

How-to-guide for using WebEx

19 March, 2019

- [Sample Link \(not valid\):](#)
<https://unfccc-events.webex.com/unfccc-events/onstage/g.php?MTID=e2d2d44ab4e6bbaeda5965e5c9d779d>

Registering for the meeting:

- Click the link received in your email
- Type in the details as below
- Ensure you have typed in the correct email id, this will be asked when joining the meeting
- Click on register button.
- *You may be prompted to enter further details*



Event Information:



Registration is required to join this event. If you have not registered, please do so now.

Event status: ● Started ([Register](#))
Date and time: Tuesday, January 29, 2019 1:00 pm
Europe Time (Berlin, GMT+01:00)
[Change time zone](#)
Program: MDA
Duration: 1 hour
Description:

Join Event Now

To join this event, provide the following information.

First name:
Last name:
Email address:
Event password:



By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

[Join Now](#)

[Join by browser](#) **NEW!**

If you are the host, [start your event](#).



Before you join the event, please [click here](#) to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the event.

If prompted, enter further details and click Submit button



Please complete this form to register for the event. An asterisk (*) indicates required information.

[English](#) [Berlin Time](#) [?](#)

Please answer the following questions.

* **First name:**
* **Email address:**
* **Confirm email address:**
Company:
Address 1:
Address 2:
City:
ZIP/postal code:
Country/region:
Number of employees:
Would you like to receive information about future seminars?:
 Yes No

* **Last name:**
Phone number:
Title:
State/province:



Once you have submitted, you may be asked to install the WebEx add-on (Optional)

Registration Confirmed
Thank you for registering.

You are now registered for the event: [REDACTED]

You will receive a confirmation email message that contains the event password and instructions for joining the event.

The event has started. You can join it now.

[Join Now](#) [Join by browser](#) **NEW!**

Try the new Webex web app!

- ✓ Nothing to install
- ✓ Simple and intuitive
- ✓ Ideal for participants who do not need to present

[Learn more](#)

For the best experience (including video support), join using Firefox or Chrome.

Set Up Webex Events
To participate in fully interactive events, please click [here](#) for setting up Webex Events on this computer.

The playback of UCF (Universal Communications Format) rich media files requires appropriate players. To view this type of rich media files in the event, please check whether you have the players installed on your computer by going to [UCF Rich Media Players](#).

To view system requirements, go to [www.webex.com](#).

[Privacy](#) | [Terms/Conditions](#)
[Privacy](#) | [Terms of Service](#) | [Request information about WebEx services](#)

JOINING the Meeting on the day:

Click on the link and type in your name as you would like the other participants to see.

(Registration can be done as you join, however, we recommend to register earlier, as systems may fail to send you the link)

Event Information: [REDACTED]

You have registered for this event.

Event status: Started

Date and time: Tuesday, January 28, 2014 1:30 am
Europe Time (Berlin, GMT+01:00)
[Change time zone](#)

Program: MDA

Duration: 1 hour

Description:

By joining this event, you are accepting the Cisco WebEx [Terms of Service](#) and [Privacy Statement](#).

Join Event Now

To join this event, provide the following information:

First name: [REDACTED]

Last name: [REDACTED]

Email address: [REDACTED]

Event password: [REDACTED]

[Join Now](#)
[Join by browser](#) **NEW!**
If you are the host, [start your event](#)

Before you join the event, please [click here](#) to make sure that you have the appropriate players to view UCF (Universal Communications Format) rich media files in the event.

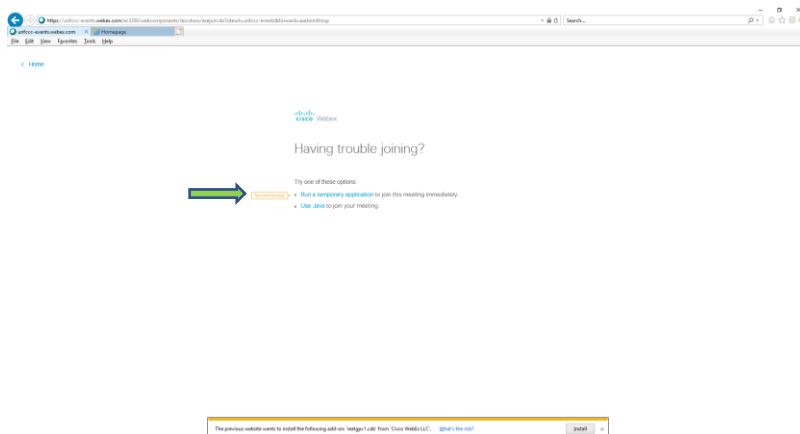
[Privacy](#) | [Terms/Conditions](#)
[Privacy](#) | [Terms of Service](#) | [Request information about WebEx services](#)

<https://unfccc-events.webex.com/ec3200/eventcenter/enroll-join.do>

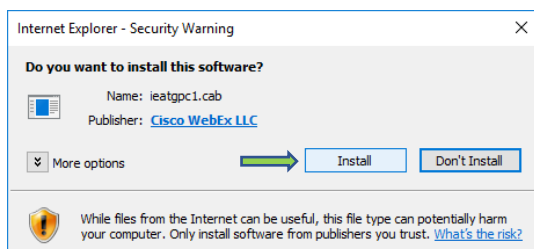
For the first time, you may be asked to install the WebEx Add-on, if you do not wish to install, click on “Go here” text as indicated with the green arrow.



It will take you to the below screen, and click on Run temporary application as indicated

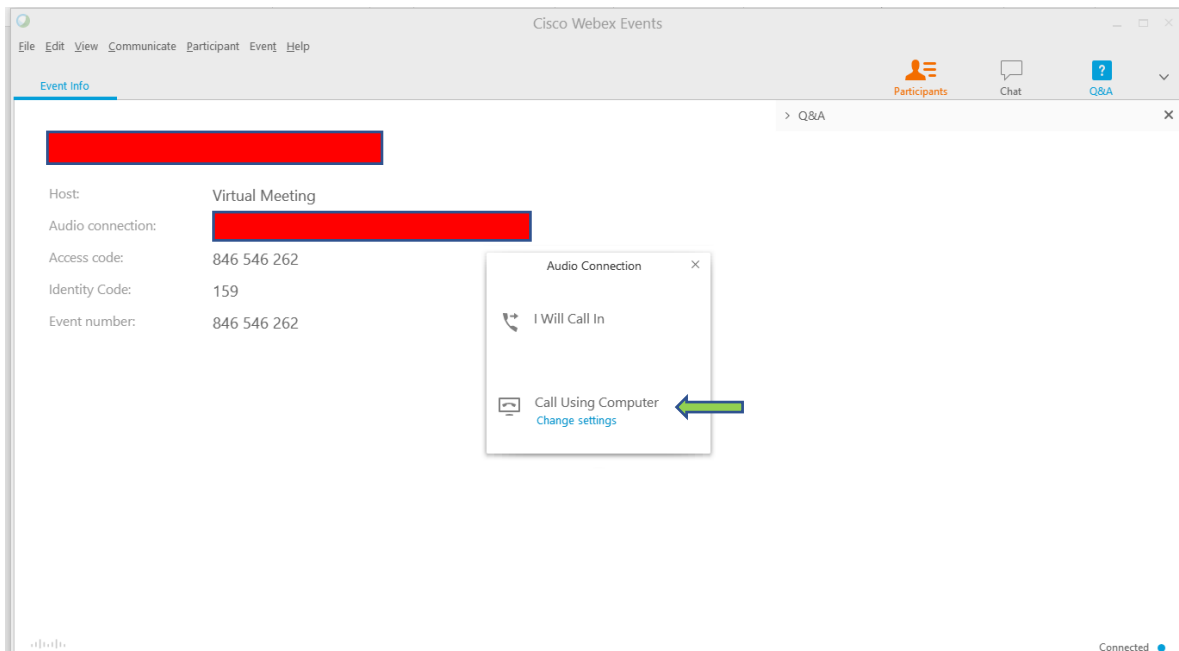


Below screen may appear, please click install



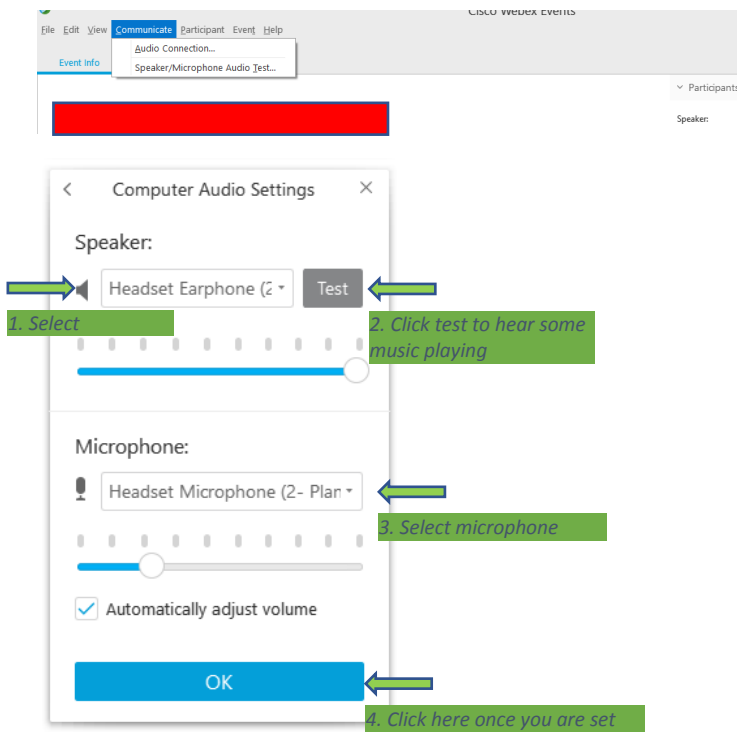
When the installation is complete, you will in the WebEx interface with option to join audio. (see below diagram)

- Click on Call using Computer
- Use Change settings to select your correct headphone, audio devices

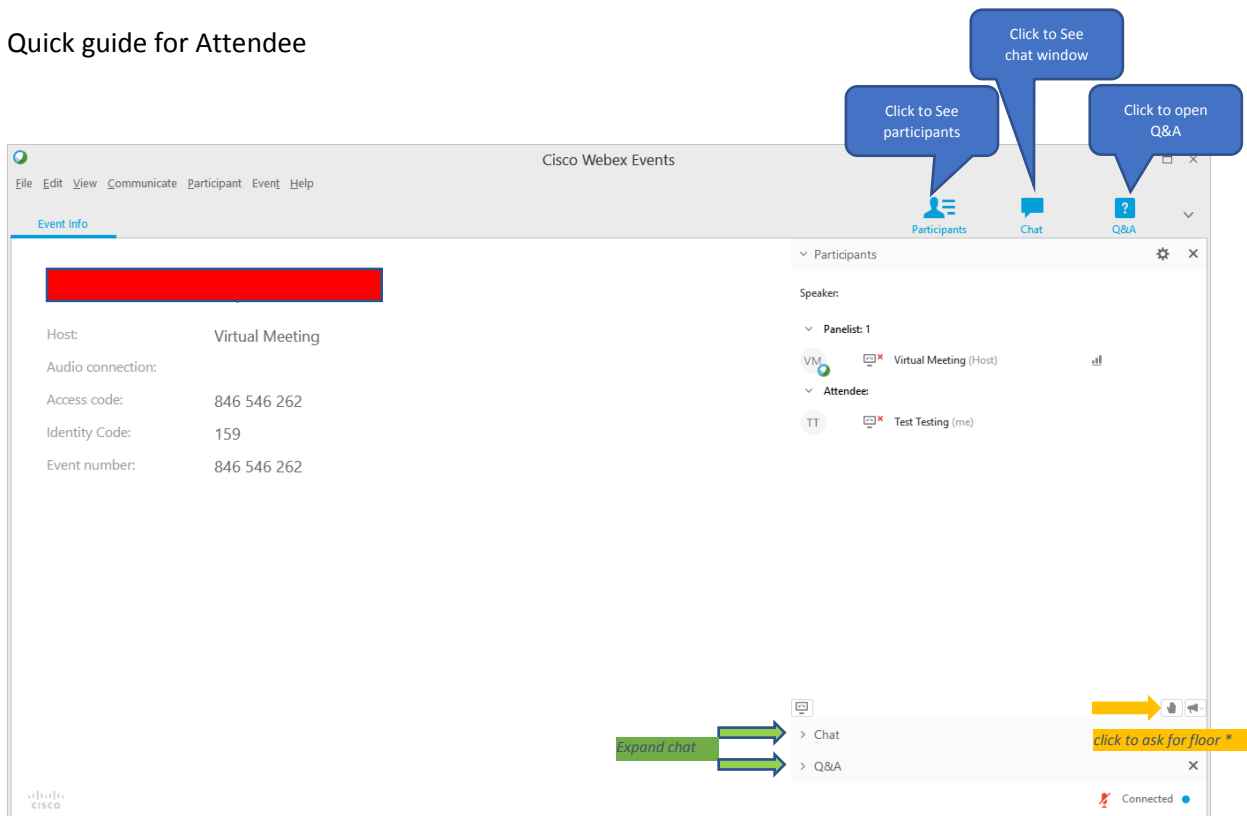


Audio setting can be changed as below

- Click on communicate menu option
- Select Speaker/Microphone audio test...



Quick guide for Attendee



* Moderator will alert the meeting Chair and Chair will announce your name to speak.

Chat:

You can chat individually to another participant privately

- Select the name of the participant and send instant chats

Q&A:

- You can type in your question here and either the moderator will respond by typing or answer your question via audio.