Contents

1. Purpose

This document is intended to walk through the process of joining a Cisco WebEx Event as an attendee.

2. Definitions

Event(s) – Cisco WebEx Events

Attendee – an individual who is able to view and listen to an Event without the ability to interact with others

3. System/Browser Requirements

Minimum web browser and operating system requirements to allow participants to join WebEx Events can be found online using the below link.

https://help.webex.com/en-us/nki3xrq/Webex-Meetings-Suite-System-Requirements

4. Joining Process

This section will cover the joining process for joining an Event.

4.1. Event Access

Once the Event has been set up, a link to join the Event will be issued to attendees via email, along with an Event password.

Click on the link or 'Join Event' button (if emailed by Cisco WebEx), and a web browser will be launched.

In the form that appears in the web browser, there will be fields for First Name, Last Name, Email Address and Password. The Password field will be automatically completed, and will match the password issued in the Event link email.

Complete the remaining fields as required. You should provide your first and last name so that the Event host can see whether the expected attendees have joined the event

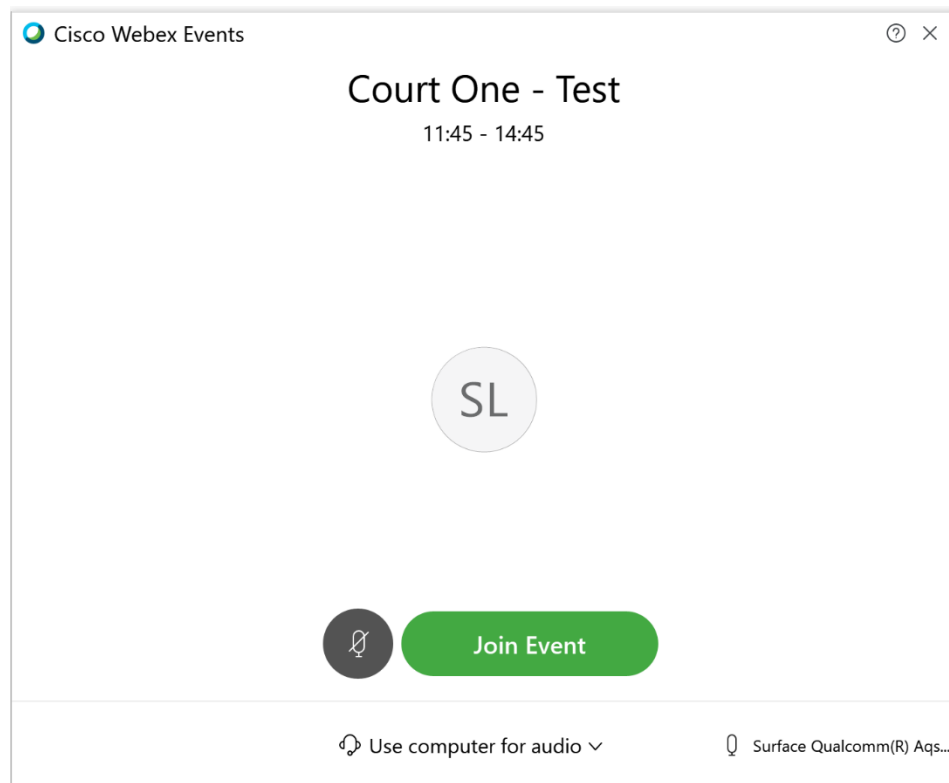Click the blue Join Now button below the fields that were filled in.

Join Event Now

To join this event, provide the following information.

First name:

Last name:

Email address:

Event password: ••••••

Join Now

Figure 1 - Event page form

This will launch the Events session, which after a moment will present with the ability to join the Event, with a green Join Event button.

Cisco Webex Events

Court One - Test
11:45 - 14:45

SL

Join Event

Use computer for audio ⌄   Surface Qualcomm(R) Aqs...

If you join a WebEx Event before the hearing is 'live' you will see a holding screen. This may advise that you are in a waiting room or it may simply say that the Event is in a practice session.

When the hearing commences the image on your screen will automatically switch to the virtual hearing.

5. In The Event

This section will cover modifications to the view of the meeting participants, and a note on other functions within the Event.

5.1.   Default Video View

Upon entering the Event, the Event will default to what is known as Active Speaker view. This is where the camera changes dependent upon the person speaking, with all others shown as very small windows at the bottom of the screen.

5.1.1.   How To Change View

To change the view from Active Speaker view to a Grid view of all participants, the following steps will be required upon joining.

- Move the mouse cursor over the video views to bring up the display change options
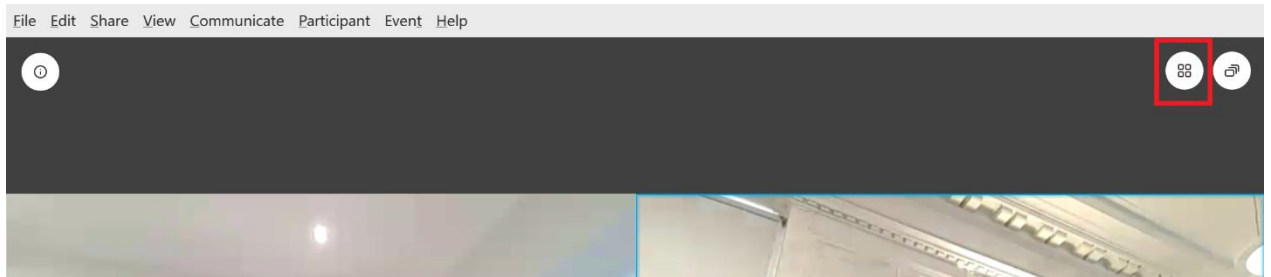
Figure 3 - View change button highlighted

- Click on the view change button, highlighted in the above screenshot;
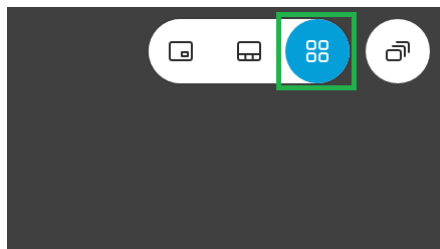- Select the icon with four small squares.

Figure 4 - Button to change to Grid View

5.2.   Video and Audio

As an attendee, microphone and camera functions will not be available and are disabled by default.

5.3.   Locked Events

Events can be locked to new participants/attendees by the Event Host after the Event has commenced. If you are unable to gain access to an Event because it has been locked a message will appear on screen advising of this.

5.4.   Leave an Event

To leave an Event, hover the mouse over the video view and select the red cross button which appears on the screen. Select 'Leave Event' when prompted.