

HOW TO USE WEBEX ON BROWSER

General information for attendees

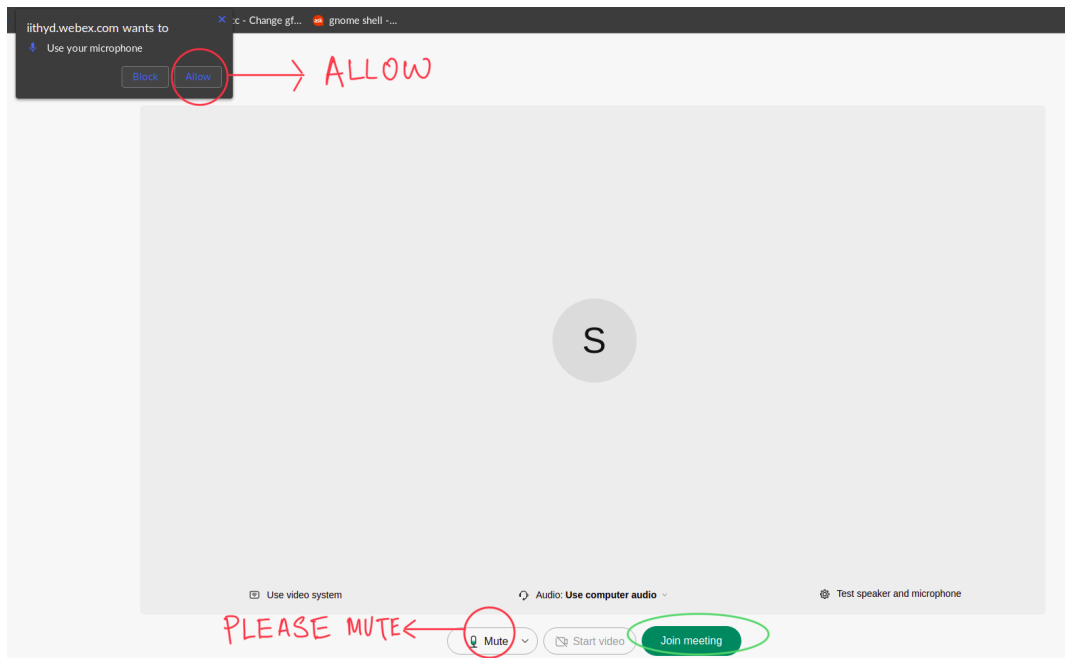
- Please use a browser (Chrome/ Firefox/ Safari) if you are using a Linux OS. For Windows and MacOS users, you can use either browser or the desktop app. The apps are available at <https://www.webex.com/downloads.html>.
- Kindly use headphones/earphones to avoid problems of echoing.
- The Webex meeting link will be shared to all participants on their registered email IDs.
- Clicking the link will open the following iithyd.webex.com page on a new tab in your browser.

The screenshot shows a Webex meeting page. At the top right, there is a language selector set to 'English' and a 'Sign In' button. Below this, a 'Back to List' link is visible. The meeting title is 'CC-Office's meeting' with a calendar icon. The meeting details are: 'CC-Office' (green dot), '10:30 AM - 11:00 AM', 'Tuesday, Nov 2 2021', and '(UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi'. A green 'Join Meeting' button is circled in red. Below the meeting details is a 'Join Information' box containing the following text: 'Meeting link: https://iithyd.webex.com/jiithyd/j.php?MTID=m1db95f358b88c908d33795aa94116e9', 'Meeting number: 2512 517 9238', 'Password: Please obtain your meeting password from your host.', 'Join by video system: Dial 25125179238@iithyd.webex.com. You can also dial 210.4.202.4 and enter your meeting number.', and 'Join by phone: 914071279274 India (Hyderabad) Toll +91-44-6480-0260 India Toll (Chennai) 2'.

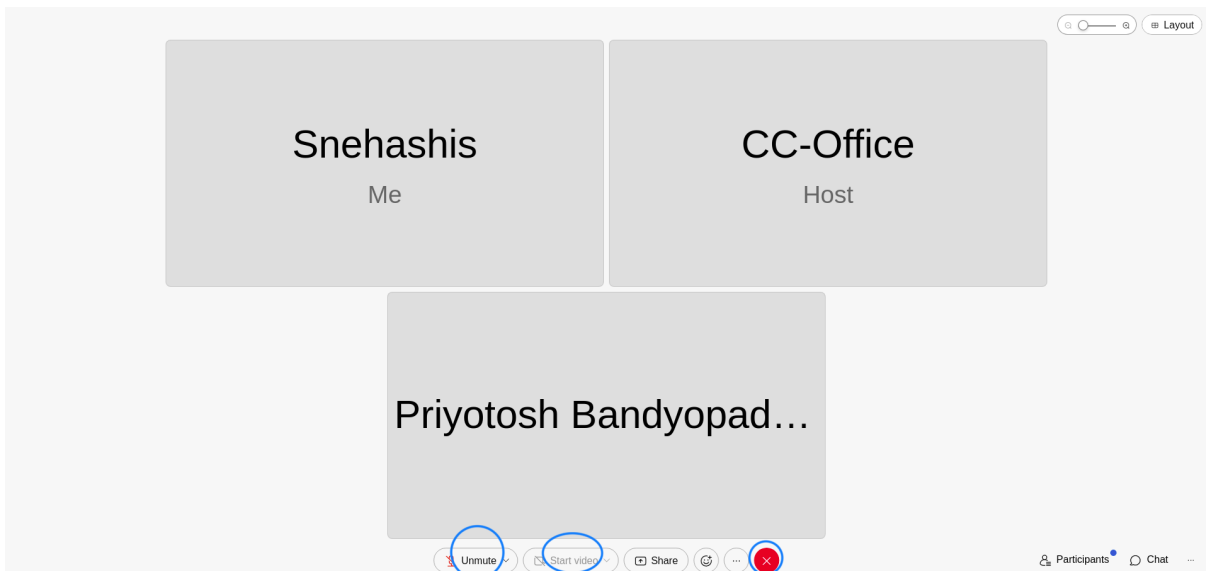
- Click on the **Join Meeting** button to go to the screen that will ask for your information, as shown below.

The screenshot shows the 'Join the meeting' screen. At the top is the Webex logo. Below it is the text 'Join the meeting' and 'If you're the meeting host, sign in to start the meeting.' There are three input fields: 'Name' with the value 'Snehashis', 'Email address' with the value 'ph20resch11006@iith.ac.in', and 'Characters' with the value '77e5as'. Below the 'Characters' field is a CAPTCHA image showing the text '77e5as'. There is a checkbox for 'Remember me' which is checked. At the bottom, there is a black button with the text 'Join as a guest' circled in green. Below the button is the text 'Already have an account? [Sign in](#)'.

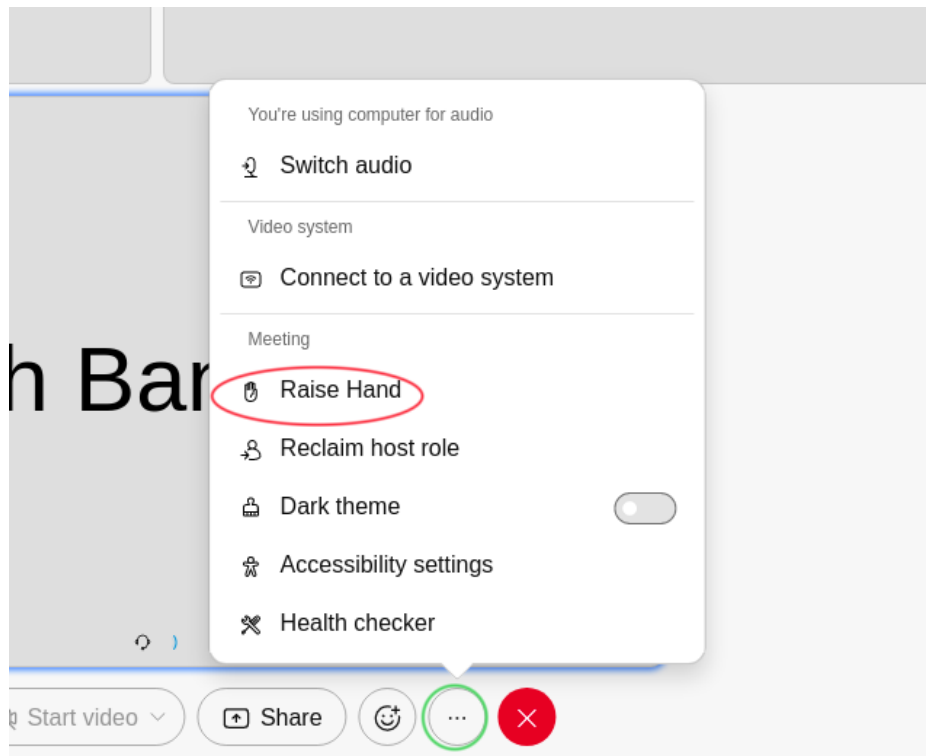
- Enter your name and your registered email address as shown in the image above, and enter the captcha. Then, click **Join as a guest**. This will lead you to the following screen.



- Your browser will ask for permission to use your microphone and camera, as shown in the top left corner of the above image. Click **Allow**. Here, at the bottom of the screen you will see the options to **Mute your microphone** and **start/stop your video**. Please make sure that you **MUTE YOURSELF AND STOP YOUR VIDEO BEFORE JOINING**. Finally, you can click **Join Meeting**.
- The image below is how the main meeting screen looks like.



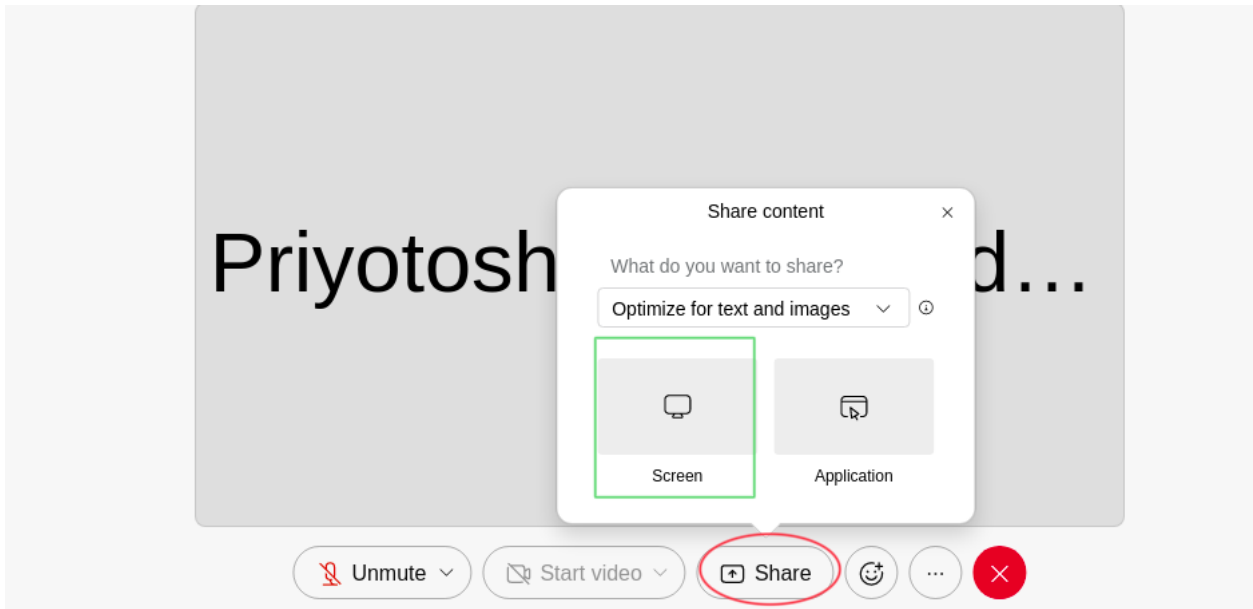
- On the bottom of the screen, you will see an **unmute** button and a **start video** button. **Use them if the host or moderator asks you to.**
- If you have a question during the lecture, you can **raise your hand** as shown in the following image: click the **three dots (...)** button to open the menu, and choose the **Raise Hand** option. A moderator will notice your raised hand and allow you to unmute and ask your questions. After the question is answered, follow the same steps to **lower your hand.**



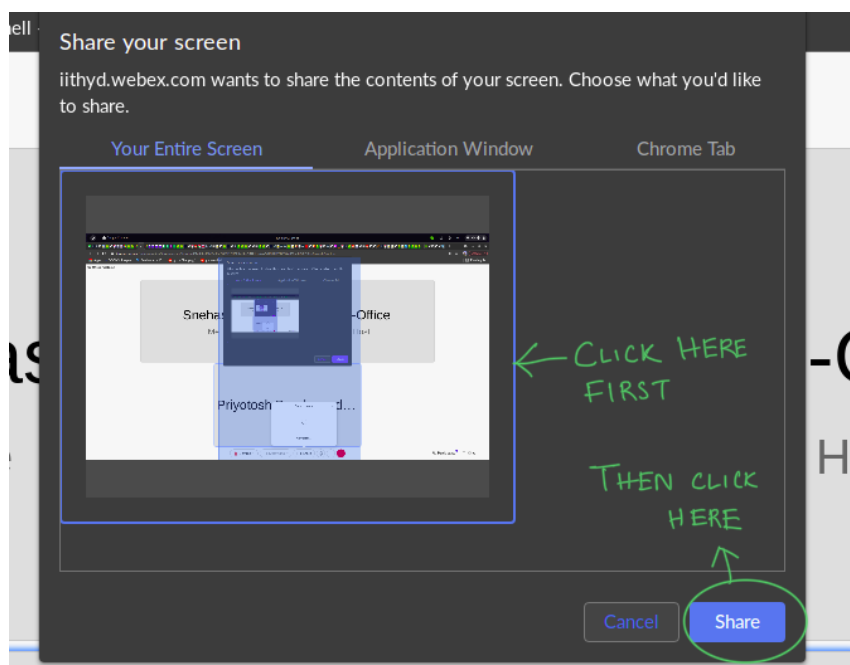
- We would request you to keep your questions at the end of the talk, as we have designated time for question-answers. We hope you enjoy the conference!

Information for speakers

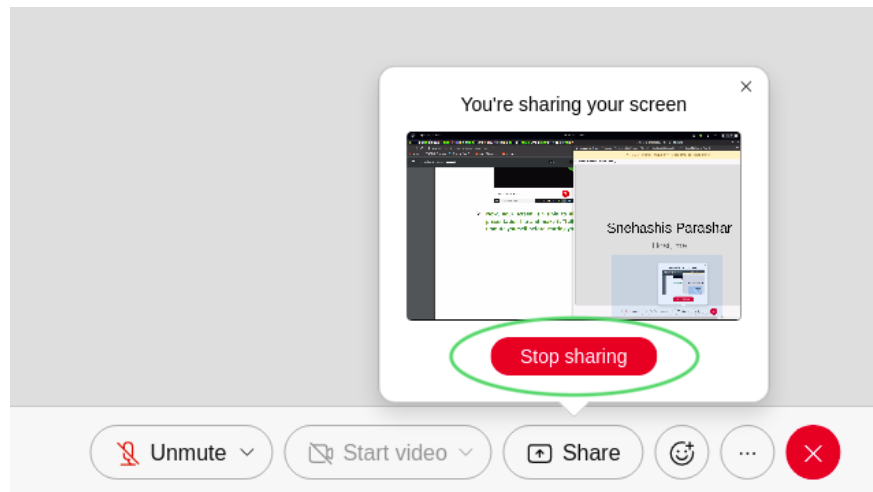
- The moderators will assign the role of **presenter** to the designated speakers in a session. The presenters can **share their screen** when the moderator asks.
- To share the screen, click on the **Share** button on the bottom of your screen. A menu will appear, where you can choose your **whole screen** or **just one app**. We suggest you choose the **screen** option.



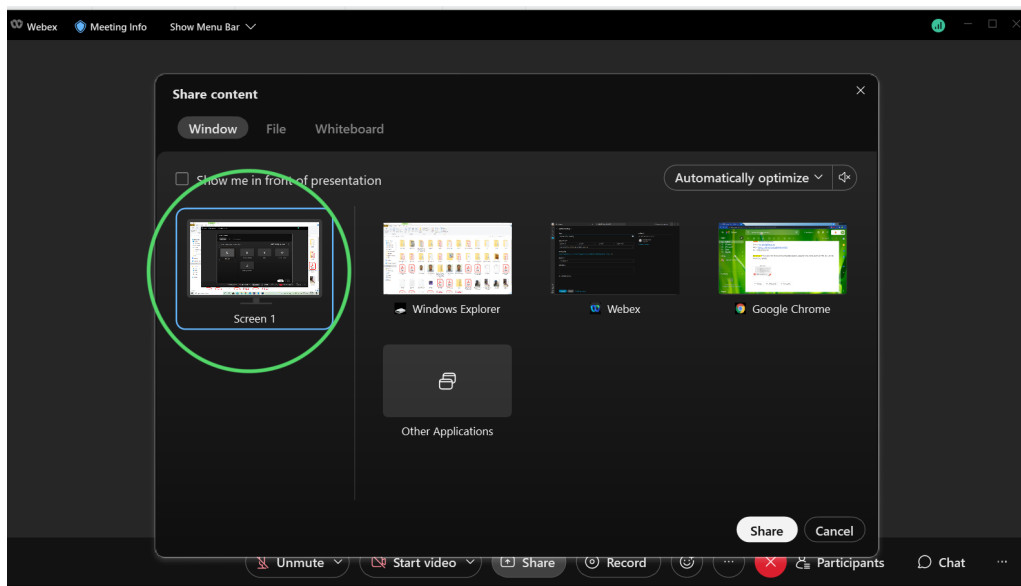
- Selecting that, a pop-up window will appear where you can **select your entire screen** by clicking on it. Then, click **Share**, as shown in the image below.



- Now you are sharing your screen. Make sure to **unmute** yourself before starting to speak. Please open your presentation and make it **fullscreen**, and deliver your talk.
- After the talk and questions are over, you need to **Stop sharing** by clicking on the **share** button again in the main screen, as shown in the image below.

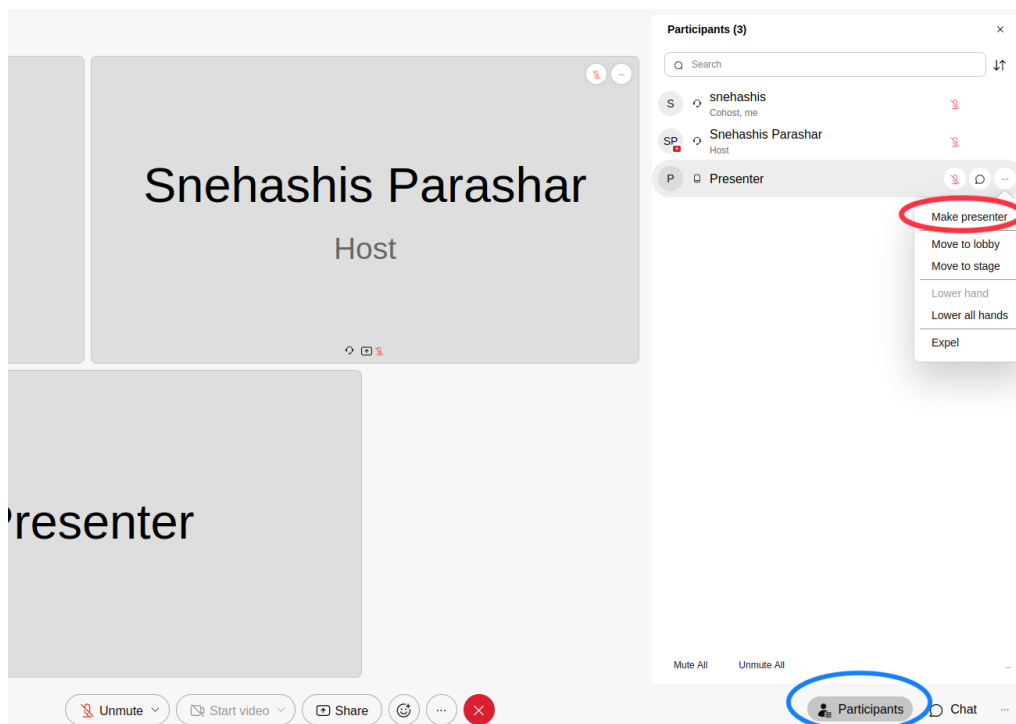


- **IF YOU ARE USING THE WINDOWS DESKTOP APP:** The only difference between the browser interface and the Windows app is the menu of sharing the screen. For Windows app users, please click on **Screen 1** option in order to share the whole screen.

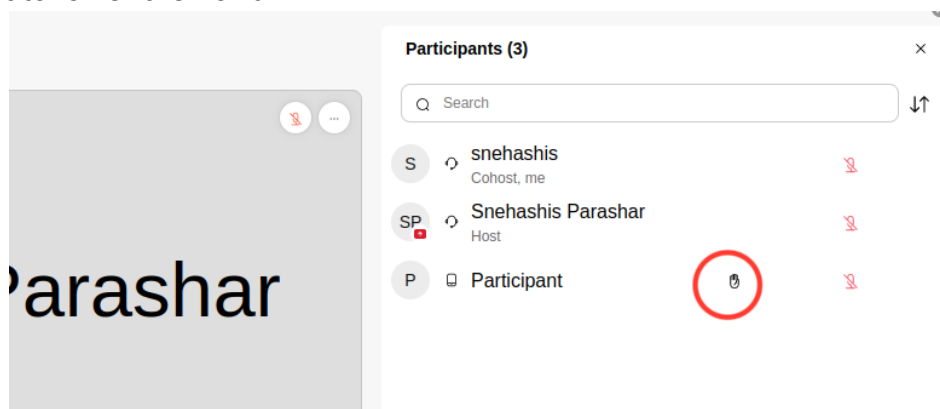


Information for moderators

- The meeting host will assign the role of co-host to the **session chairs / moderators**.
- The moderator can assign the role of **presenter** to a speaker. To do that, please click on **Participants** to open the list of participants. To the far right of each participant's name you will see a **menu button with three dots (...)**. Click there and select the **Make Presenter** option.



- Moderators can also **lower the hand** of a participant after their question is answered. If a participant raises their hand, a small **hand icon** (as shown in the following image in a **red circle**) will appear next to them. The moderator can click on it to lower the hand.



- **Important:** If the moderator wants to leave the meeting for some reason, they need to be careful in choosing the leaving option. When the moderator clicks the **exit button** (the red circle with an X) , they see two options: **Leave meeting** and **End meeting for all**. **Please do not click the “End meeting for all” option.** This will close the meet link for everyone. **Kindly make sure you only click the “Leave meeting” option.**

