
CISCO WEBEX MEETINGS

User Guide for Clinical Virtual Visits

Revision History

Version 1.0

Last updated: December 10, 2019

Contents

GETTING STARTED	3
JOINING A WEBEX MEETING	3
Join from an Email	3
Download the App	3
Join from the App	4
PARTICIPATING IN A WEBEX MEETING	4
Connecting Audio	4
Use Video System	5
Call In	5
Call Me	5
Connecting Video	6
Using the Call Controls	6
Mute/Unmute	6
Start/Stop Video Feed	7
Viewing the Participants List	7

GETTING STARTED

Webex Meetings is a secure, videoconferencing tool that allows you to chat and collaborate with other participants during meetings. You can use the Webex platform in your browser or by downloading the Webex Meetings application.



Webex Meetings

JOINING A WEBEX MEETING

Join from an Email

If you have been invited to a Webex meeting, you can simply click on the **green join button** in the email invitation when it is time to join your meeting. *(Note: on older versions of Outlook, there may only be a link embedded in the body of the email.)*

Download the App

A web browser will open if you do not have the application downloaded on your desktop or laptop computer. *(Note: Webex will work on most browsers with the exception of Microsoft Edge, however Google Chrome is preferred)*

Download the app for Windows or Mac and run the application.

Webex Meetings will start and prompt you to sign in either as a guest, or with your email if you already have a Webex account. You do not require an account to join meetings and here is no cost associated with downloading the app or signing up.

Enter the meeting password if applicable, found in the email invitation above the green join button.

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

Meeting number (access code): 649 665 223
Meeting password: VRMy482H

[Join meeting](#)

Join by phone

Tap to call in from a mobile device (attendees only)
[+1-647-484-1598](#) Canada Toll (Toronto)
[Global call-in numbers](#)

Join from a video system or application

Dial [649665223@camh.webex.com](tel:649665223@camh.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial [649665223.camh@lync.webex.com](tel:649665223.camh@lync.webex.com)

If you are a host, [go here](#) to view host information.

Join from the App

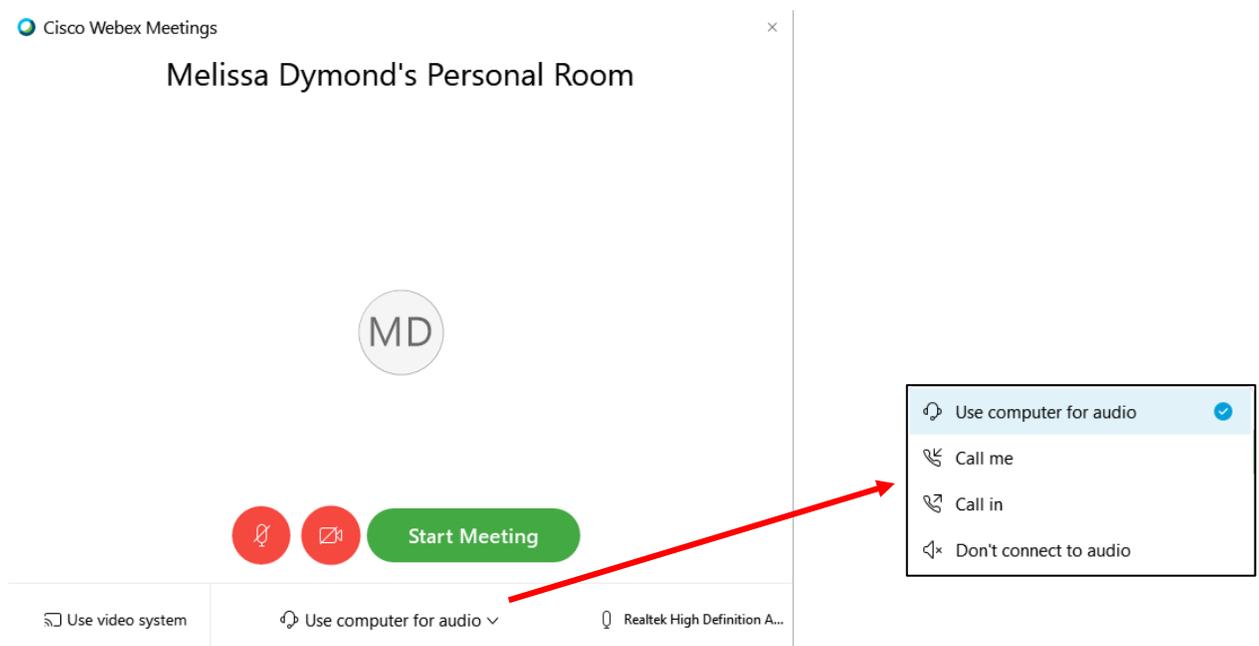
You can join meetings scheduled with Webex directly from the Webex Meetings application.

1. Open the Webex Meetings application. If you already have a Webex account, you may sign in, or you can proceed as a guest.
2. Enter the meeting number (access code) which can be found above the green join button on the email invitation. Enter the meeting password if applicable.
 - If you signed in on your account, the meeting may be visible in the upcoming meetings list. Click the green join button to start. *(Note: the button will remain grey until 5 minutes prior to the meeting start time.)*

PARTICIPATING IN A WEBEX MEETING

Connecting Audio

After clicking the green Join button, the Webex will open in the Webex Meetings application. You will be prompted to **select an audio connection**.



Use Computer for Audio

To use the speakers and microphone from your computer, or a headset connected to the computer:

1. Select the **Use Computer for Audio** option from the audio drop-down menu.
2. Select the appropriate speaker and microphone.

Use Video System

If you want to connect to your video system:

1. Select the **Use Video System** option next to the audio drop-down menu.
2. Enter the number for the video system, or use the drop-down to discover a nearby system.

Call In

To dial into the audio bridge:

1. Select the **Call In** option from the audio drop-down menu and then start or join the meeting.
2. Dial the local number listed, or click **All global call-in numbers** to find your local number.
3. Dial 1# to select service in English.
4. Input the **Meeting number (access code)** followed by pound.
5. If you have an **attendee ID**, enter it next, followed by pound. (*Note: if you do not have an attendee ID, just hit pound.*)

Call Me

To have Webex call you directly:

1. Select the **Call Me** option from the audio drop-down menu.
2. Input your phone number. (*Note: the Call Me feature only works with direct phone lines (i.e., no extensions).*)
3. Answer your phone and you will be connected to the meeting

If at any point you would like to change your audio connection, click the **more (ellipses) icon** and select **change audio connection**. (See “More (Ellipses)” below).

Connecting Video

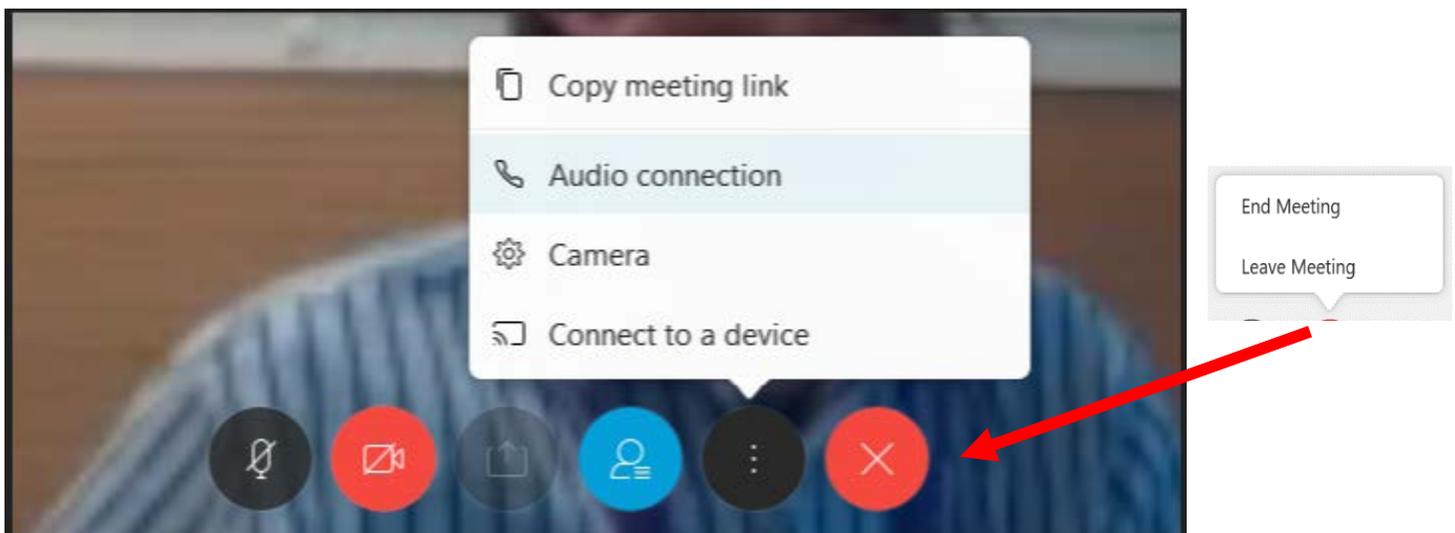
To select a video connection:

1. To use your computer’s built-in camera, select **Integrated Camera** from the video drop-down menu. (Note: a camera preview will appear – this video feed is not being shared until you click the green “Connect Audio and Video” button.)
2. To use an external camera connected to your computer, select the camera name from the video drop-down menu.

Once you have connected an audio and video option, you are now ready to participate in the meeting!

Using the Call Controls

Once you have successfully joined the meeting, the call controls bar will appear at the bottom of the Webex Meeting screen.



Mute/Unmute

1. To mute your microphone, click the **microphone icon**. While muted, the icon will be red.



2. To unmute your microphone, click the **microphone icon** again. While unmuted, the icon will be dark grey.

The host of the meeting can control who is muted and unmuted. Please note, for clinical virtual visits, the meeting should be scheduled with the CAMH consultant as the host.

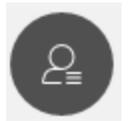
Start/Stop Video Feed

1. To stop your video, click the **camera icon**. While video feed is off, the icon will be dark grey.
2. To start your video, click the **camera icon** again. While video feed is on, the icon will be blue.



Viewing the Participants List

1. To view a list of participants in the meeting, click the participant icon.
2. In the participant list, the host of the meeting can mute and unmute participants and change their roles.
3. To hide the participant list, click the participant icon again.



More (Ellipses)

The **more icon** includes several other functions for the participant:

- Connect to a device (*Note: the device must be Webex enabled.*)
- Copy the meeting link to share in an email
- Change their audio connection
- Camera settings



End/Leave Meeting

Participants can leave the meeting at any time using the **leave meeting icon**.

The host of the meeting can select:

- **End meeting** – this will end the meeting for all participants
- **Leave meeting** – this will ask to host to assign a new meeting host so that the meeting can continue

