

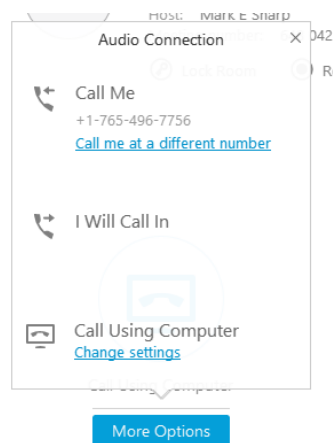
# Quickstart for attending a WebEx meeting

## Tips for a better meeting:

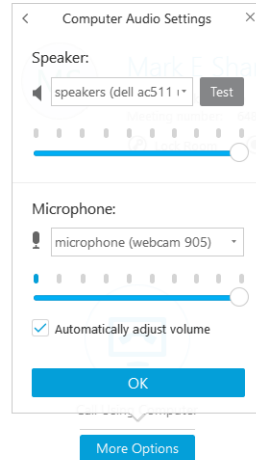
- Close any programs that you won't be using for the meeting or that may make sound during the meeting.
- If you will not be interacting with the computer for extended periods of time, consider disabling your screensaver or adjusting your power settings so your screen doesn't go to sleep.
- If you won't be speaking much during the meeting, consider muting your microphone especially if you are in a noisy environment.

## Getting started:

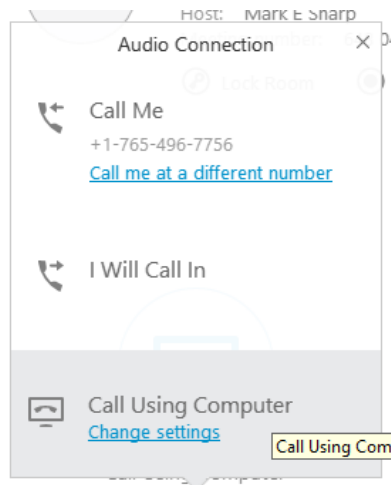
- Join the meeting up to 5 minutes in advanced of the scheduled time by clicking the link you were provided or by going to <http://purdue.webex.com> and entering the meeting number you were provided.
- If you have never used WebEx before, you will be prompted to download and install the WebEx plugin. Follow the download and install instructions and your meeting will launch.
- Once the WebEx application has launched, you first need to connect to audio. You have a few choices for audio that are available:
  - Call me – this prompts WebEx to call your phone. You just need to enter your phone number then click this button and your phone will ring. Follow the prompts once you answer to be connected to the meeting.
  - I will call in – click this option to dial the toll free number and join the conference.
  - Call using computer – this option allows you to use the microphone and speakers on your computer. To use this option, first click “change settings”



- Under speaker, make sure that your computers speakers are selected. If you have a laptop in a docking station, you may have options for both internal and external speakers. You also need to select and check your microphone using the VU meter. Click OK to save your settings.



- Once you're done, click call using computer. You should hear a beep indicating that you have connected.



- If you want to share video, look for your name on the right side of the screen and click the camera icon.