

Webex Suite Meeting

How to connect



Contents

Connecting via Webex App	1
Connecting via Browser	3
Chrome	4
Edge	5
Manually changing from Desktop app to Web app	7
Technical Assistance	9



Connecting via Webex App

You will receive a joining link like below.

https://qa-events.webex.com/qa-events/j.php?MTID=mf59da6f2857328e099acb41e13f2d6cf

Paste this link into the browser, we would recommend using chrome.

If you are asked to install the Cisco app, please go ahead to ensure you have access to the full functions on the platform.



You should next receive the following pop-up box to join. Select Join as a guest. -

Enter your name and email address.

	Get the Webex desktop app	Download
00		
Join as a guest		
Email address		
Remember me		
webex in cisco		

This will enable the Next button, select.



The pop-up box will change to the following. You can turn on your webcam and test your audio at this stage.

Select Join meeting.

Back			
	Connection Test		
	8		
	C		
	Q Audio: Use computer for audio	@ 4	
	🕴 Mute 👻 🚫 Start video 🗸 Join meetin		

Default -	Mic	ro	ph	or	1e	(S	er	ini	he	is	er	S	C	60) f	or	Ly	/ne	c)										~
Input level						l	Ì		I																				
HP 5MP	Cam	ier	а	0	4f	2-1	7	38	1																			Se	ettir

Note: you may need to allow Webex to use your webcam and microphones





Once you have tested the audio, Select Join meeting.

Connecting via Browser

Chrome

Click on joining link or copy and paste into Browser.

You should see the following screen, click on Join from your browser.



The following pop up box should appear, select Join as a guest

					Get the Webex desktop app	Download
			00			
			Join meeting			
			Sign in and join	2		
			Join as a guest			
webex ay cisco	Ry using Webex, you acce	pt the <u>Terms of Service</u>	. Privacy Statement, and Notice	s & Discleimens- Learn m	ore about Webex. Cookle Preference C	antin 😁



Enter your name and email address.

		Get the Webex desktop app	Download
	000		
	Join as a guest		
	Email address		
1	Remember me		
	webex to cisco		

This will enable the Next button, select.

		Cel the Weber desidop app	Download
	Join as a guest		
11	Natalie		
	n.n@qa.com		
	📑 Remember me		
	Next		
	webex ty cisco		

The pop-up box will change to the following. You can turn on your webcam and test your audio at this stage.

Select Join meeting.

K Back	
Connection Test	
8	
Audio: Use computer for audio	\$
🚊 Mute 🕑 🕓 Start video 🕑 🖉 Join meet	ng

You will be connected to the session.



Edge

Click on joining link or copy and paste into Browser.

You should see the following screen, click cancel in the drop-down box.

Select Join from your browser.



The following pop-up box should appear, select Join as a guest



Enter your name and email address.

	Get the Weber desistop app Download
Join as a guest	
Elistimy name	
Email address	
Remember me	
Ned	
webex in cisco	-

5 | How to connect to Webex Suite Meeting



This will enable the Next button, select.

	Get the Webex desktop app Download
Join as a guest	
Natalie	
n.n@qa.com	
Remember me	
Next	
webex ty cisco	

The pop-up box will change to the following. You can turn on your webcam and test your audio at this stage.

Select Join meeting.

Back		
	Connection Test	
	Cs	
	Audio: Use computer for audio	\$
	🖞 Mute 👻 🕲 Start video 👻 🛛 Join meeta	p



Manually changing from Desktop app to Web app

On the main page with session information (this should populate within the original browser page liked pasted into or opened in)



The following pop-up box should appear, select Join as a guest.





Enter your name and email address.

	Get the Webex desktop app	Download
Join as a guest		
Email address		
Next		
webex by cisco		e

This will enable the Next button, select.

	Get the Webex desktop app Download
Join as a guest	
Natalie	
n.n@qa.com	
😡 Remember me	
Next	
webex == cisco	•



The pop-up box will change to the following. You can turn on your webcam and test your audio at this stage.

Select Join meeting.

C Back			
	Connection Test		
	8		
	C?		
	O Audio: Use computer for audio	\$	
	🖞 Mute 🗸 🕲 Start video 🗸 Join meetin		

Technical Assistance

For technical assistance please contact the Virtual Support Team via <u>Live Chat</u> (https://v2.zopim.com/widget/popout.html?key=5bcvdcizsyQNHnBtVO7iQ36mHsQWEoZj)

QA.com