next to them are red, they are off. If they are green, they are on.

You can turn them on and off by clicking the button.
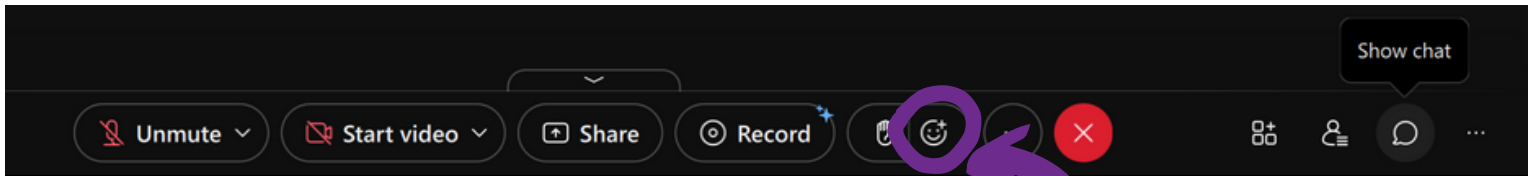

Microphone   Camera

3 The **raise hand function** indicates to the host that you would like to speak. You can click it once to raise hand, and again to stop raising your hand.

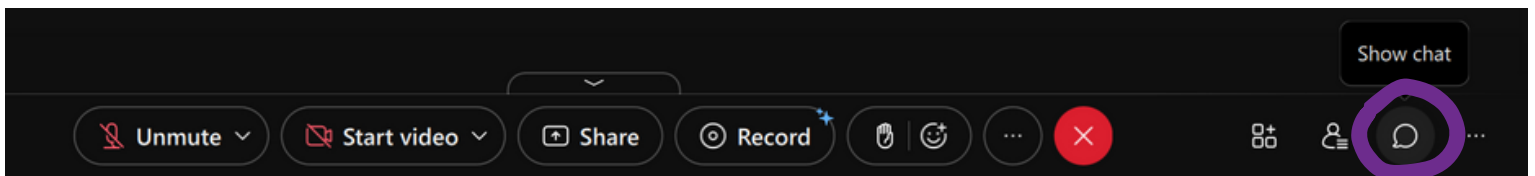Raise your hand

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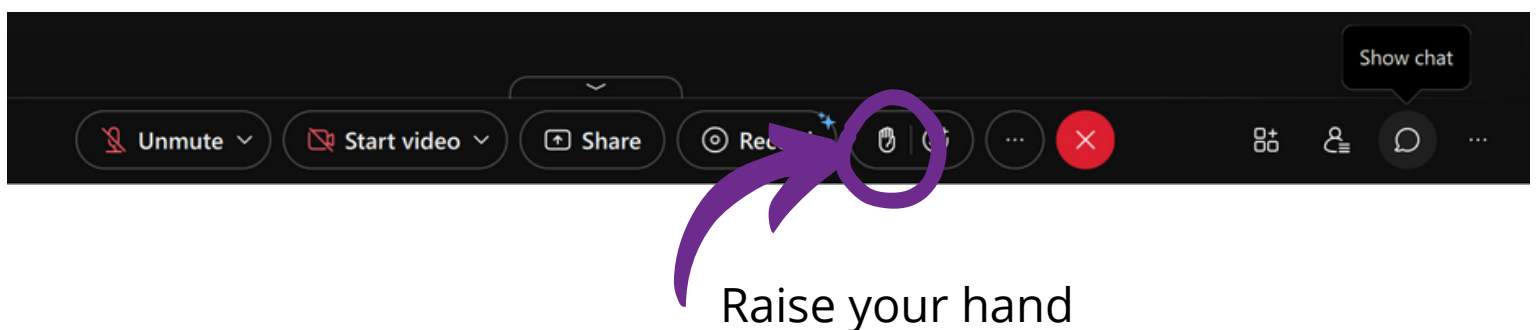
COMPUTER

HOW TO USE MEETING FUNCTIONS

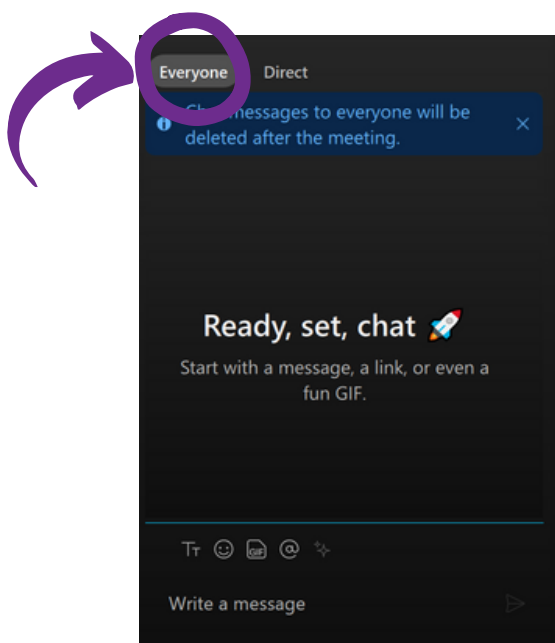**4** You can also **display reaction emojis** on your video.
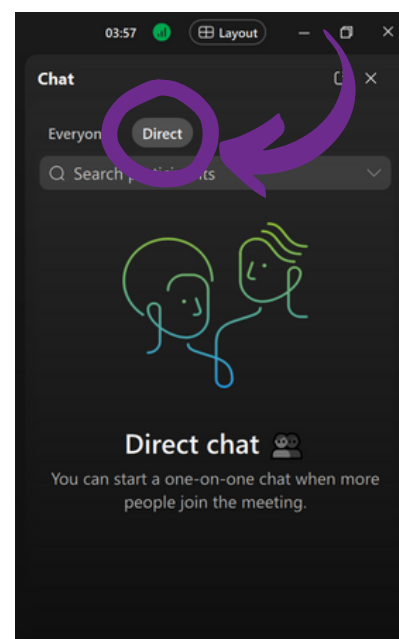

Click to choose a reaction emojis

5 You can open the **chat box** by clicking this button.

Once the chat is open, you can send a message to everyone in the meeting or send a direct message to someone.

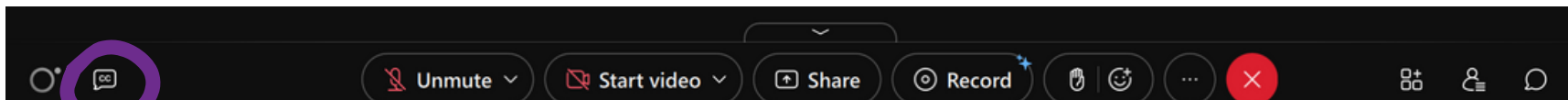Click "everyone' before writing your message to send it to **everyone.**

Click "direct' to search for the participant you want to **direct message.**
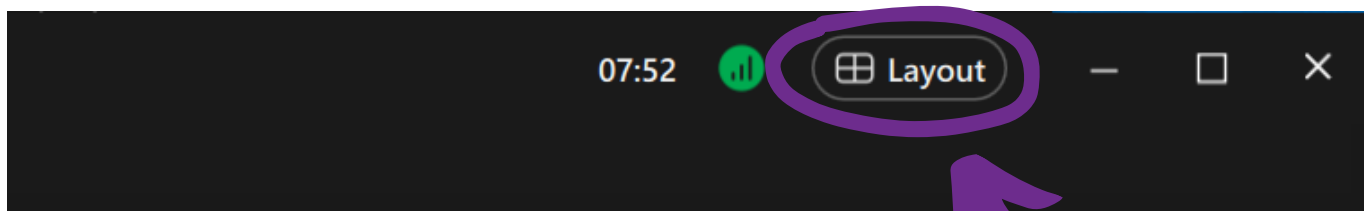
COMPUTER

HOW TO USE MEETING FUNCTIONS

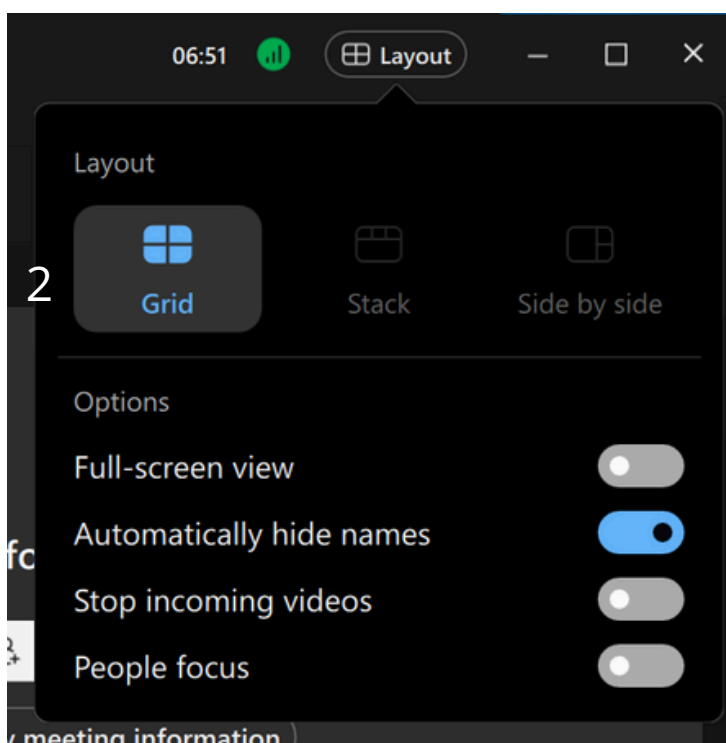**6** You can **turn on closed captions** to add subtitles.

Click here to turn on closed captions

7 To **change the number of people visible on your screen, or to make someone bigger,** click here at the top of your screen.
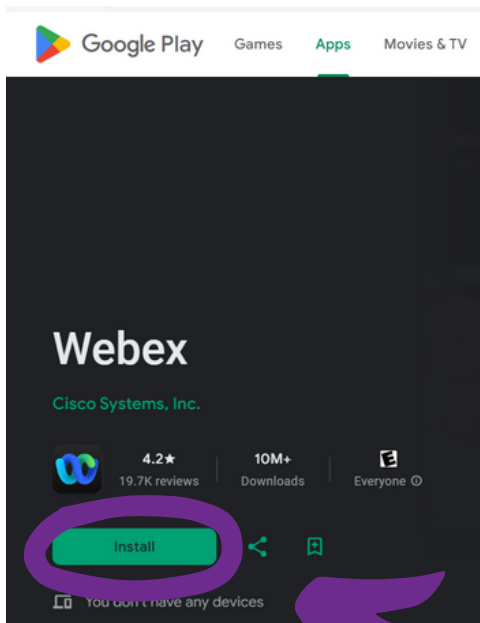

Click here to show layout options.

The following options will open on your screen.

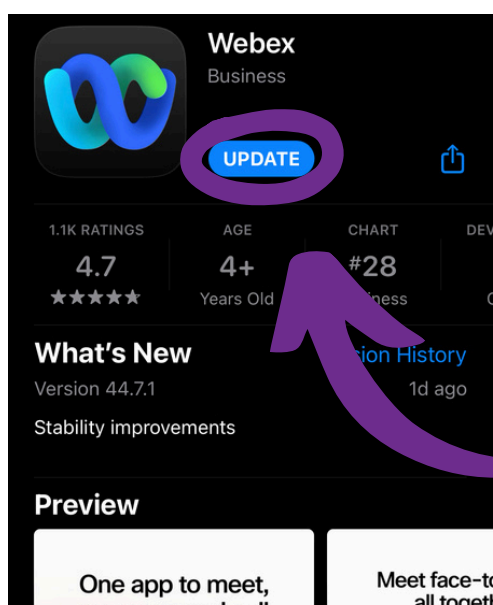**camh** | Azrieli Adult Neurodevelopmental Centre

HOW TO DOWNLOAD WEBEX

1 Find "**Webex" on the App Store or Google Play**, and download it for free.

If you have an android phone, use the Google Play app to search for "Webex".
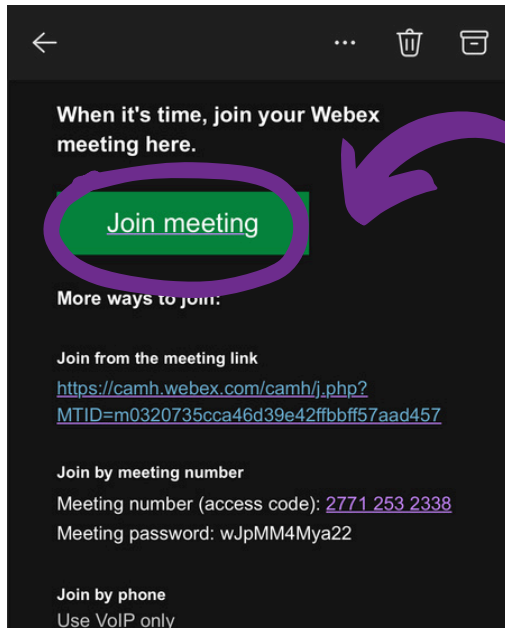
Click here to download the Webex app.

If you have an apple iphone, use the App Store to search for "Webex".

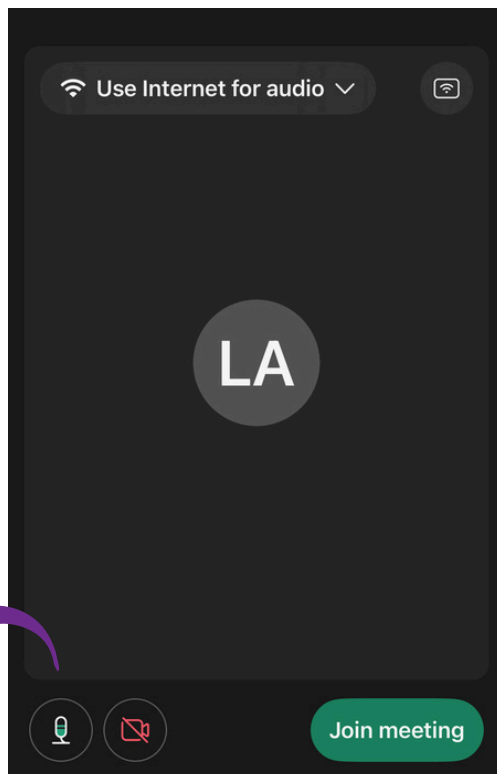Click here to download the Webex app.

MOBILE PHONE

HOW TO JOIN A MEETING

1 Find the meeting information in your email. Click 'Join Meeting'.

Click to join meeting.

2 You can choose to turn your camera on or off. To turn your camera on, click the 'start video button'. You should see yourself on the screen.

You can turn it off at anytime by clicking the button again.

Microphone

Camera

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MOBILE PHONE

HOW TO USE MEETING FUNCTIONS

1 You can choose to turn your camera on or off. To turn your camera on, click the 'start video button'. You should see yourself on the screen.

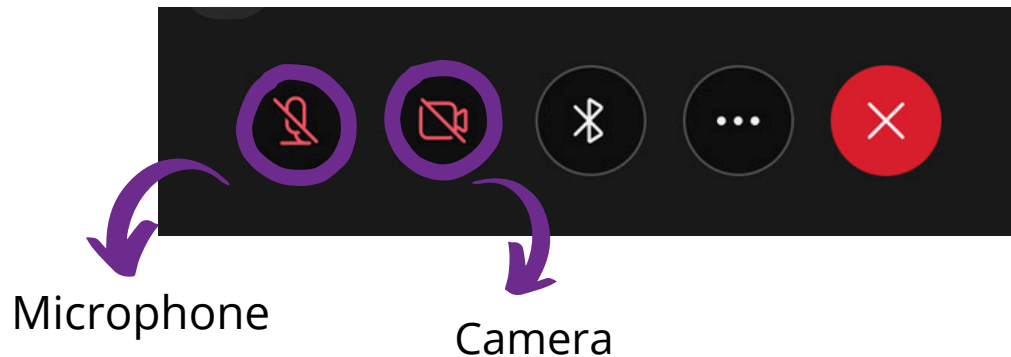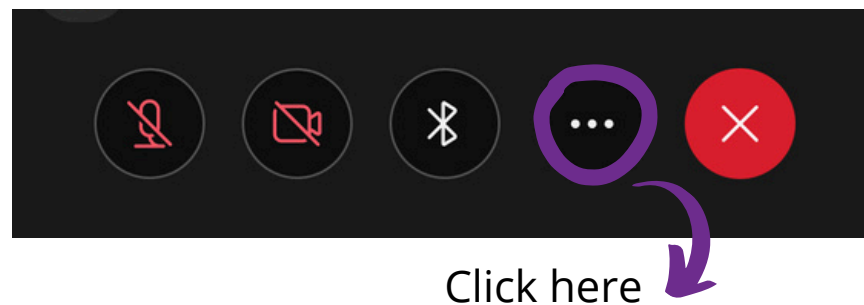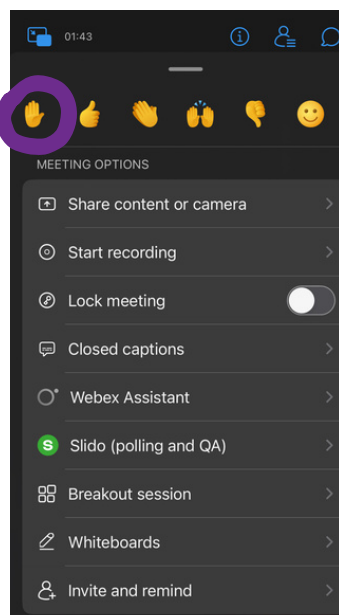You can turn it off at anytime by clicking the button again.

Microphone

Camera

2 The raise hand function indicates to the host that you would like to speak. To raise hand, first click the button with three dots.

Click here

The raise hand function indicates to the host that you would like to speak. To raise hand, first click the button with three dots.

Click here to raise hand. Click again to stop raising your hand.

MEETING OPTIONS

Share content or camera

Start recording

Lock meeting

Closed captions

Webex Assistant

Slido (polling and QA)

Breakout session

Whiteboards

Invite and remind

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HOW TO USE MEETING FUNCTIONS

3 You can also **display reaction emojis** on your video. First, click the button with three dots.

Click here
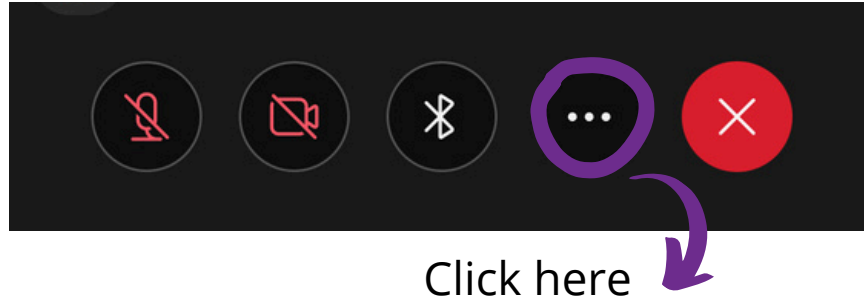
You will be able to pick from a few reaction emojis. Click on the emoji you would like to display on your video. It will automatically dissapear after a few seconds.
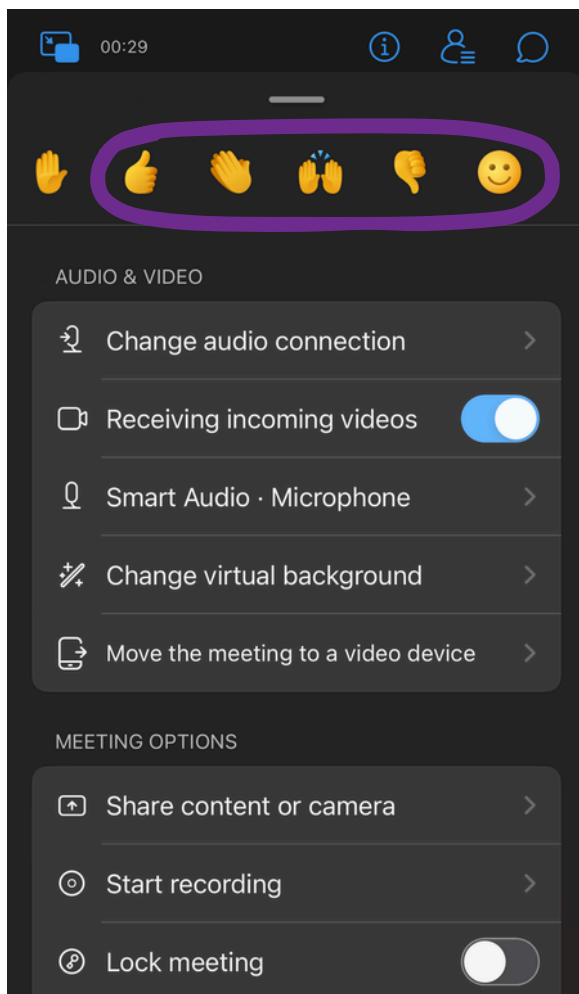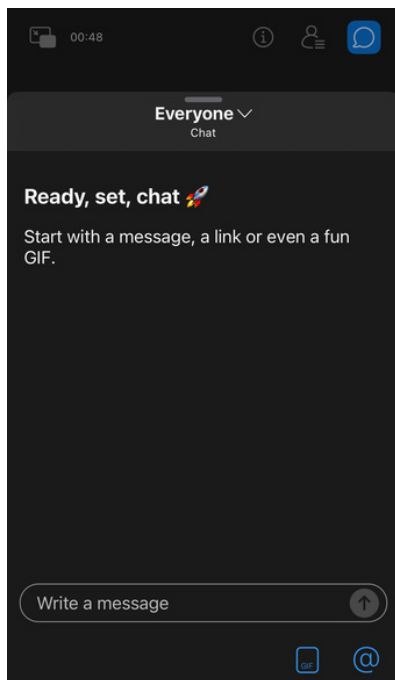

Click on the emoji you would like to display.

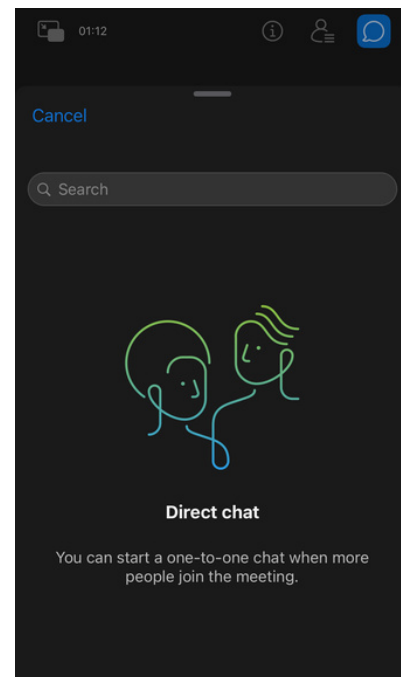camh | Azrieli Adult Neurodevelopmental Centre

HOW TO USE MEETING FUNCTIONS

4 You can open the chat box by clicking the text bubble button. You can choose to send a message to everyone in the meeting or send a direct message to someone.
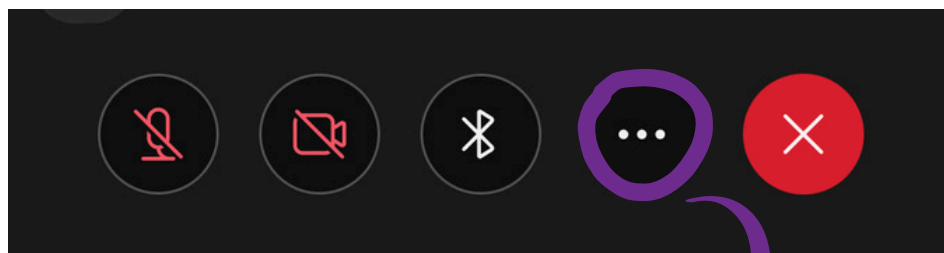

Click "everyone' before writing your message to send it to everyone.

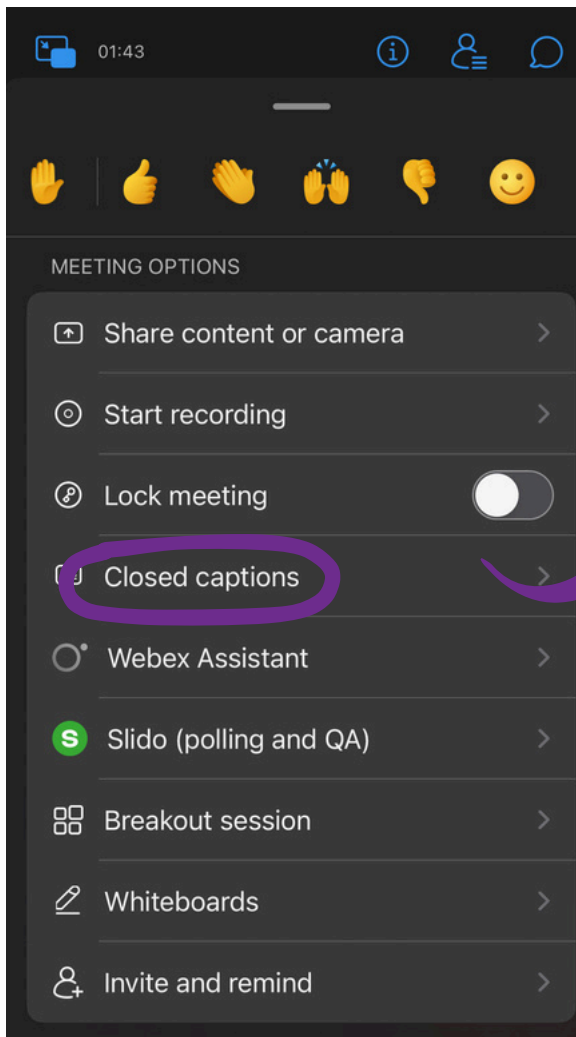Click "direct' to search for the participant you want to direct message.

5 You can also **turn on closed captions** on your video. First, click the button with three dots.

Click here

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MOBILE PHONE

HOW TO USE MEETING FUNCTIONS

Click on 'closed captions'