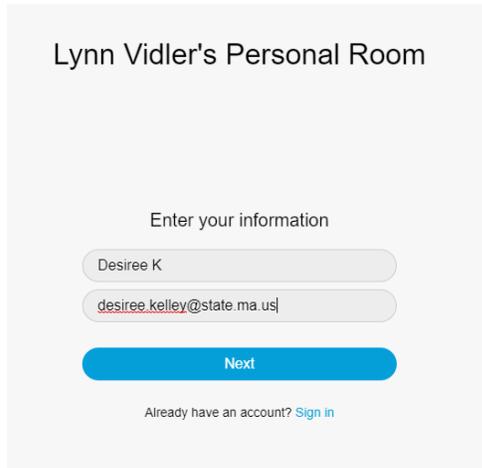


Join a meeting from your computer (preferred)

1. Click on the WebEx meeting link to enter the meeting.
<https://statema.webex.com/webappng/sites/statema/dashboard/pmr/lynn.vidler>
2. You will be asked to type in your name and email address before joining the meeting if you have not logged in previously.



Lynn Vidler's Personal Room

Enter your information

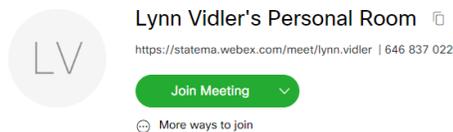
Desiree K

desiree_kelley@state.ma.us

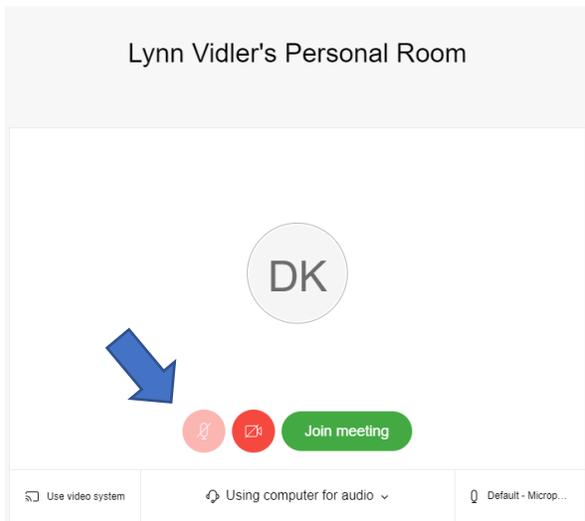
Next

Already have an account? [Sign in](#)

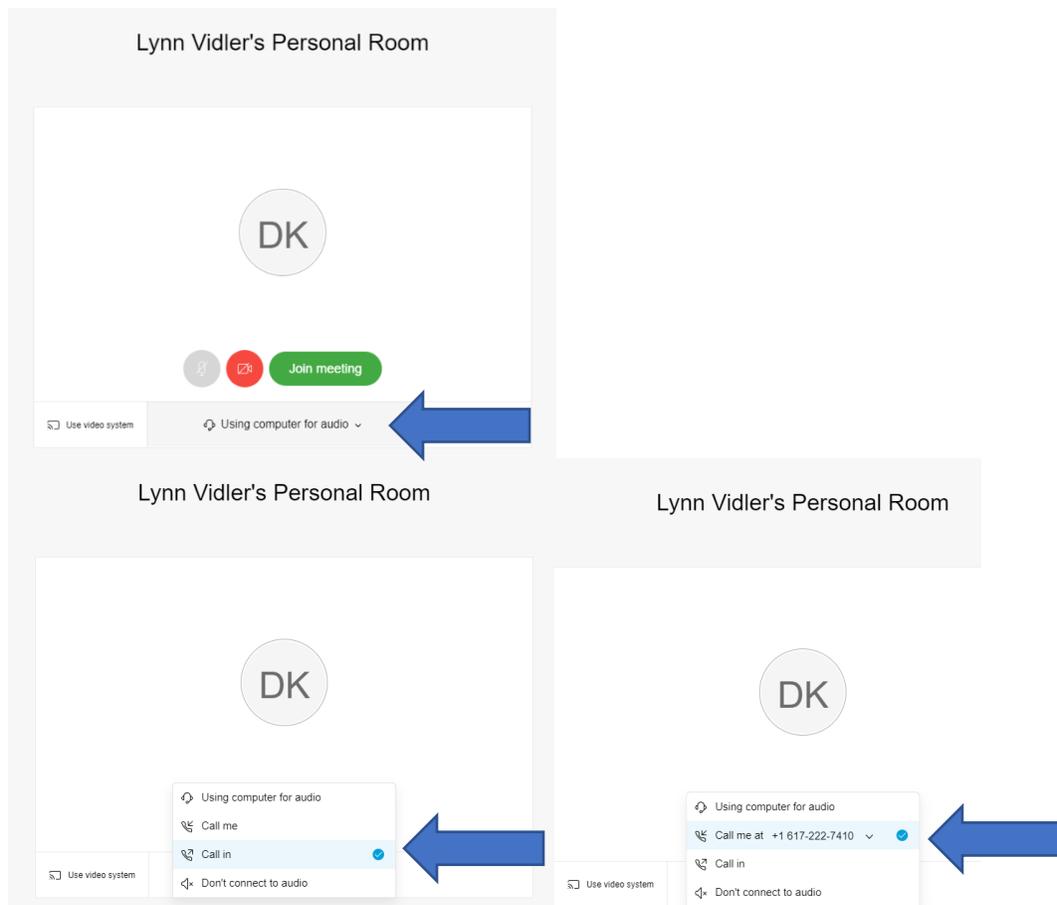
3. Click the **Join Meeting** button.



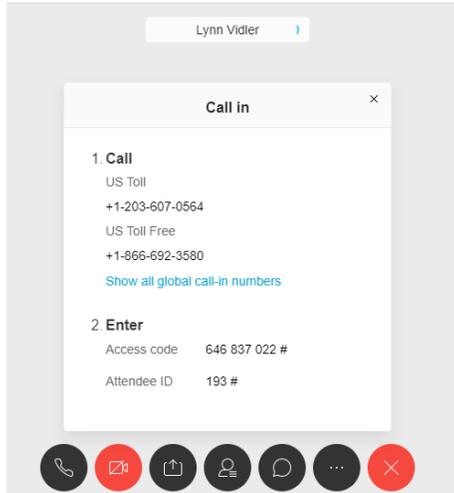
4. Ensure your computer microphone is off.
 - Grey Microphone Icon: Your computer settings have blocked access to the microphone
 - Red Microphone Icon: You have manually muted your computer's microphone
 - Green Microphone Icon: Your computer's microphone is active, click the icon and it should change to red



5. Audio should only be connected through your phone. Click **Use Computer for Audio** and select either **Call In** or **Call Me** (If you selected **Call Me** a box will appear to enter your phone number), then **Join meeting**. Do not select **Use Computer for Audio**.



- Once you enter the meeting room, call in information will be displayed if you selected **Call In**. Dial in from your phone using either the **US Toll** or **US Toll Free** phone number, enter the **Access code** when prompted, follow by the **Attendee ID #**. Entering the Attendee ID links your computer login with your phone during this call-in only, it is imperative that you do this to allow the host to mute and unmute attendees. Please mute your phone line once you have dialed in, if your phone does not have mute button, your phone can be muted/unmuted by dialing *6



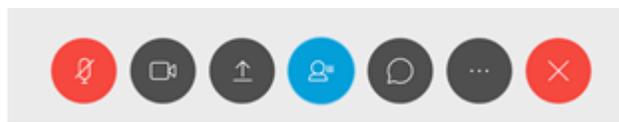
- When the meeting is finished, participants can leave the meeting by clicking on the **Leave Meeting (X)** button on the control bar at the bottom of the screen.



Join a meeting from your phone only (if no computer/internet access)

- Dial 1(866)692-3580 Access Code 646 837 022#
- Place your phone on mute once you have dialed in, if your phone does not have mute button, your phone can be muted/unmuted by dialing *6

Meeting Essentials in WebEx-The Control Bar (left to right)

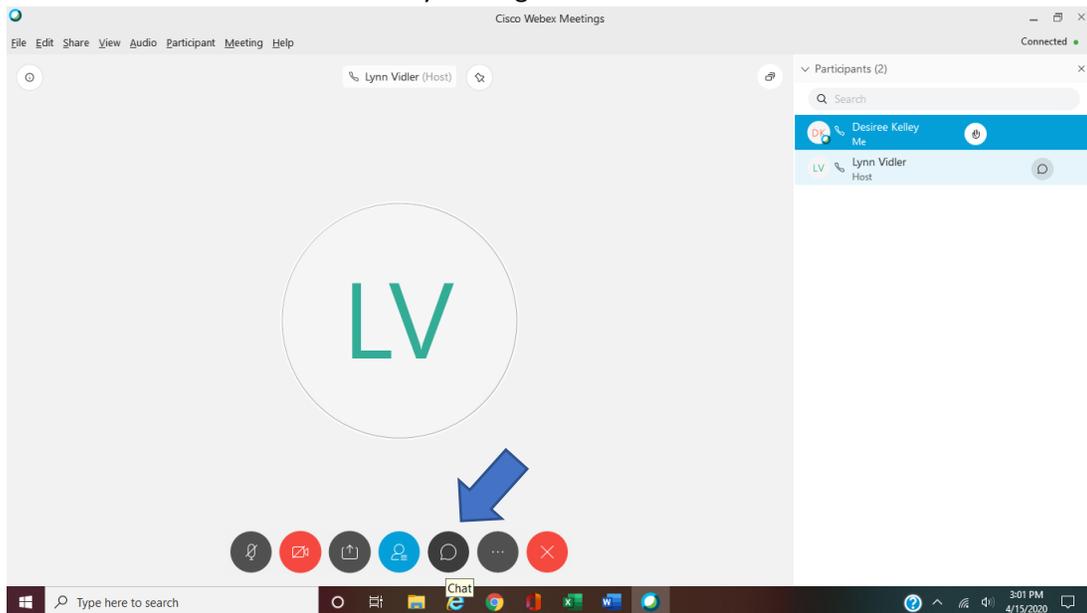


- Mute:** Clicking on the button will mute/unmute your audio during the meeting.
- Start my Video:** Click the camera icon to allow the host and other participants to see you. View the host and participants in full-screen
- Share content:** Share your desktop, files, applications, websites, or videos.

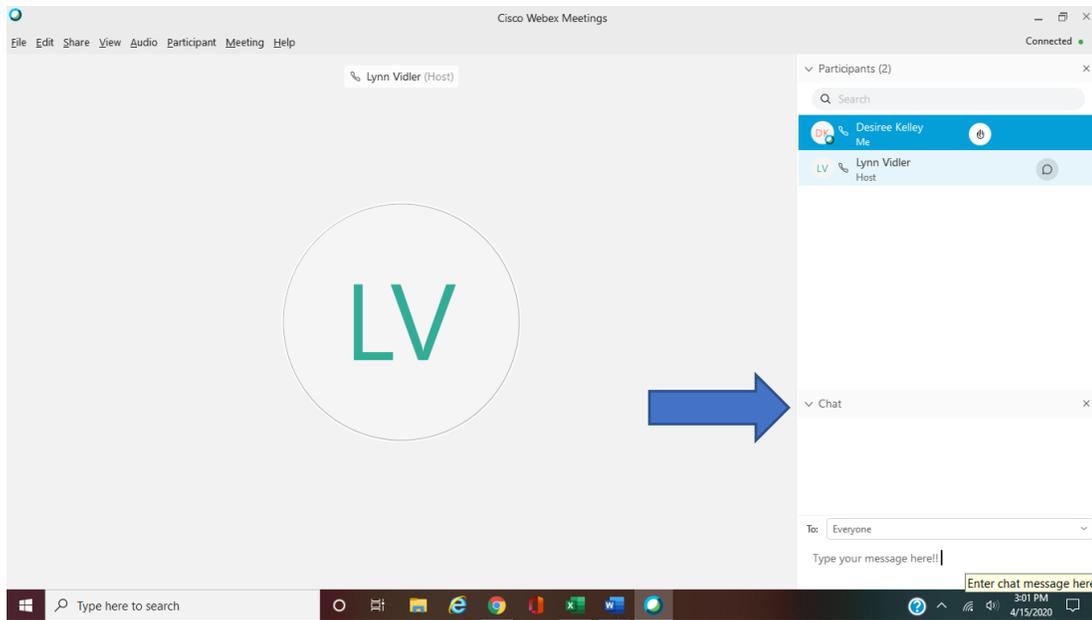
4. **Participants:** Clicking on the button will open the participants window.
5. **Chat:** Clicking on this button will open the chat window. You can then chat with anyone in the meeting or hold private discussions with any participant.
6. **More Options:** The More Options menu allows you to copy the meeting information and configure your audio connections.
7. **Leave the Meeting:** Clicking on this button will allow you to leave the meeting.

Meeting Essentials in WebEx- Chat

1. The chat feature can be accessed by clicking **Chat** icon on the **Control Bar**



2. The chat box will appear in the lower right corner of the screen.



3. Type in your message and hit enter to send. Please note: Chats sent to “Everyone” will be visible to all attendees in the meeting.

