IEEE {List name of Meeting} Virtual Meeting
DD MMMM YYYY

The teleconference will begin at {List Time} {(List GMT)} {List Time Zone}

All audio lines are muted upon entry.

For troubleshooting, please use the chat feature.
Join Meeting via WebEx

INSTRUCTIONS:
For joining meeting via WebEx and some best practices on use of tool
How to Join and Participate in a Virtual WebEx Meeting

Helpful Tips and Guides

1 Visual
- Refer to Meeting Credentials sent —
  *Was provided in either email or calendar invite format with details to join*
- 1st click on the url to Join Meeting
  *Then follow below steps to connect to audio*

2 AUDIO
- Select an Audio Connection of Choice
  - Call Me
  - I will Call In
  - Call Using Computer

3 You’ve joined the webinar (audio and visual)

Refer to the below for some features and icons
- Upon entering the webinar,
  - MUTE line; if not already muted
  - Use CHAT “Send Host” for technical questions
  - Use Q&A to ask questions of the speakers

- Additional features available - click to use
  - Mute/Unmute Your Line
  - View Participants List
Teleconference (Webex) Join Options – *Visual Connection*

- Refer to meeting credentials sent
  - Use link to join meeting

*NOTE:* A WebEx plug-in may appear when you try to join. If you’re prompted to run WebEx application, please do so.
Teleconference (Webex) Join Options – Audio Connection

**Call Me – Preferred Option**

Select country and enter your phone number.

**Call using Computer**

- Call using other application
  - Call
    - 1-855-282-6330 (United States Toll Free)
    - +1-415-655-0002 (United States Toll)
    - All global call-in numbers
  - Enter this access code:
    - 797 689 161 #
  - Enter your Attendee ID:
    - #

**I Will Call In**

Remember to enter in Attendee ID#
- This will ensure your name appears on the participant list.
Teleconference (Webex) – *icons & features*

**Mute / Unmute**

Lines will be muted upon entry

Technical support will:
- Unmute lines during discussion, after you “Raise your Hand”
- Manage unmuting of your individual lines for Q&A and motion(s)

**Questions**

Enter in Q&A

- Participants
- Chat
- Q&A

All (1)  My Q&A (1)

Director

Q: I have a question on the 2020 budget

Chair

A: okay, your question has been added to the speaker list.

**Tool Bar Icons**

- **Mute**
- **Chat**
- **Participants**
- **Other Options**

Use for “Q&A”

If you are not on Webex interface (i.e. on audio only), lines will be unmuted during discussion to address your comments and questions.
Teleconference (Webex) – icons & features

Use Raise Hand Feature to Request to be Unmuted to Speak

- **Raise Hand**
  - Click on “Raise Hand” button
  - **Hand icon** will appear next to User Name
  - We will un-mute your line to speak
  - After you speak,
    - click on “Raise Hand” button so icon is removed from your name
    - After, be sure to click again to remove hand

![Image of Webex meeting interface showing the Raise Hand feature and its icon.](image-url)
Presenters – how to advance slides

INSTRUCTIONS:
For Presenters to advance slides
Presenters – How to Advance Slides in WebEx

- When time to present...
  - Once you share your presentation
    - Click on slide
    - You will see slide # and arrows
      - ways to advance
    - Click on arrows to advance