WebEx Meeting Participant Guide
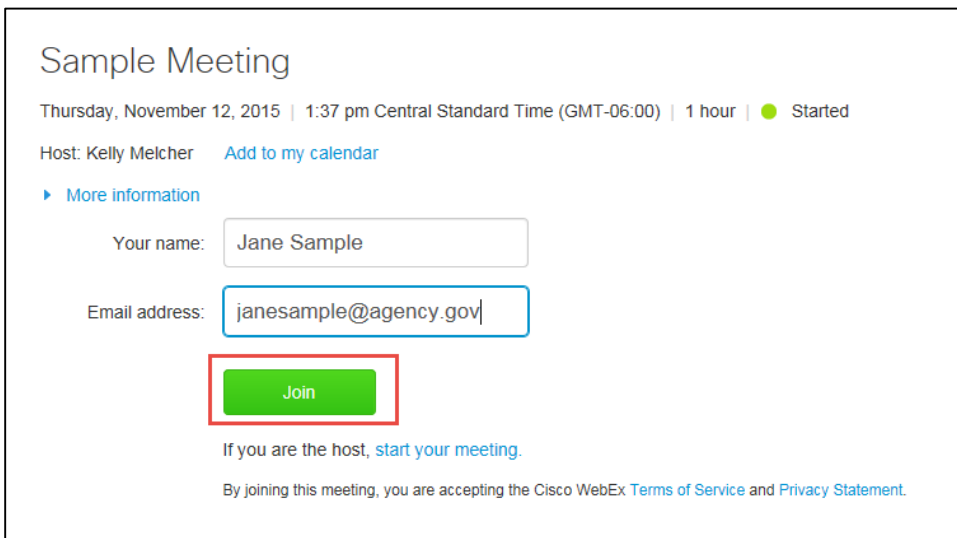
This Guide is for participants in a WebEx Meeting. If you have questions or issues during a webinar, contact the Host for the meeting. If you have questions or need assistance outside of an Event, you can email the Disability Services Division Training Team at dhs.dsd.learn@state.mn.us.

Signing On to a WebEx Meeting

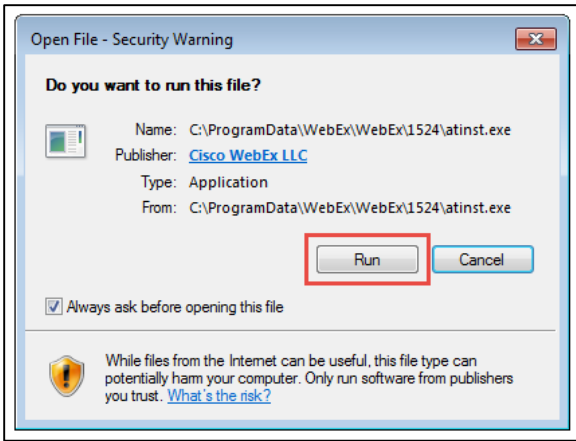To join a WebEx meeting, click on the link provided

1. Enter your name and email. This will activate the **Join** button.
2. When ready, click the **Join** button

A new window will open, so make sure you have your pop-up blocker disabled. You may get a window asking you to open or run software.

3. Click **Run**

Depending on your computer's settings, you may be blocked from running the necessary software. If this happens, click Cancel, and go back to your browser's window waiting to open WebEx. You can bypass the above process.

4. To bypass step 3, click **Run a Temporary Application**
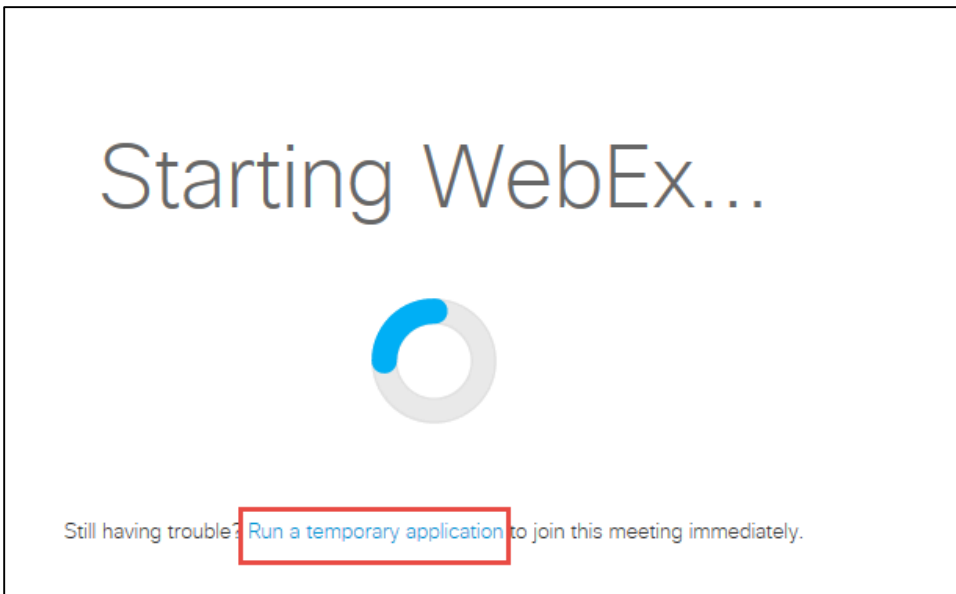
A dialog box will appear at the bottom of the page.

5. Click **Run**

The temporary software will run and the meeting window will open. You are now signed in to WebEx and the WebEx icon will appear in your taskbar.

Attending a WebEx Meeting

After you sign in for a WebEx meeting, the meeting will open. In the upper left corner of the presentation are the menu options. For most presentations, the majority of the menu options are not available to you. You can view and do the following:

- File
    - Open Chat
    - Leave Meeting
- Edit
    - Change personal WebEx preferences
- View
    - Change the size of the WebEx window
    - Manage your panels (participants, chat, etc.) Note: Available panels will vary based on the meeting settings
- Participant
    - Copy Meeting URL
- Meeting
    - View meeting information
    - View audio and video statistics
   - View welcome message
- Help
    - WebEx Help topics

Additional menu options are only available to the host and presenters.
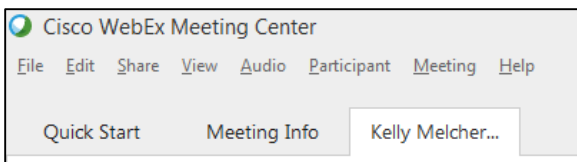
WebEx Meeting Tabs

Below the menu are the meeting tabs. There are three different tabs you can see and use. The tab highlighted in white is the tab you are currently on. Navigate between the tabs by clicking the one you want.

The name of the person on the third tab is the individual currently sharing their screen (the presenter). If the presenter has not started their screen share when you first sign on, you will not see this tab until they do start sharing.
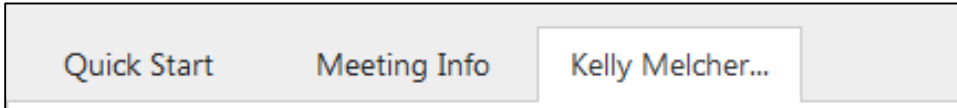

The Quick Start tab is the default tab if the presentation has not yet started. You are able to access the audio details, leave the meeting, copy the meeting URL, view the chat, and view the participants. We will go into more detail about the chat and participant panels later.
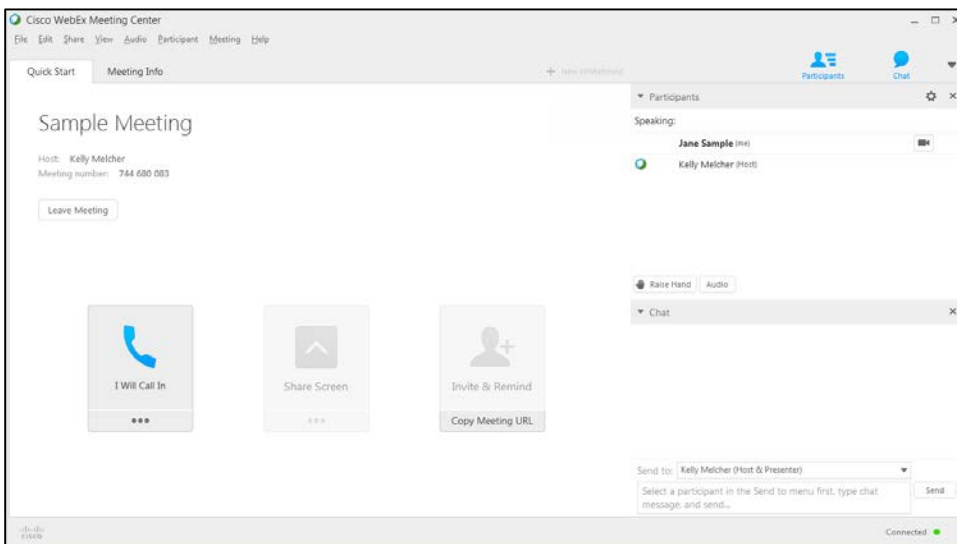
On the presentation tab you can also see the screen the presenter is sharing as well as the chat and participants panel. WebEx automatically defaults to this tab if you joined the meeting after the presenter already began to share their presentation.
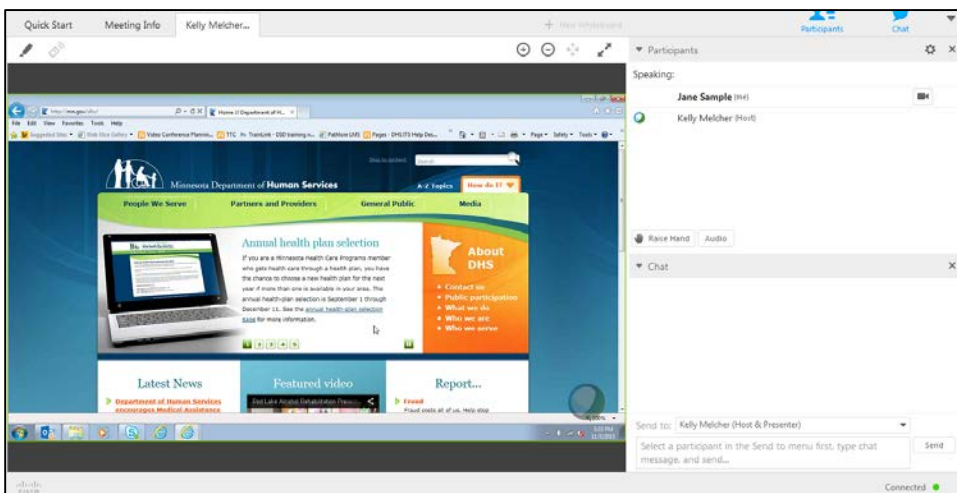

There are a few icons at the top of the presentation.
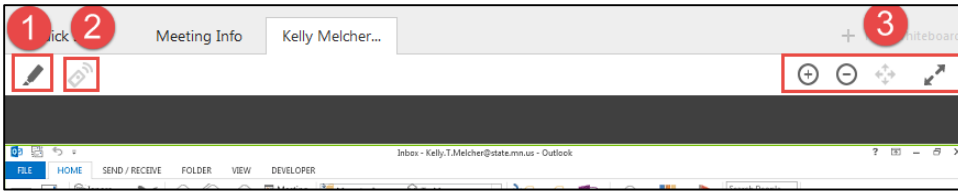
1. Ask to Annotate
   - Request permission from the presenter to annotate the presentation
   - Presenter can approve or deny the request
   - Your annotations will be viewable to all participants
   - This option may or may not be available depending on the settings of the WebEx session
2. Ask to Control
   - Request permission from presenter to control their screen
   - Presenter can approve or deny the request
   - All participants will be able to see your actions
   - This option may or may not be available depending on the settings of the WebEx session
3. View Options
   - Change the size and view of the presentation
     o Increase Size
     o Decrease Size
     o Reset size
     o Expand presentation to full screen
       ▪ Note: If you expand the presentation, a green bar will appear at the top of your screen; this is your menu.

       ▪ To minimize the presentation, hover your mouse over the green bar to see the options, and click the **Return** button
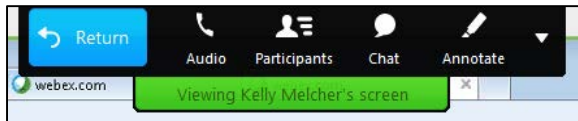
The middle tab is the Meeting Info tab. Here you can view the host of the meeting, the meeting details, the audio conference information, and the various panels. You won't generally need to use this tab.
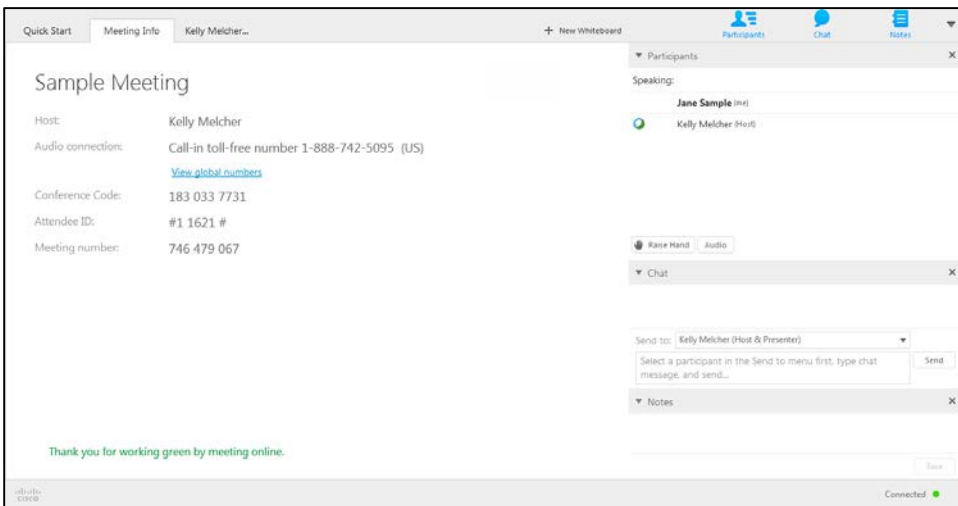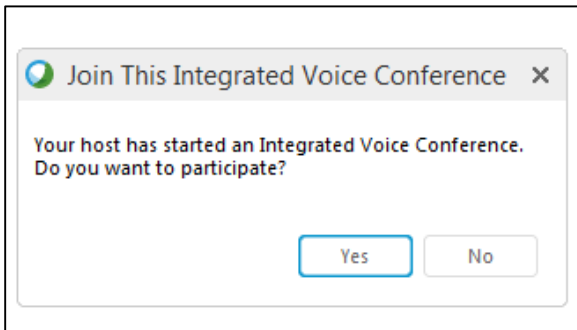
WebEx Meeting Audio Information

The audio portion of WebEx is available by using your phone to call the audio conference, or will be streamed over the computer using Voice Over Internet Protocol (VOIP).
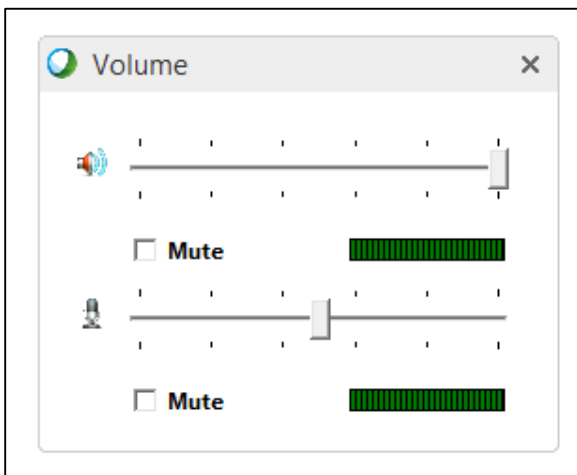
Streaming Audio
Once the integrated voice conference is active, you will get a message asking if you want to participate.
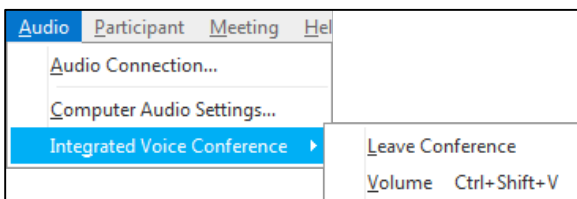
1. Click Yes

Volume controls will appear.

2. Adjust microphone and speaker volume as desired
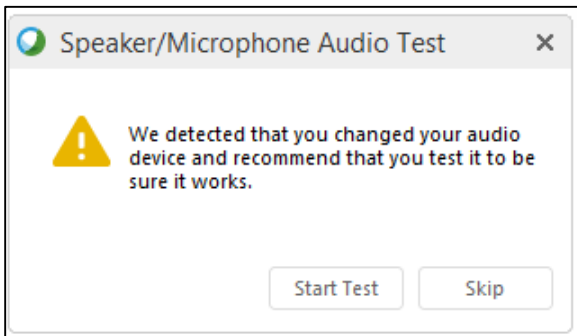3. Click the X in the upper right corner to close this window

You can reopen the volume controls from the menu, Audio>Integrated Voice Conference>Volume
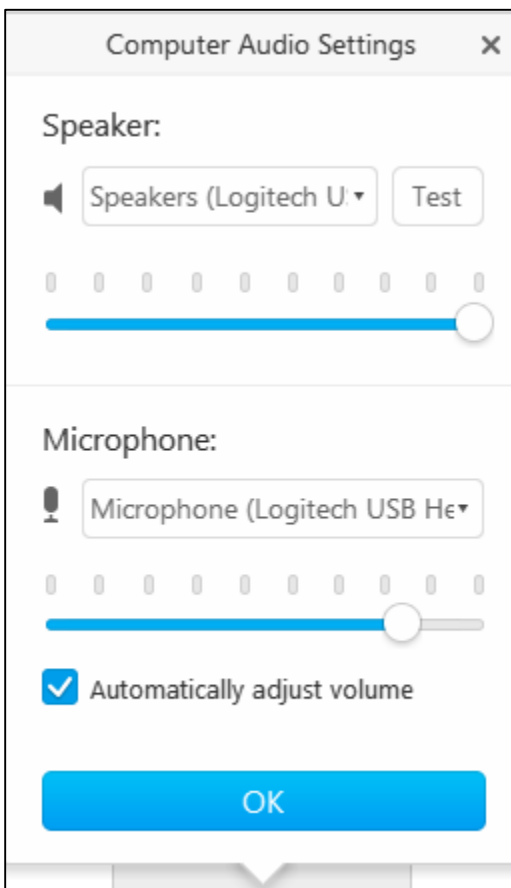
If you plug in a new speaker/headphones or microphone, you may see a pop-up window asking you to test your equipment
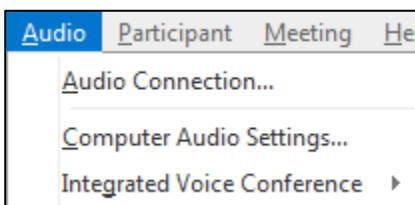
1. Click **Start Test** to open the Computer Audio Settings

2. Adjust or select your speaker and microphone as desired
3. Click **OK** to close the settings window

You can also access the audio settings control in the menu bar by clicking Audio>Computer Audio Settings

Phone Audio

When WebEx opens, you will often see a menu pop-up with the audio conference information. You can call, or the conference can call you. Select an option, or click the 'X' in the upper left corner to close the Audio Connection box. You can open this again from the Quick Start tab, or view the audio information from the Meeting Info tab.
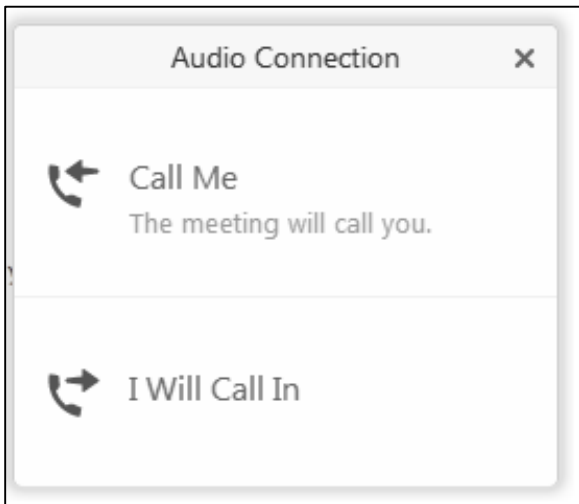
If you select the "Call Me" option, a new window will appear with a space to enter your phone number. Once you enter your number, the **Call Me** button will activate. Click it and you should receive a phone call shortly.
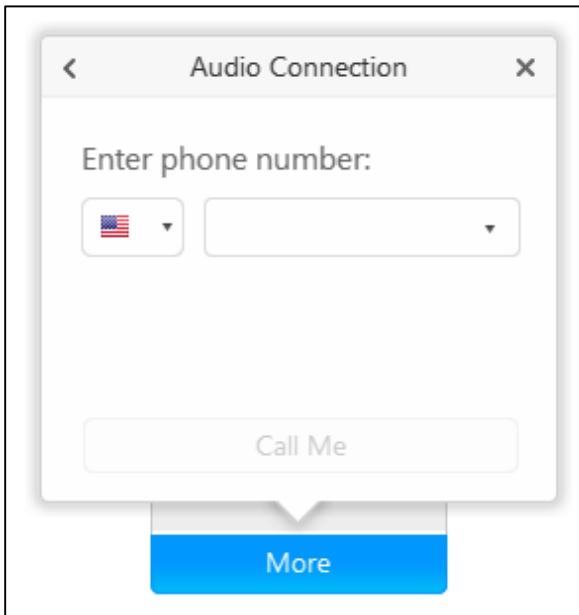
If you select the "I will call in" option, a window will open with the teleconference number, conference access code, and your attendee ID. The attendee ID is very important as it identifies your audio conference as belonging to your WebEx login. Enter the Attendee ID any time after you have joined the audio conference.
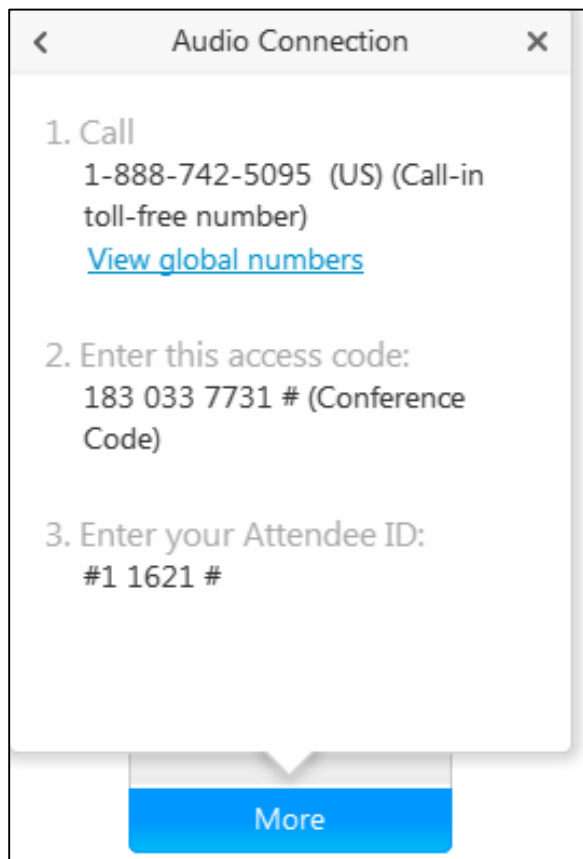
To close the window, click the "X" in the upper right corner of the box. You can always open it again by clicking **More** on the bottom of the **Connect to Audio** button on the Quick Start tab.

WebEx Meeting Panels

On the right size of all tabs are the available panels. The panels you see will vary based on the settings for that particular WebEx.
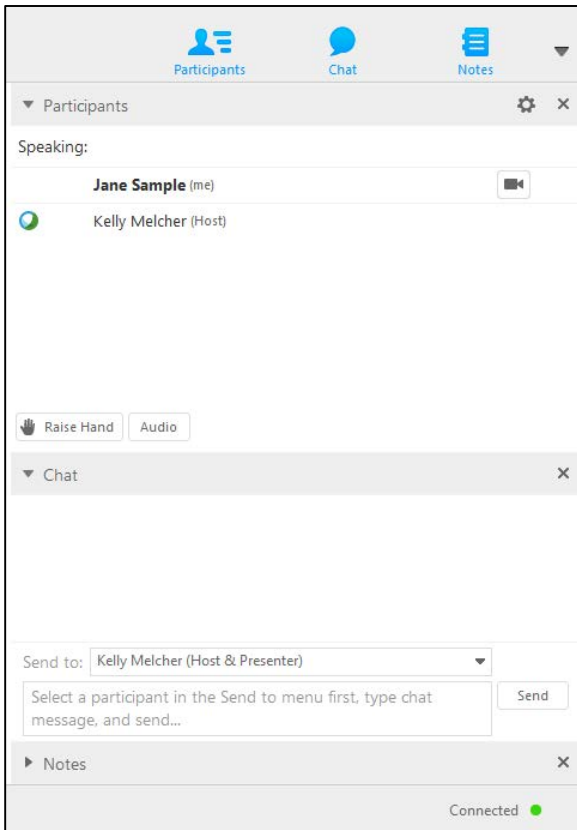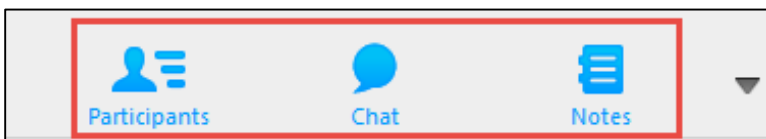

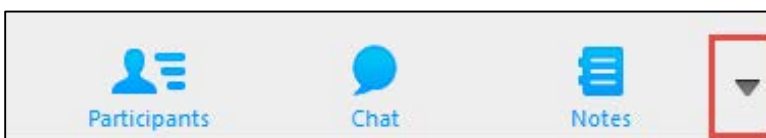To expand or collapse a panel, click the carrot to the left of the panel name.

To hide a panel, click the "X" on the far right.

You can also close a panel by clicking the icon at the top of the panels section. If the icon is blue, the panel is open, and if it is black, it's closed. Click it again to reopen.


You can also manage your panels by clicking the carrot to the left of the panel icons.

You can restore the default layout, hide all panels, or choose which panels are available
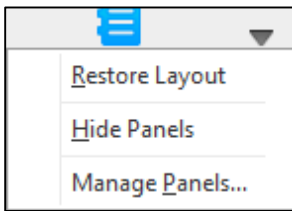
If you don't want a panel to appear on your WebEx, select "Manage Panels" highlight the panel in the Current panels list and click **Remove.** You can restore the panel by selecting it from the Available panels list and clicking **Add.** Click OK once you are done.
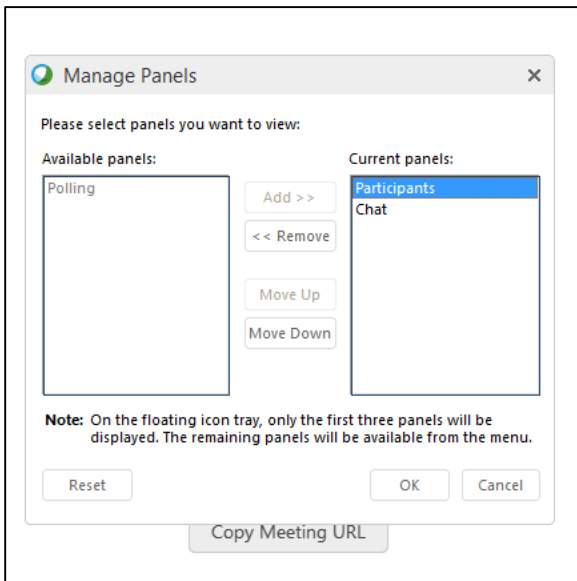

The two most common panels are the *Participant* and the *Chat* panels.

Participant Panel

The *Participant* panel will show you the host, presenter, and if the WebEx settings allow, the other participants. You can tell which person is the presenter as they have the WebEx icon to the left of their name. You will also see your name in bold.

At the bottom of the panel is a **Raise Hand** button. The meeting host or presenter will indicate how and when to use this button. There is also a button to view the audio information.
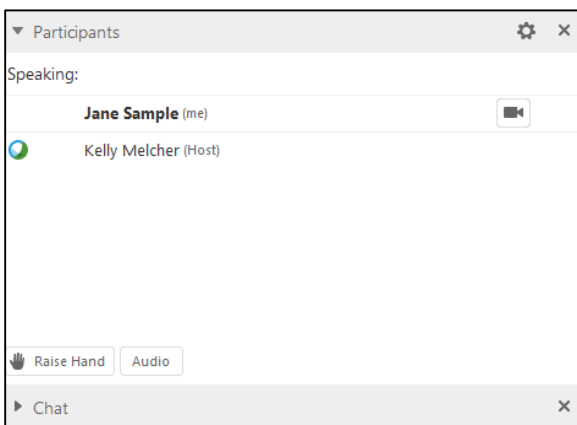
Chat Panel

The *Chat* panel will allow you to communicate with the host, presenter, and depending on the settings, other participants. You can see the chat history, and also send new chats. Your presenter may ask you to send questions via email or some other method, so you may not use the chat option for your session.
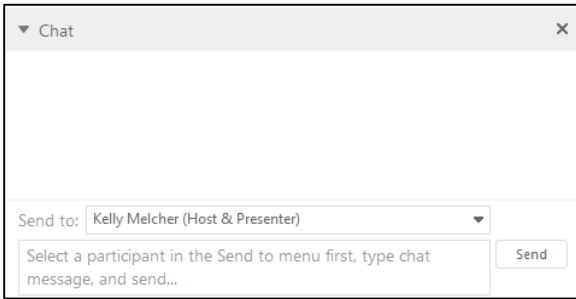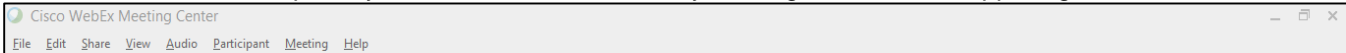

Use the "Send to" drop-down menu to select who you want to send the chat to. Enter the text of your chat and click **Send**
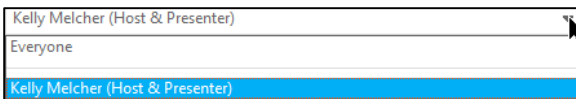
Leave Meeting

When the WebEx is complete, you can close the window by clicking the "X" in the upper right corner of the window.

You can also exit the session by clicking the **Leave Meeting** button on the Quick Start tab.