How to join a Webex

A web conference using Webex can be joined from different devices. It’s very simple

**Windows or Mac using a browser**

Before you start make sure you have good speakers or headphones connected to your machine either physically or via Bluetooth. Most browsers are supported. If you have either a built in or separate Web Cam then please ensure it is working. Note you don’t have to enable Video if you don’t want to.

Open your browser and type in <https://acecloud.webex.com/meet/stdawson>

If this is your first time joining a Webex meeting you may be prompted to install a one time web add on before you join. Please accept the prompts. If you are using a company issued computer then certain security settings might try and block this install. Ideally, a home/personal computer will be best. Webex is used by compliance and governed organisations globally and we will not be installing anything untoward on your computer.

Once installed you will see a pop up in the middle of your screen that says ‘Stuart Dawson’s Personal Room.’ You will see a microphone and a video icon. Please ensure these are not red. You will also see a pull down menu for audio. Please ensure you select ‘User Computer for Audio’ as this will use the internet as the transport for your voice and hence will be free.

Note: you will also see other joining options, whereby Webex calls you back on a number you supply or you dial in. The dial in option means that **you** incur the cost of the voice call so be careful.

Once complete then click the green ‘Start Meeting’ and you will join.

**Phone or Tablet running iOS or Android**

Go to the App or Play store and download Webex. You may have to create an account, it’s not onerous and will ask you your preferred method to access audio. Please chose ‘User internet for audio.’

Launch the App and click ‘Join Meeting.’ In the box type in the same link as above OR you can use the direct meeting number of 200 270 765 and click ‘Join.’ You will then be presented with the meeting and you should then enable your video camera (make sure it’s not red) and audio via the phone signal.

Notes:

The main issues for users are generally audio based. Please make sure you have decent speakers and or headphones. Ideally a good camera also

This will all be internet based. We have seen an enormous increase in Webex usage over the last 8 weeks weeks so initial connectivity might take longer than it would normally especially if you are a first time user. Please try and connect 10 mins early.

Note also that the internet is a shared media and the internet is busy right now. The marketing figure on how much (superfast) bandwidth you get to your home get is just that, marketing. Please be patient if there are audio or video issues, they might be down to your neighbours streaming Netflix and Fortnite.