

## Webex User Guide - Attendee



## Webex Windows User

#### https://www.webex.com/downloads.html/

Webex Desktop App Download for Windows



Note that according to your computer OS, Webex will directly guide you to corresponding Webex download page (windows/Mac). For Windows users, please refer to the Info session within setting in your computer to find out the version of Windows (64 bit/32 bit)



Please follow Webex Setup Wizard to complete the installation.



#### Webex MacOS User





# Join a Meeting



	0 ×
Join the meeting	
If you're the meeting host, sign in to start the meeting.	
Name	
-Email address	
Remember me	
Join as a guest	
<u>Sign in</u>	
webex	

Join a Meeting as

Attendee

Join a meeting:

- There is no need to sign in. But you still need to enter name, email address (same as AASLE 2021 registration) to join the meeting



Join a Meeting as Attendee





Attendee



# Attendee on the main stage



Stage

- Click 'chat' to communicate with other attendees





Attendee on the Main Stage If you have questions , please click here to raise your hand When the host permits you to ask questions, you will receive a pop-up window, then you can speak by clicking 'unmute me'.



Click here to put down your hand after your question is answered



Attendee on the Main Stage



## **Parallel session & Network session**



- Click 'participants', then click 'show all breakout sessions' to display all sessions.



Session

Please keep your mic muted as soon as entering the parallel/network session.

If you have questions, please unmute your mic when it is appropriate to ask.



#### In Parallel or Network Session



Click here to leave the meeting entirely

Click here to leave breakout session



Parallel & Network Session



Session

After leaving breakout session, click here to leave meeting



# Join a Meeting Through Mobile Device



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Mobile Device

Join a Meeting



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Q webex

Meet face-to-face

Webex Meetings

Remove background noise for better clarity

Meet face-to-face

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Webex



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- 1. Download in App Store: Webex App must be downloaded ahead of joining a meeting
- **2. Meeting Link:** Attendees join a meeting through meeting link
- 3. Accept the Terms of Service and Privacy Statement of the Webex Meetings
- 4. Join a meeting: No Webex registration. But a name and an email address are required
- 5. Enter the Meeting Password
- 6. Allow 'Webex Meetings' to access the microphone





If selecting 'Leave Meeting', you will leave the meeting entirely. But 'Leave Session' will bring you to the primary meeting stage

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Please refer to the link below in case of further questions:

https://help.webex.com/contact



# Thank you!