GRADUATE CONFERENCE IN COMMUNICATION

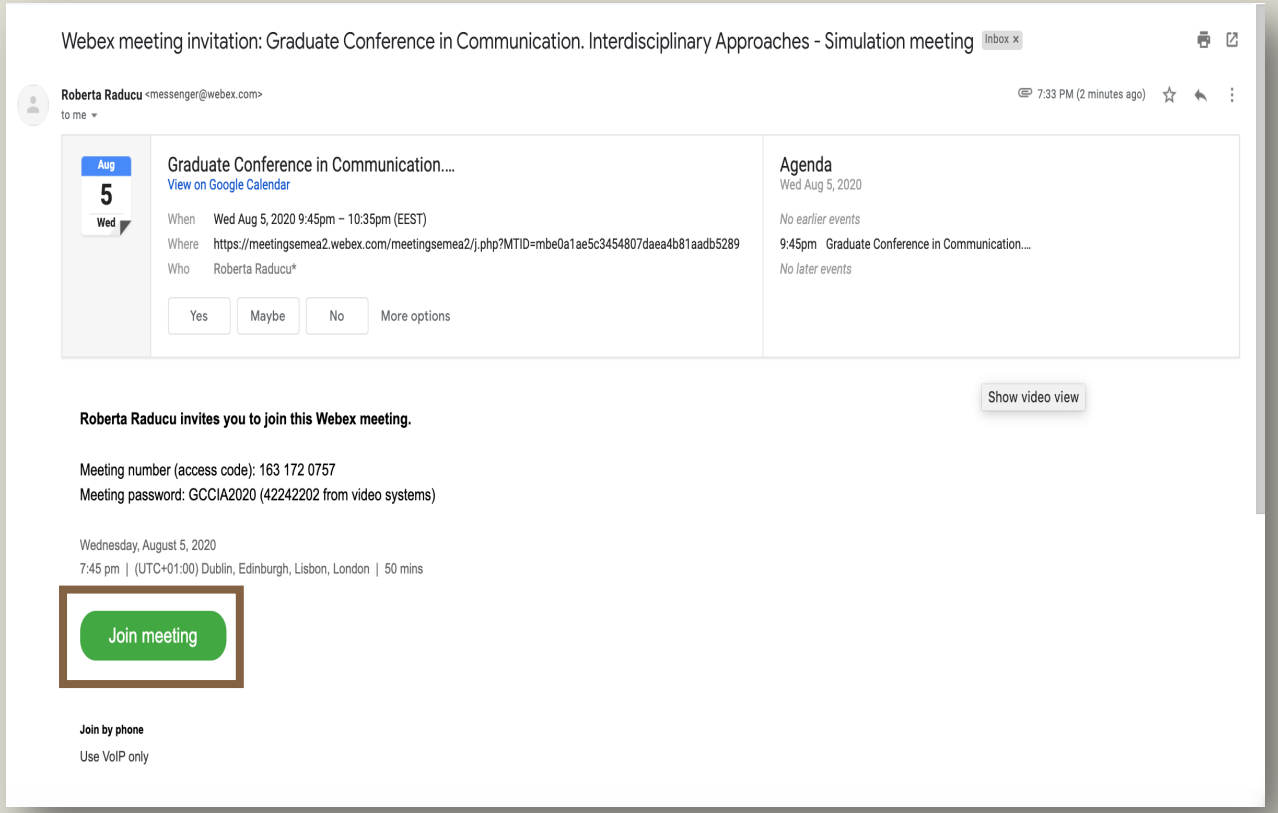
INTERDISCIPLINARY APPROACHES

CISCO WEBEX GUIDE

Școala Națională de Studii Politice și Administrative

Facultatea de Comunicare și Relații Publice

GETTING STARTED

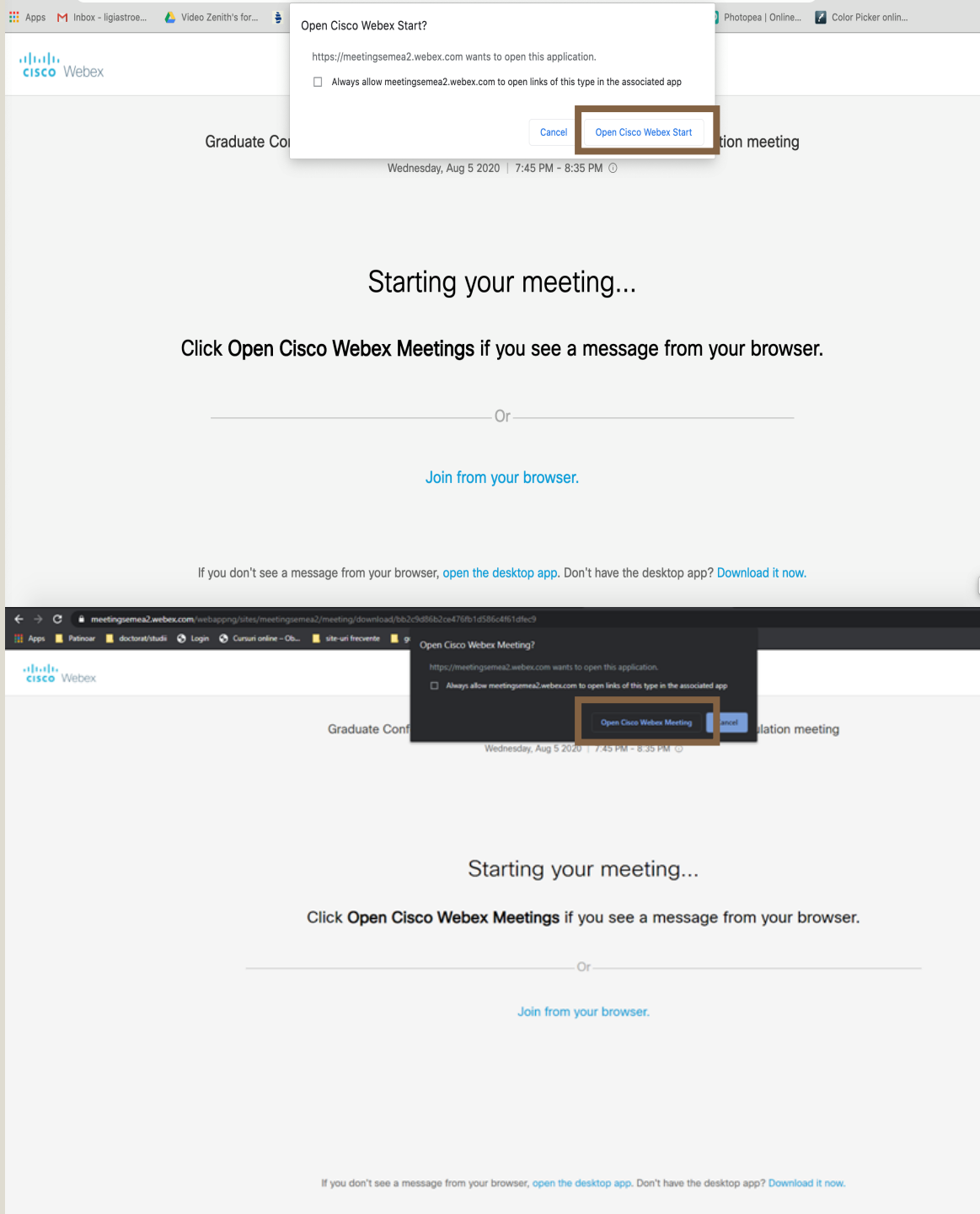


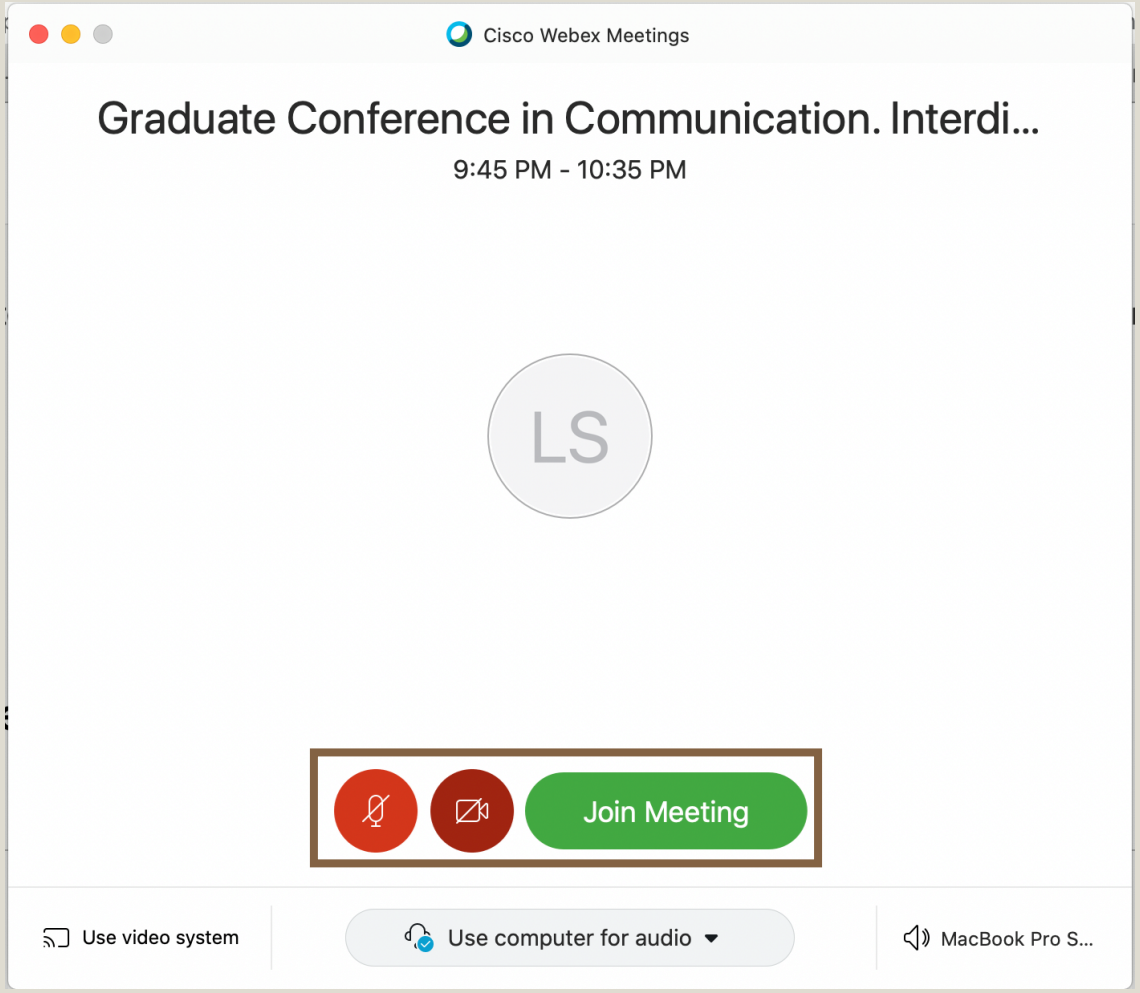
You will receive an email with the log-in details for each day of the conference.

Apart from this email, on the schedule, each conference day will enlist the meeting details (link, meeting access code and meeting password).

You can easily **join a meeting** by pressing the green **"Join meeting"** button in the email or by accessing the meeting link.

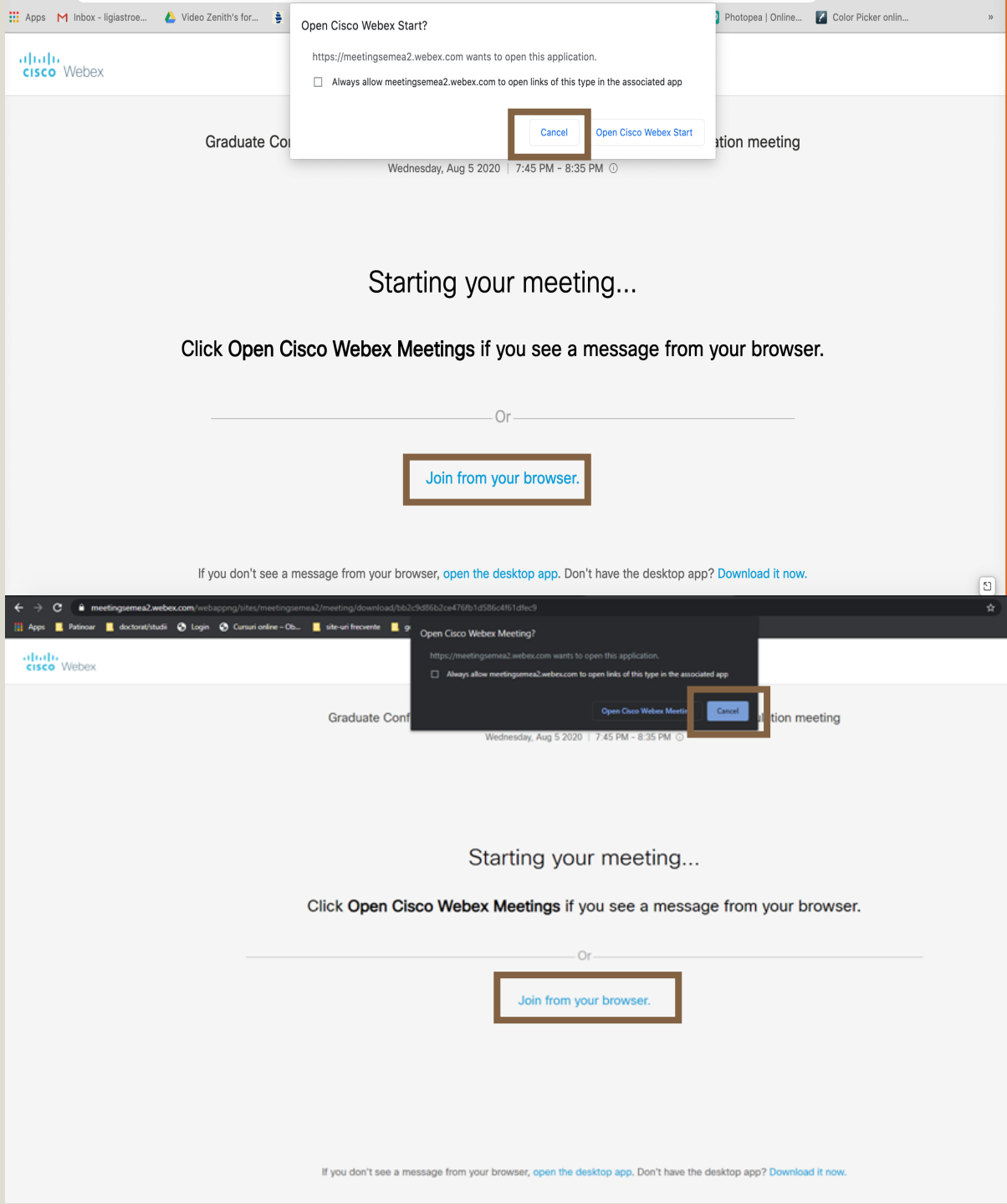
- After clicking the link or the green “Join Meeting” button, a web page will open, allowing you to choose how to access the meeting.
- You can join a meeting from the app or from your browser.
- To join a meeting from the app, you have to pre-install the Cisco Webex app (You can download it here, or from App Store or Google Play). Then, you should click on “Open Cisco Webex Start” (on Mac) or “Open Cisco Webex Meeting” (on Windows)



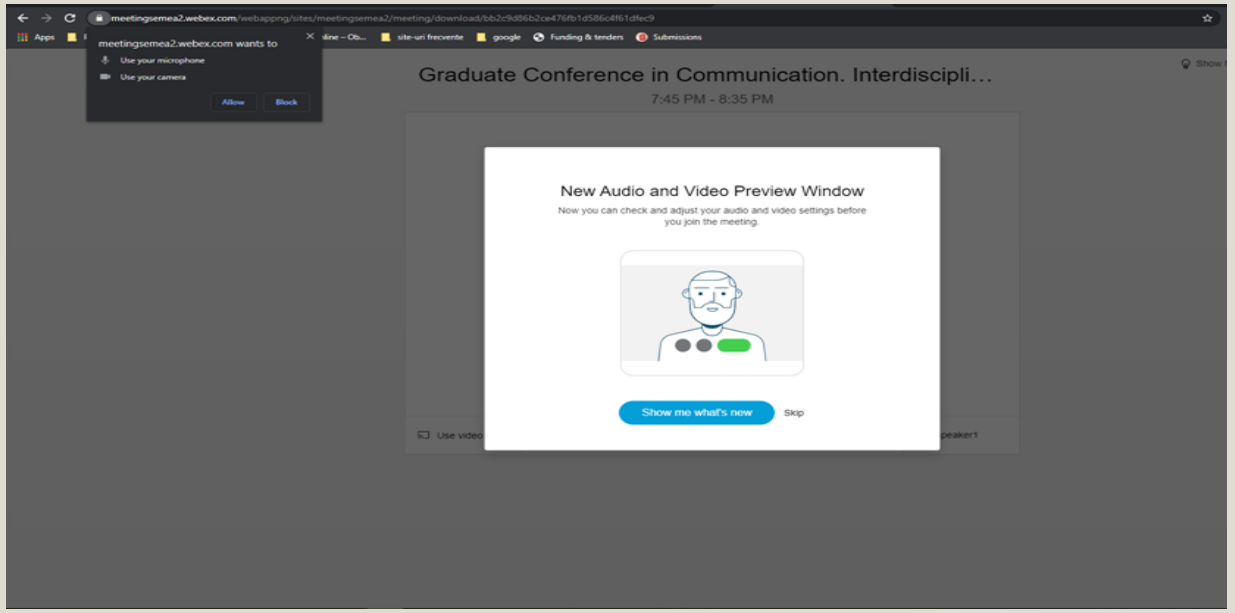


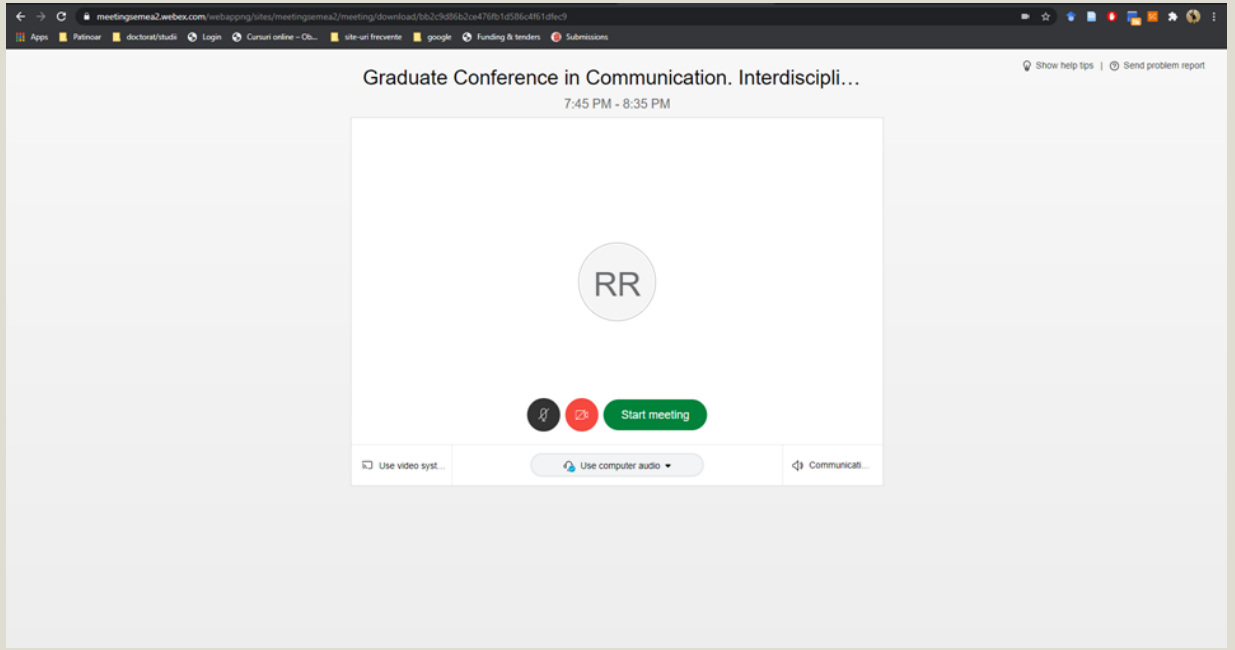
- After opening the app, you will encounter a dialog window which asks you to set up your meeting preferences.
- We recommend you to leave your microphone on mute, use your video system, use computer or a headset for audio, respectively your computer sound or headset.
- After you decide your best set-up, press the green "Join Meeting" button.

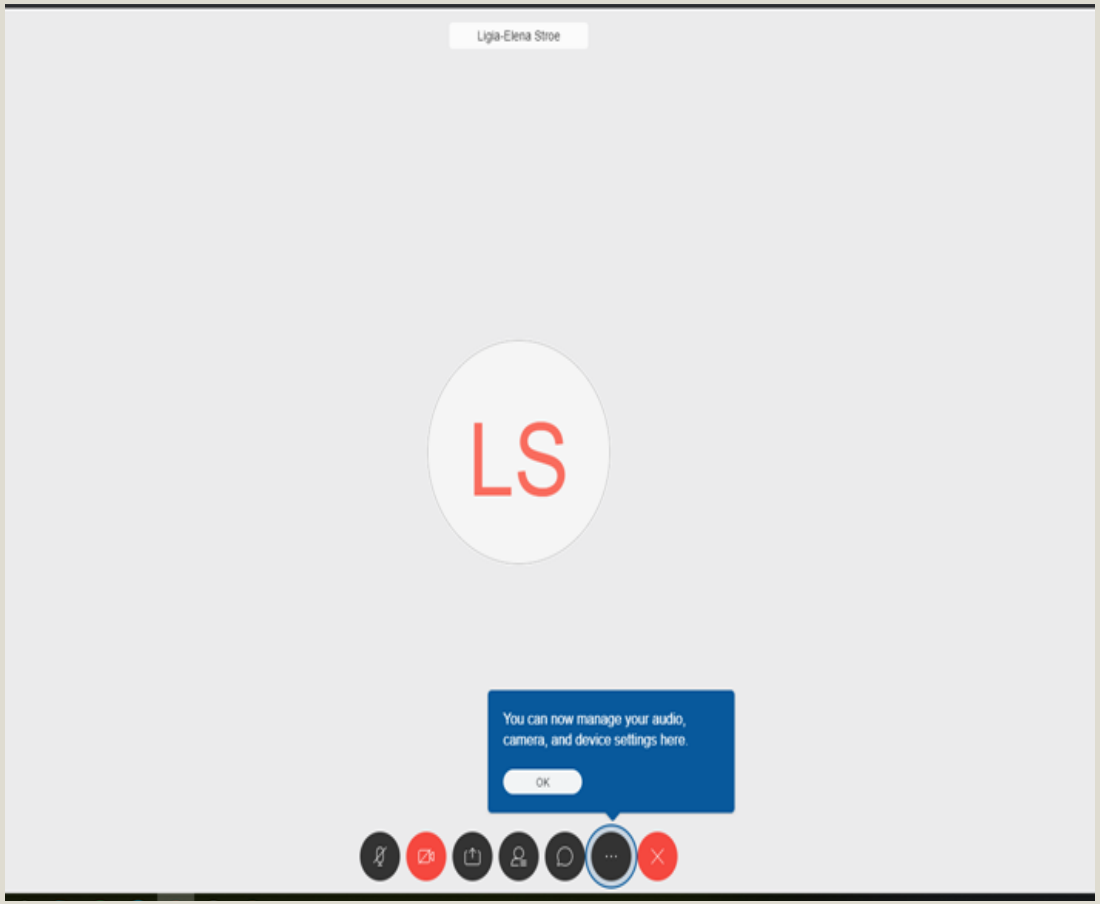
If you want to join the meeting from browser, after clicking the link or the green “Join Meeting” button, you need to press “Cancel” on the pop-up window. Then click on the blue text that states “Join from your browser”.



The first time you'll join a meeting from your browser, you must set it up, allowing the program to access your microphone and your camera on the browser.
After you press "Allow", a dialogue window will pop-up, asking you to do the setup. After you press "Start meeting" the browser will look identically to the desktop app version.







In the main window you should see the presentation in the middle and a bar with options at the bottom of your screen.

We highly advise you to keep your microphone on mute and to unmute it for your presentation or for interventions and questions at the end of the panels.

You can see the list of participants using the middle button (4th) and you can use the chat button to ask individual or group questions.

The organizers will project the presentations that the participants send at least one day before each event to avoid meeting delays. If you have any further questions, please do not hesitate to contact the organizing committee using the following contact details:

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