WebEx Cloud – Attendees

This document provides basic instructions to be emailed through to attendees to use as a guide when connecting to WebEx Cloud scheduled meetings.

Invitation received in advance, open the invitation email

Select Add to Calendar icon

Select –> Open
Select -> Accept

The meeting will save to your calendar

The following must be confirmed when joining every WebEx Cloud meeting

Note: if the attendee's join the meeting before to the host the attendee must disconnect their session and join again once the host has connected.

From within the email invitation select the link to join the meeting at the scheduled time.   The attendee must not connect to the meeting via WebEx Cloud (CDU staff the portal) or externals via their own WebEx software tool.
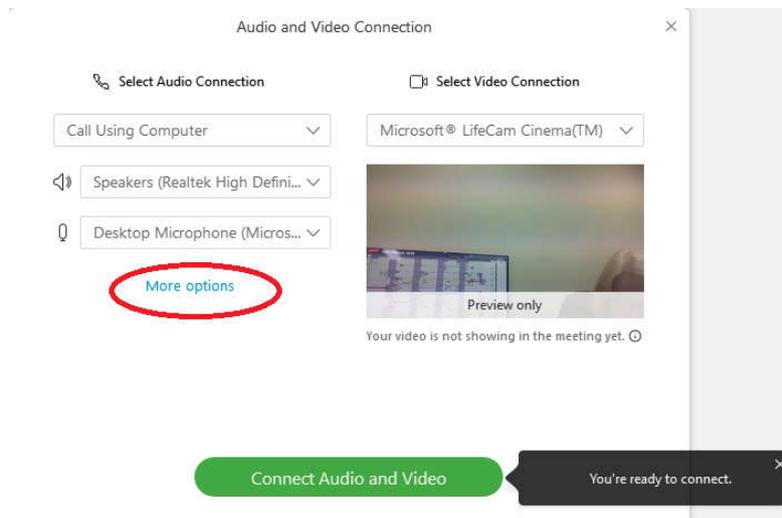
Open -> outlook invitation
Select -> join the meeting
When prompted enter the meeting number/code and password

Very important - setup Audio and Video Connection

WebEx Cloud does not auto discover the correct audio and video feeds and may need to be changed.

1. Select -> Select Audio Connection
2. Select-> Video Connection
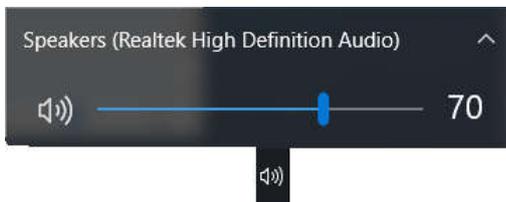3. Once audio and video connection has been confirmed, Select -> "Connect Audio and Video" button

1. Select Audio Connection

Select the correct audio connections

Select -> More Options

Select -> Test confirming audio and volume level. If there is no audio amend the sources.   Or have a look the pc speakers located bottom RH corner of the pc.

If an "X" displays turn the computer speakers on by clicking anywhere on the audio ribbon.
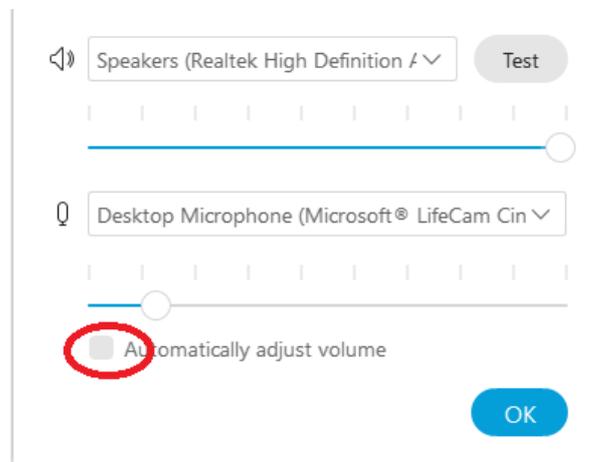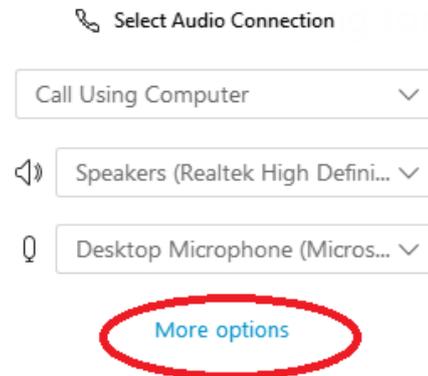
Select -> Test again confirming audio is enabled.

Automatically adjust volume
Deselect this option.   With Automatically adjust volume selected background noise will interfere with the audio creating unnecessary noise and confusion for other participants.
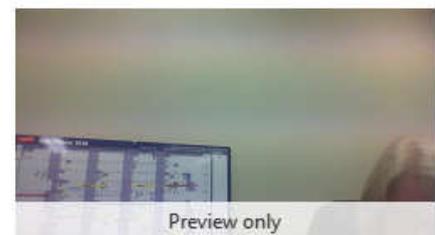
Select -> OK

2. Select Video Connection

Click the down arrow to select the appropriate video feed.
Once the video feed displays in the Preview window proceed to connecting to the WebEX Cloud meeting.

3. Select -> Connect audio and video