

Joining WebEx Meetings for Presenters

Please note that the **attendance to this conference is restricted to registered names only** so please make sure that all members of the IR and management team are registered on the conference portal. In case you wish to invite additional company members, please click [here](#).

Test your device readiness:

Please make sure you have a stable Internet connection. **It is recommended** to use your **desktop or laptop** for the **best user experience**. It is **highly recommended** that you **follow the below steps** with your **IT representative** for any app installation and technical help needed:

1

Click [here](#), then enter your **Name** and **Email**.

2

You will be prompted either to **install** WebEx, if not already installed, or to **open** it.

3

After opening, choose from the WebEx app window the **“Use Computer Audio”** from the audio menu options, then click **“Test Speaker and Microphone”**.

4

Ensure that your **speaker** and **microphone** are **properly selected**, then click the **“Test”** button to test both.

5

Make sure you can see your video if the device has a camera.

6

After testing, please **click** the **“Join meeting”** button and try to **familiarize** yourself with the interface (Mute/Unmute, start/stop your video, etc.)

7

If the above steps went well, then your device is **ready** for the upcoming event.

8

For further testing, you can register on the [WebEx website](#) for a free account and test the whole experience with your IT representative.

9

In case you need further help from our side and would like to schedule a test call, please [email us](#) including your IT representative and preferred date/time so we can schedule a WebEx test call with IT.

Joining the actual meetings:

As a **presenter**, you should join using your **laptop** to ensure you have the full client capabilities.

Click on the direct **meeting link** found in your **schedule/agenda** or click [here](#) and enter the **meeting ID and password**; bear in mind that **each meeting will have a different meeting link as well as a meeting ID and password**. All meetings are **only** accessible via the designated links shared in the final agenda. **Dial-in** settings **are not** available.

It is recommended to join at least **ten minutes before** the actual time.

After clicking the link, the browser (preferably **Chrome**) will open automatically and **download** the WebEx application, please open it once download is complete. If already installed, it will ask to **open** the application.

Then the meeting will load and it will ask for your **name and email** please **use the same details** you've used during the registration then press "**Next**", the WebEx app will open.

Choose "**Use computer for audio**" as your audio option, it is recommended to connect a **headphone** with a microphone for the best experience.

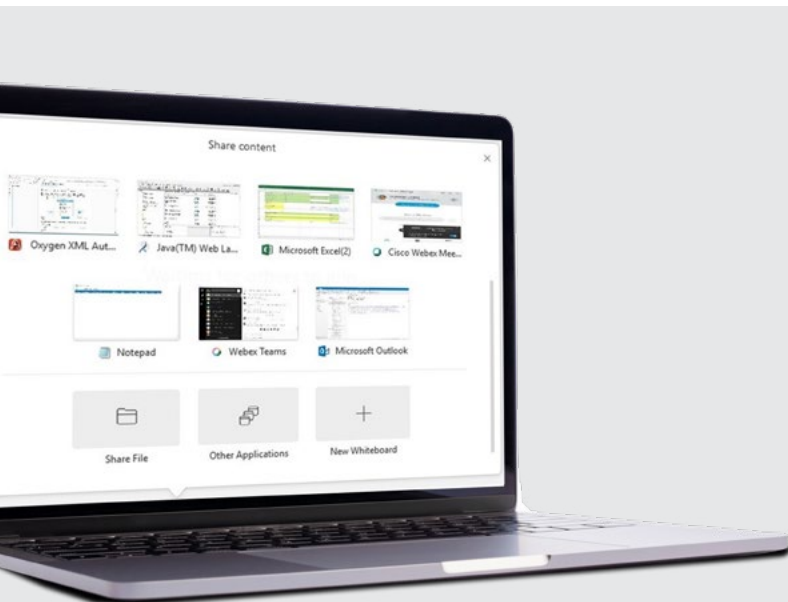
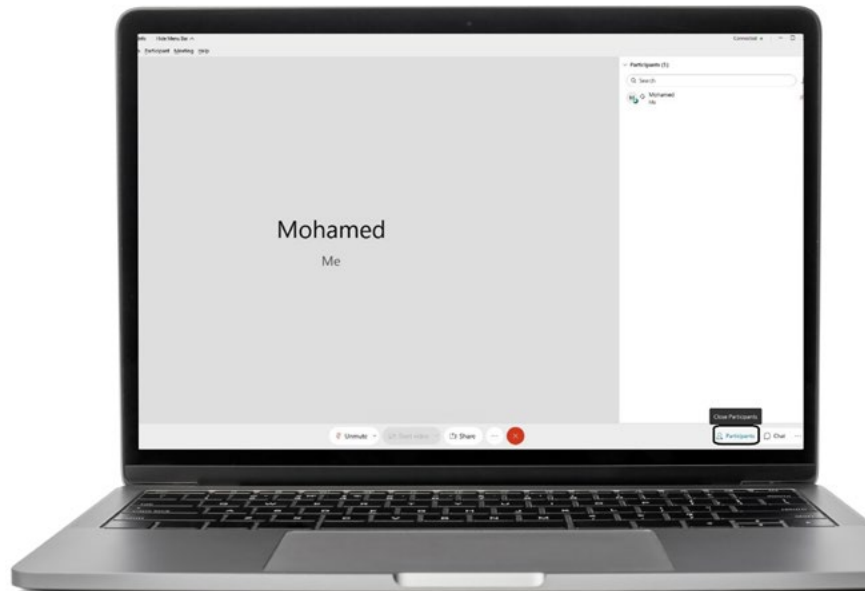


If you want to join the meeting with your video turned off, click "**Turn off my video**".



You've joined the meeting successfully when you see the following window:

You can view the participants list by pressing “**Participants**” as shown below:



Select “**Share content**” if you want to share a presentation on your screen.

Note: At the end of the meeting, please close the WebEx application window to be able to join any other WebEx meeting.

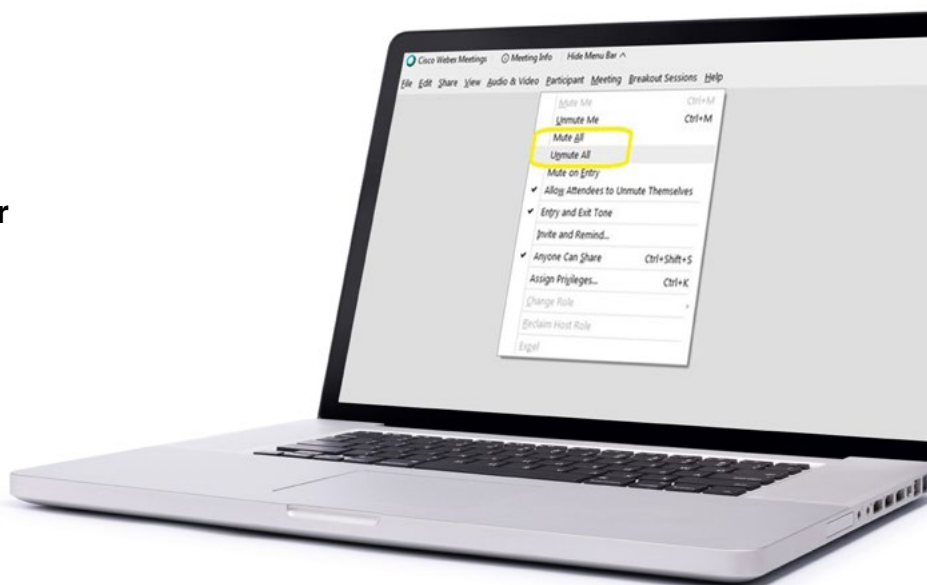
Managing conference as a host:

Reclaim host role:

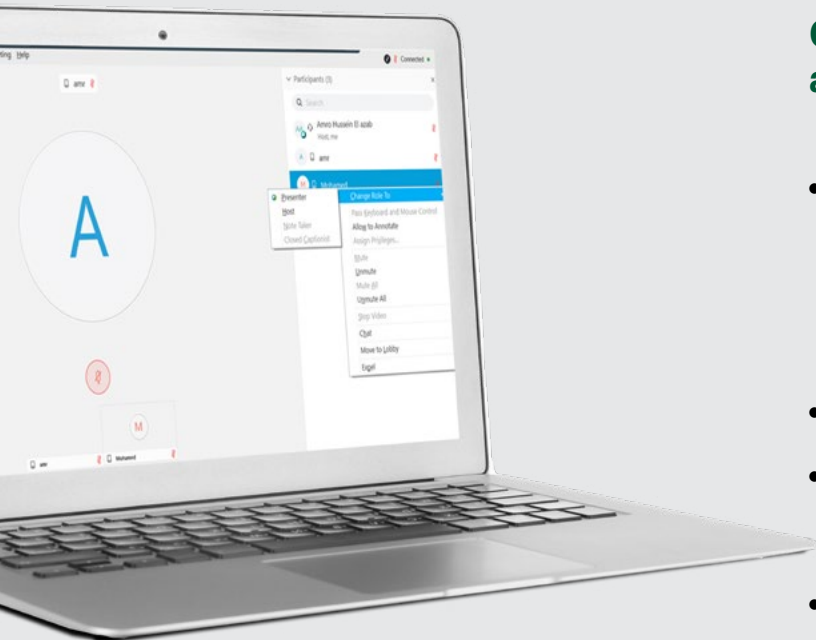
If you want more control over your meeting and participants, simply choose the “**Reclaim Host Role**” option from the participants menu as highlighted below and enter the **Host Key** found in the meeting information/details in your **schedule/agenda**, bear in mind that different **meetings/time slots** will have different **host keys**.



Alongside the option of “Mute All” or “Unmute All”, you have the following privileges as the host:



Control attendees by right clicking on any participant to:



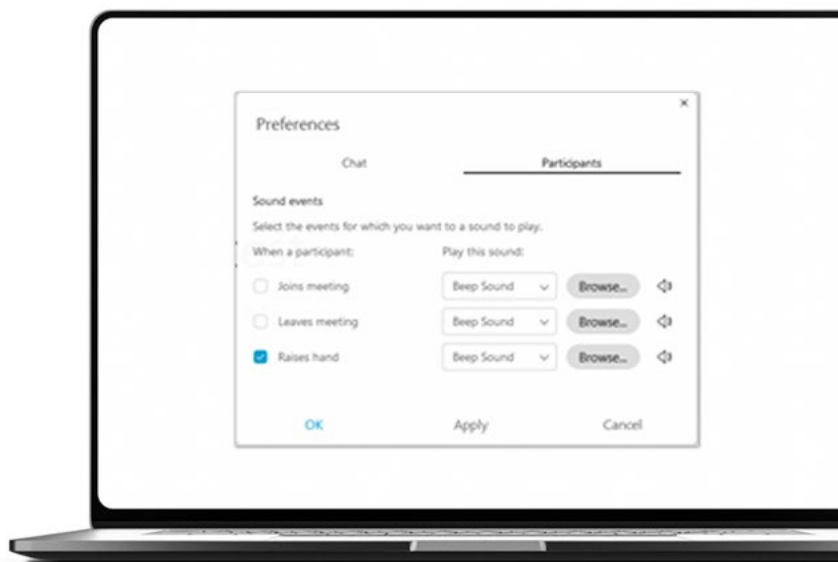
- **Change Role To:**
 - Presenter** – to allow participant to share their screen.
 - Host** – if you are going to leave the meeting, you should assign the host role to another participant from your company.
 - Cohost** – shares host duties.
- **Mute/Unmute** – individually or all participants.
- **Mute on Entry** – to mute participants upon joining the meeting, it is preferred to do so if you are hosting meetings with a large number of participants.
- **Chat** – chat individually with participant.

Change preferences:

From the edit menu, click “**Preferences**” to enable “Beep Sound” whenever you receive a chat message.



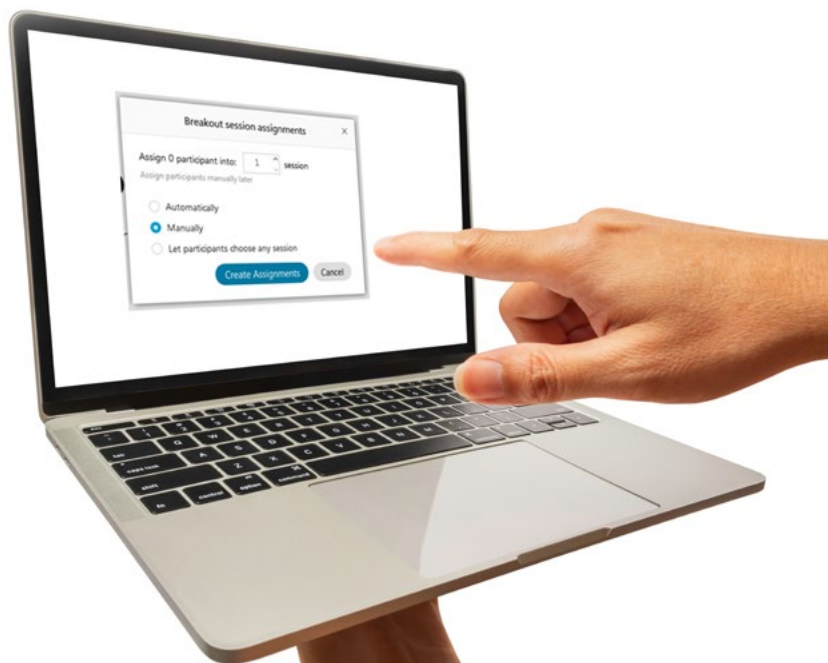
You can also enable beep sound to track participants whenever anyone raises their hand.



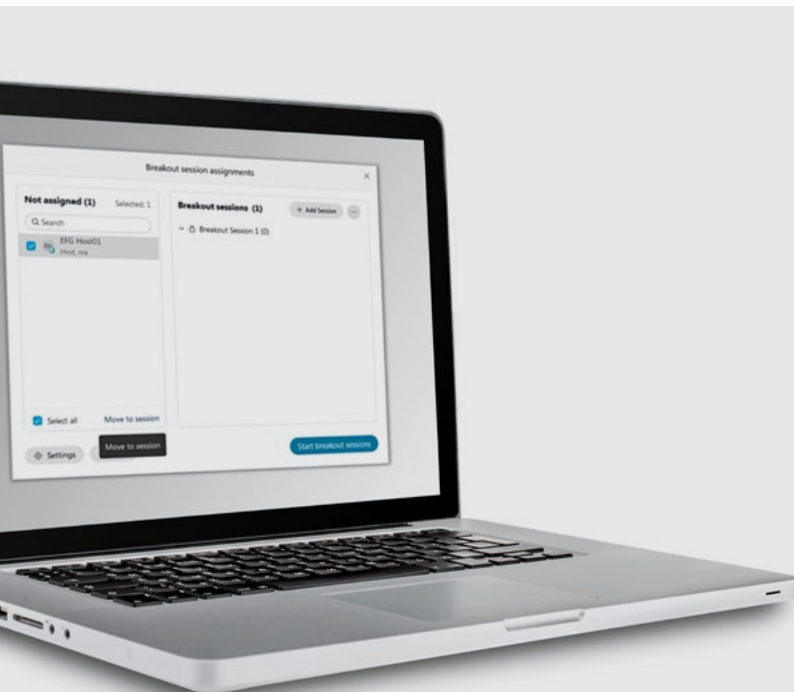
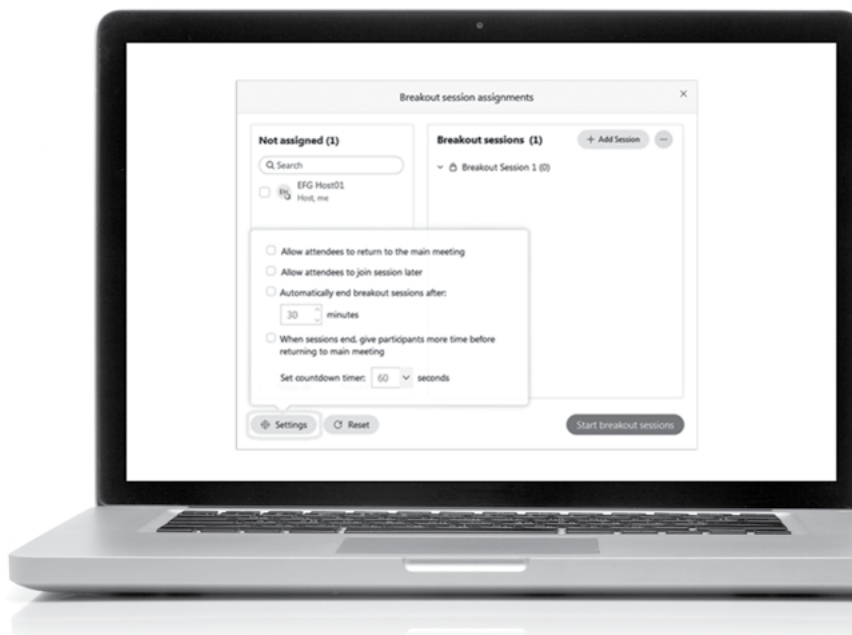
Enable breakout sessions:

“**Enable Breakout Sessions**” will create a subconference(s), a private meeting between you and the chosen participant(s), which can be used to validate the identity of any participant.

Then choose “**Manually**” and leave the number of sessions as 1, then click “**Create Assignments**”.



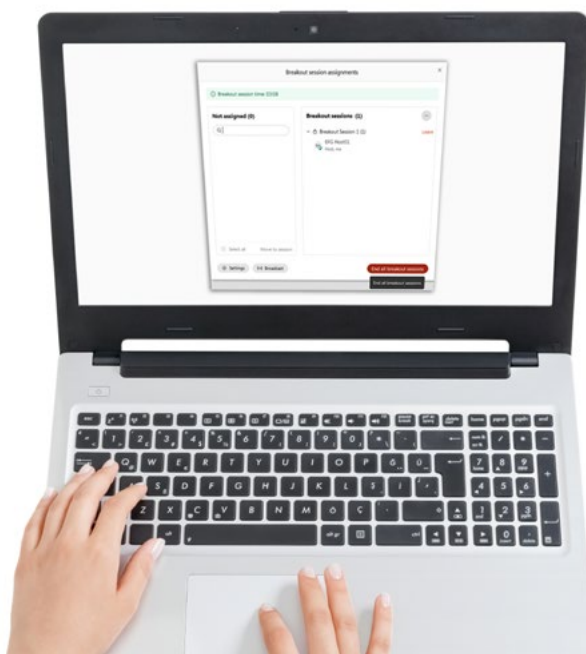
Select “**Settings**” and make sure to **uncheck all options** as shown below:



You can select yourself and the participant you want from the left pane and click “**Move to session**” then on the “**Start breakout sessions**” button.

You will be prompted to join the breakout session, so click on “**Join now**”.

After you validate the participant, click on the “**Breakout sessions**” button then “**End all breakout sessions**” to return to the main conference. This option is available endlessly during the conference.



General meeting guidelines:

- Make sure you have a **stable internet connection**.
- Join at least **ten minutes** before the start time.
- Please use **headphones** to have the best audio experience.
- Keep your microphone **muted if you are not speaking**.
- Please follow the below reference for more information:
<https://help.webex.com/en-us/nrbgeodb/Join-a-Webex-Meeting>