

Webex Participant Guide

Mid-Atlantic Fishery Management Council

Updated: 3/30/2021



Getting Started



Find the meeting link. You may have received it in an email or found it on the Council's meeting calendar:

<https://www.mafmc.org/council-events>



Click the meeting link or copy and paste the URL into your browser.



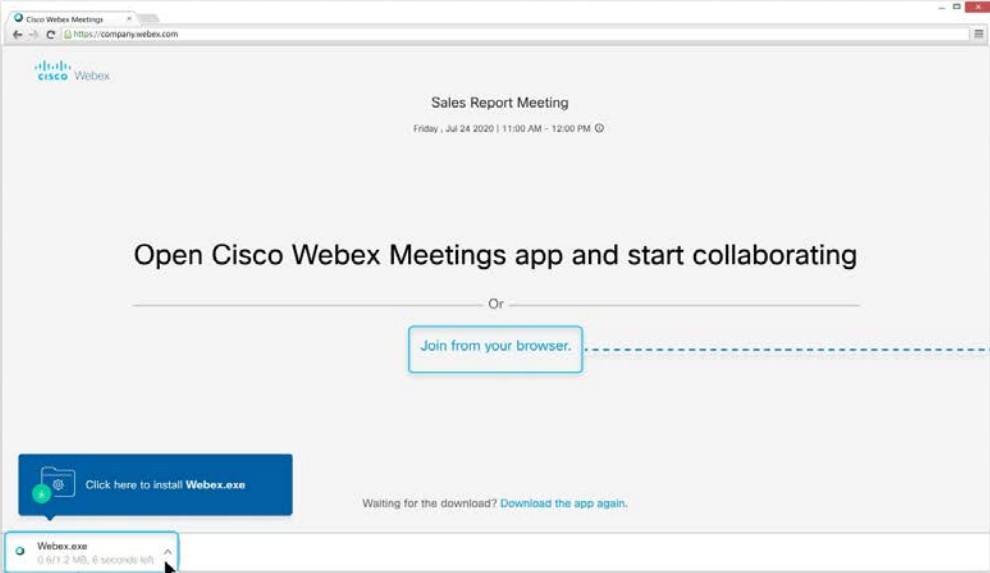
You will be directed to the MAFMC Webex site as your browser checks whether you have Webex installed on your computer.

Note: This section provides instructions for joining from a desktop or laptop computer. See [this slide](#) for information about joining from a mobile device.

Getting Started

After you click the meeting link:

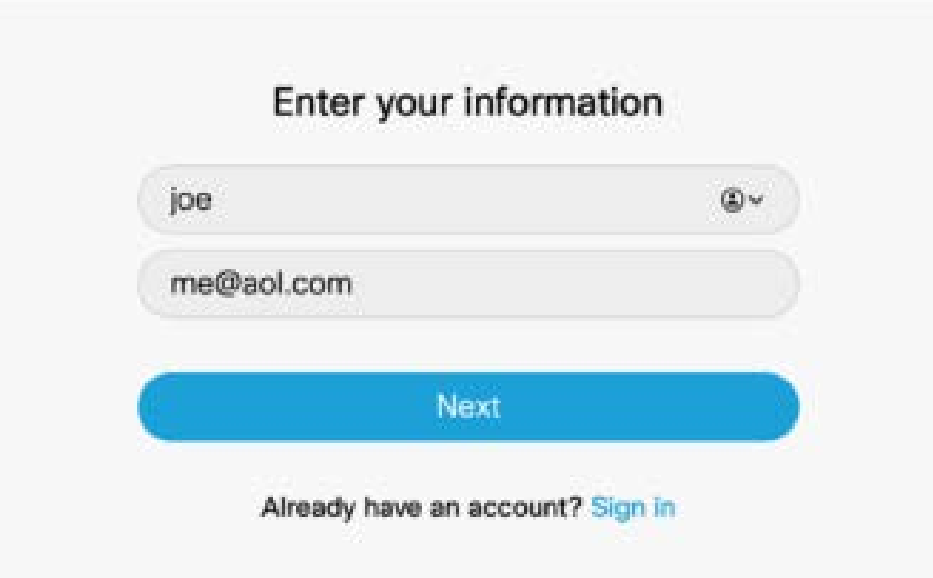
- If you have the Webex application installed, it will open (or ask for permission to open)
- If this is the first time you're joining a Webex meeting, Webex automatically downloads the app.
 - Click the installer file to install the app.
 - If the automatic download didn't work, click Download the app again.
- If you don't want to install anything, click "Join from your browser," or if you join from a Linux computer or Chromebook the meeting automatically opens in your browser.



The screenshot shows a web browser window displaying a Cisco Webex meeting page. The page title is "Sales Report Meeting" and it shows the date and time: "Friday, Jul 24 2020 | 11:00 AM - 12:00 PM". The main heading says "Open Cisco Webex Meetings app and start collaborating". Below this, there is a "Join from your browser" button. A dashed line points from this button to the text "Join your meeting from your web browser." on the right. At the bottom of the page, there is a blue button that says "Click here to install Webex.exe". Below this button, there is a download progress bar for "Webex.exe" showing "0.6/1.2 MB, 6 seconds left". A dashed line points from this progress bar to the text "Install and join your meeting with the desktop app." below the browser window.

Sign In

- You will be asked to enter your full name and email address.
- You do not need a Webex account to join the webinar.
- **REMINDER: Council members should enter “00-” (zero zero dash) before their first name when entering the webinar (e.g. 00-John Doe). Staff will not be able to change participant names.**

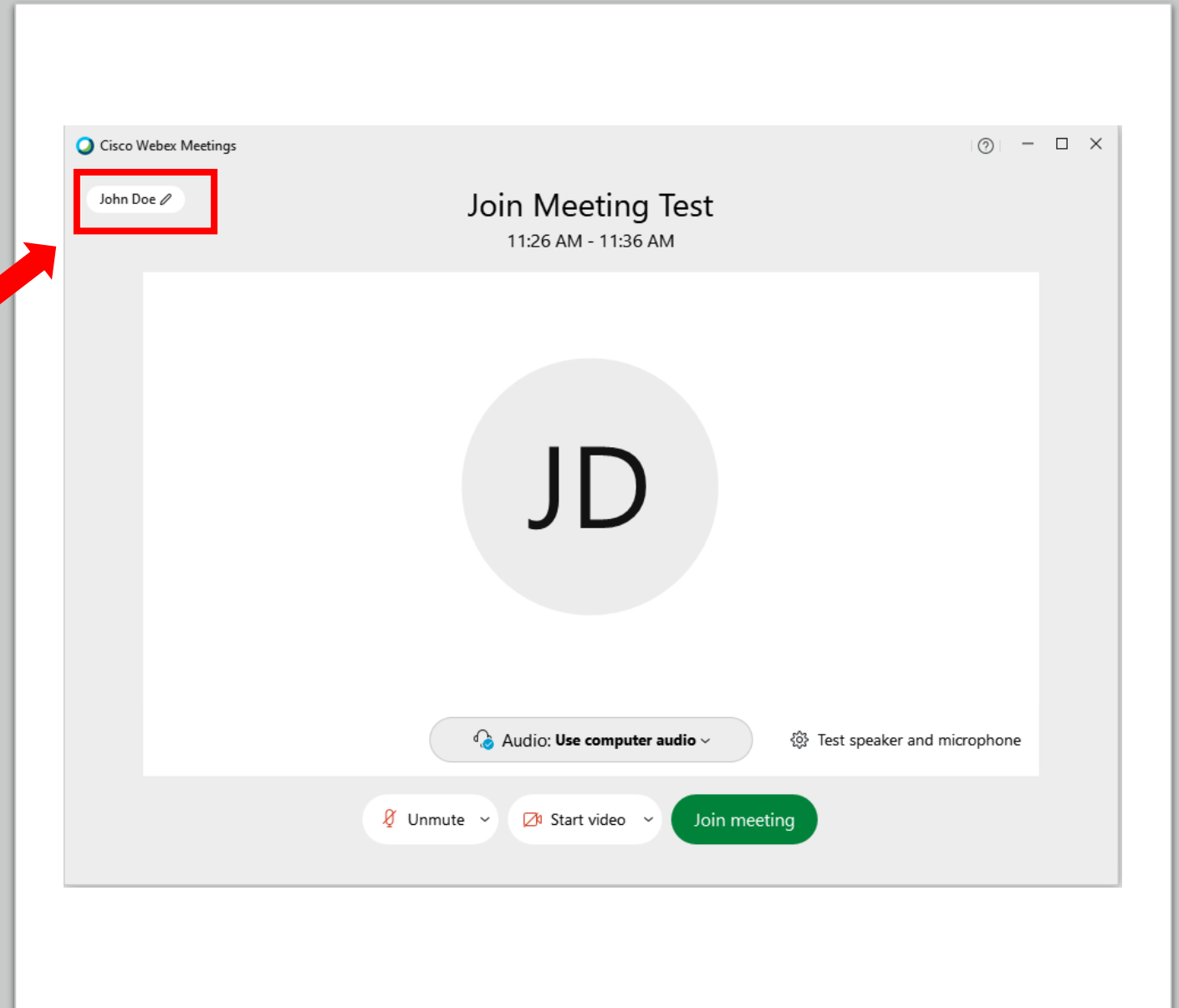


The screenshot shows a sign-in form with the following elements:

- Title: Enter your information
- First Name Field: Contains the text "joe" and a dropdown arrow icon.
- Email Field: Contains the text "me@aol.com".
- Next Button: A large blue button with the text "Next".
- Link: Below the button, the text "Already have an account? [Sign in](#)".

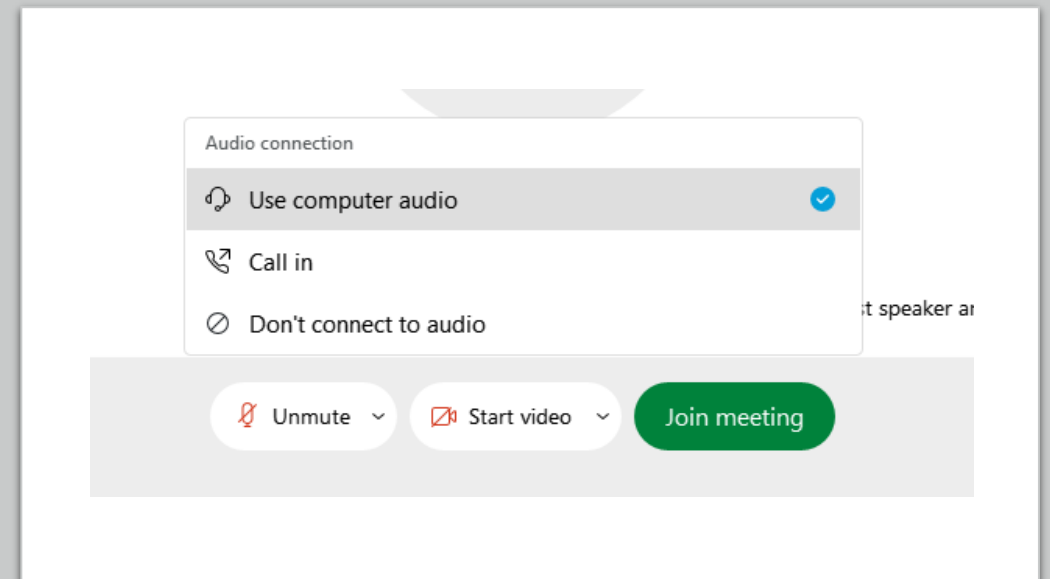
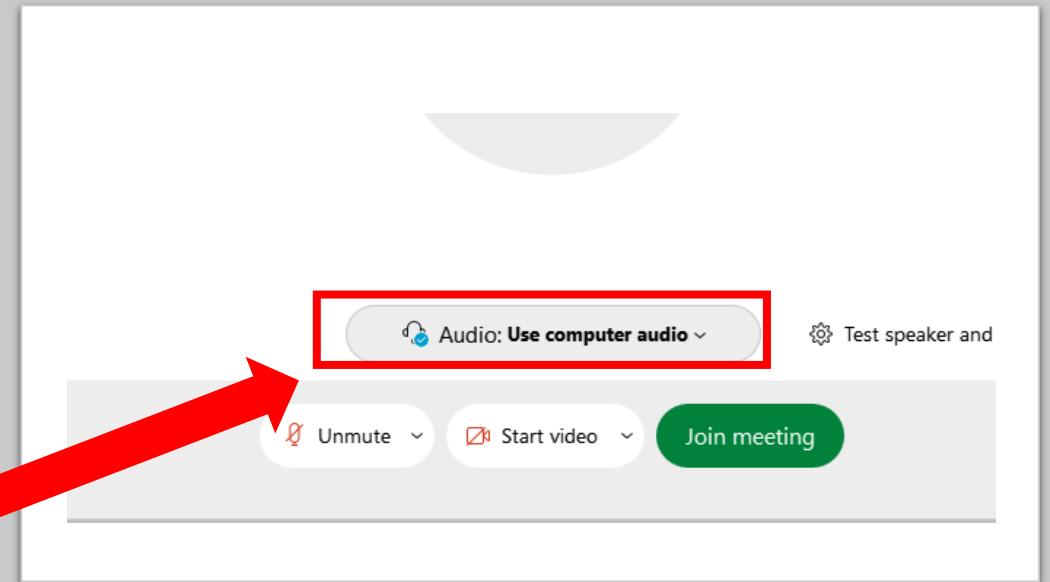
Meeting Preview Screen

- Next you will see a meeting preview screen where you can change your name and adjust audio settings.
- To change your name, click the pencil in the upper left corner next to your name.
- **Council members, if you forgot the 00- before your name, NOW is the time to add it.**



Audio Settings

- You may use your **computer** for audio or call in with your **phone**.
- While still on the meeting preview screen, click the “Audio” button to display your options and choose how you want to connect:
 - **Use Computer Audio** (microphone and speakers)
 - **Call in** (use your telephone)
 - **Don't connect to audio** (listen only)

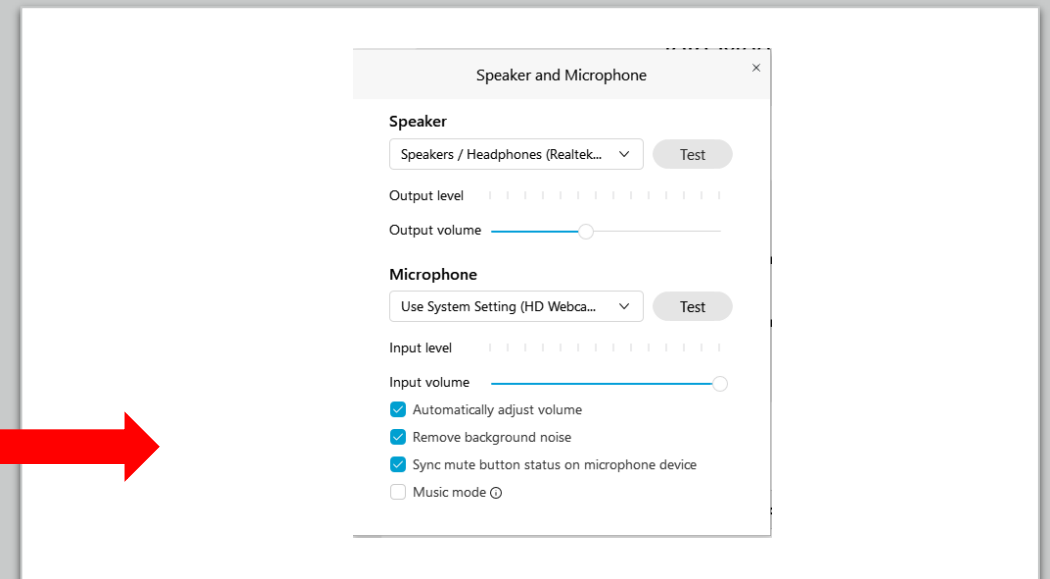
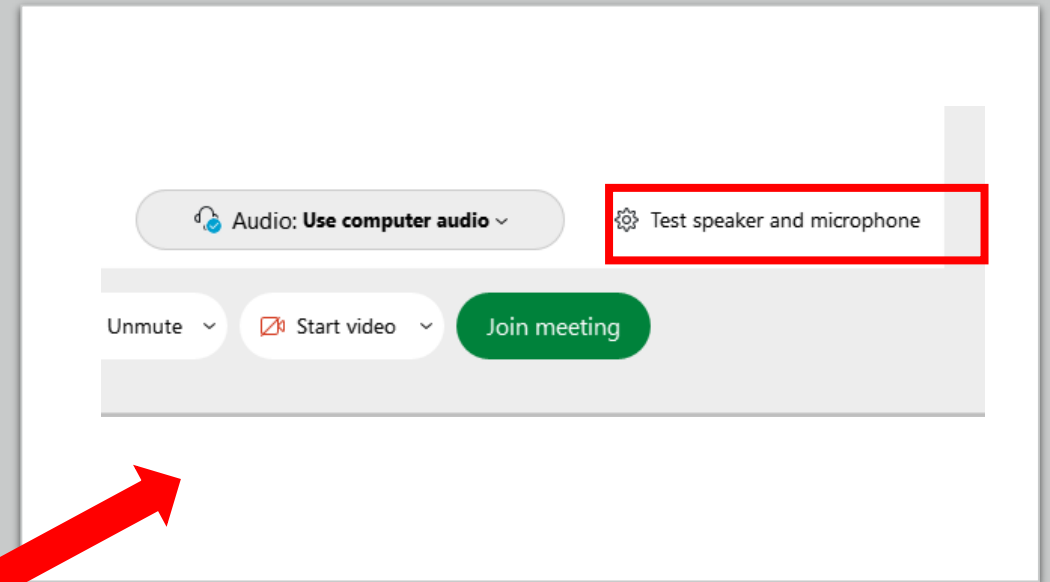


Audio Settings (Computer Audio)

We recommend only using Computer Audio if you have (1) a high-speed internet connection and (2) a headset or external mic that can minimize background noise.

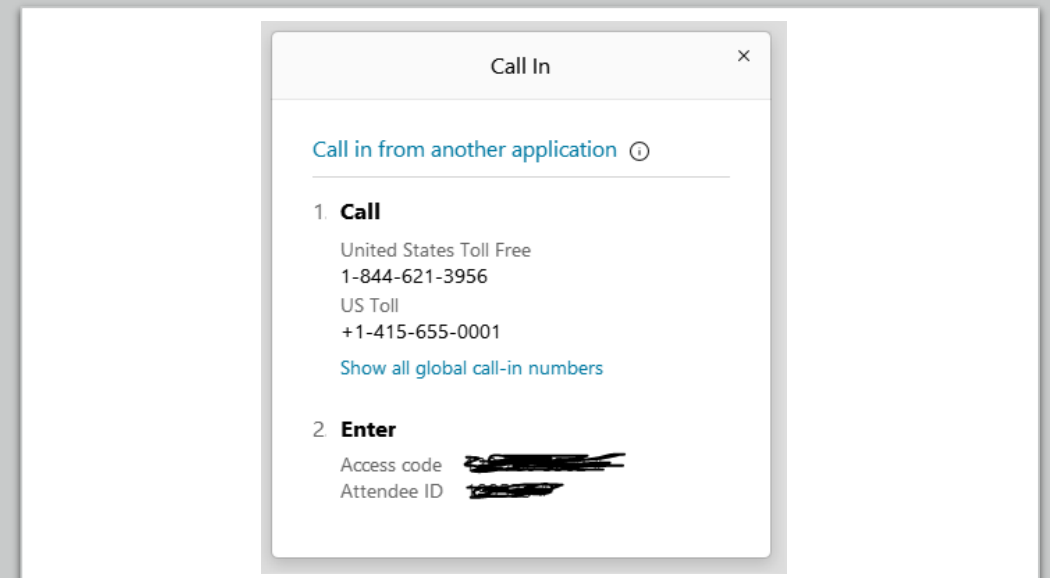
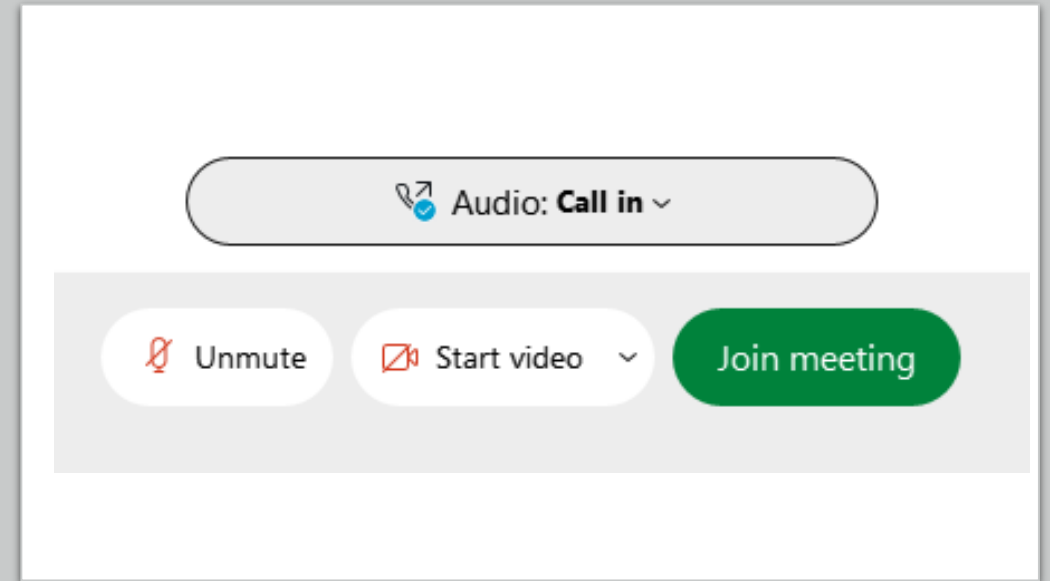
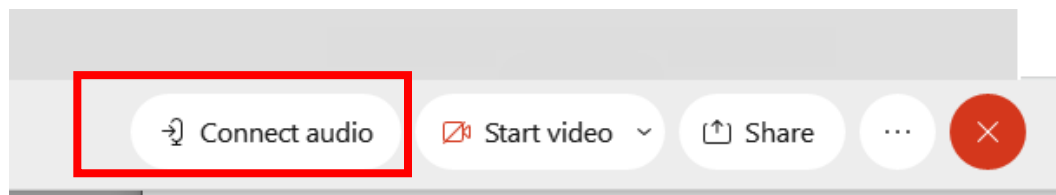
After you have selected “Use computer audio,” click “Test speaker and microphone” to adjust settings and test your devices. **This is important to do the first time you are using Webex.**

This will open a dialog box where you can select which speaker and microphone you want to use and test to make sure they are working before you enter the meeting.



Audio Settings (Phone)

- To use your phone for audio, select the “Call in” option and click “Join meeting.”
- After you have entered the webinar, you will see a dialog box with the phone number, access code, and Attendee ID#. **Please make sure to use the Attendee ID# on your screen**, as that will allow us to identify you on our end. Do not share this number with others.
- If you need to disconnect your phone during the webinar, you can click “Connect audio” to bring up the Call In instructions with your Attendee ID:



Success!

- When you first enter the webinar, your screen will look something like this.
- The next few pages will walk through some Webex features in more detail.

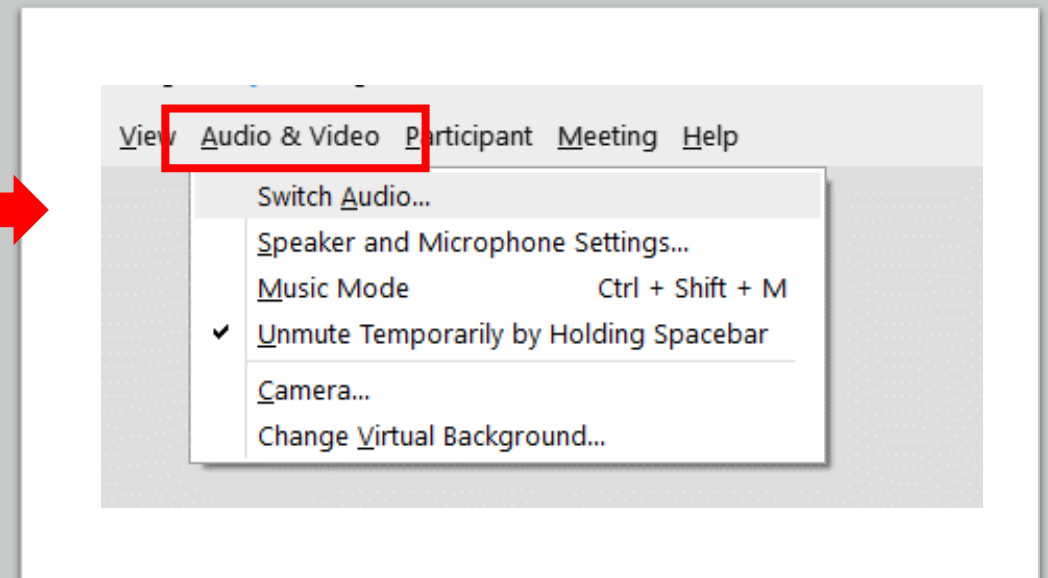
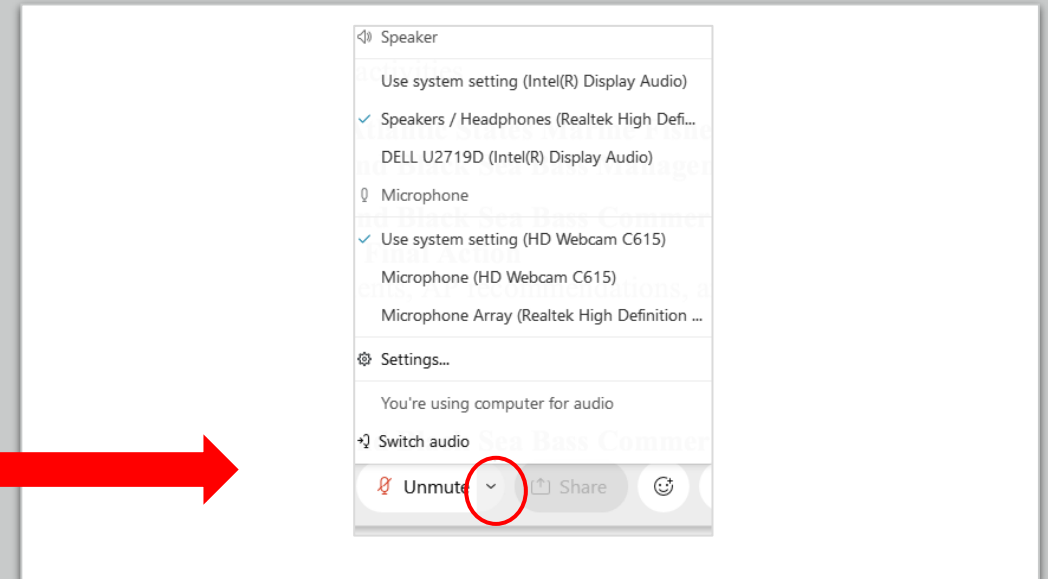
The screenshot shows the Cisco Webex Meetings interface. At the top, there is a menu bar with options: File, Edit, Share, View, Audio & Video, Participant, Meeting, Breakout Sessions, and Help. Below the menu bar, there are three circular icons labeled MS, MS, and JD. On the right side, there is a 'Layout' button. The main content area displays the logo for the MID-ATLANTIC FISHERY MANAGEMENT COUNCIL and a large blue banner that reads 'April 2021 Council Meeting'. At the bottom, there is a control bar with buttons for 'Unmute', 'Share', a smiley face icon, a red 'X' icon, 'Participants', and 'Chat'. Red arrows and text annotations point to various features: a red arrow points to the left sidebar; a red arrow points to the 'Layout' button with the text 'Click the Layout button to change your screen layout'; a red arrow points to the 'Unmute' button with the text 'Mute/unmute yourself here'; a red arrow points to the smiley face icon with the text 'Click this little arrow to change your audio settings'; a red arrow points to the 'Participants' and 'Chat' buttons with the text 'Click these buttons to open the Participant list or Chat Panel'; and a red arrow points to the 'Share' button with the text 'Click the smiley to bring up the raise hand button'. A red arrow also points to the central content area with the text 'This is where presentations and content will be shared.'

Changing Your Audio After You Have Entered the Webinar

- Audio settings can be adjusted by clicking the down arrow next to the Mute/Unmute button

OR

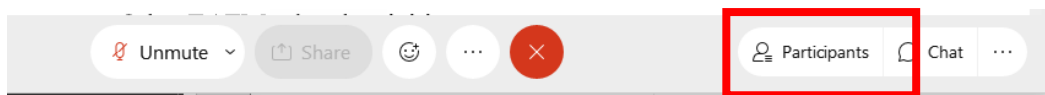
- Click “Audio & Video” from the main menu at the top of the window and select “Switch Audio” or “Speaker and Microphone Settings”



The Participants Panel

When you enter the meeting, the list of participants will be collapsed by default.

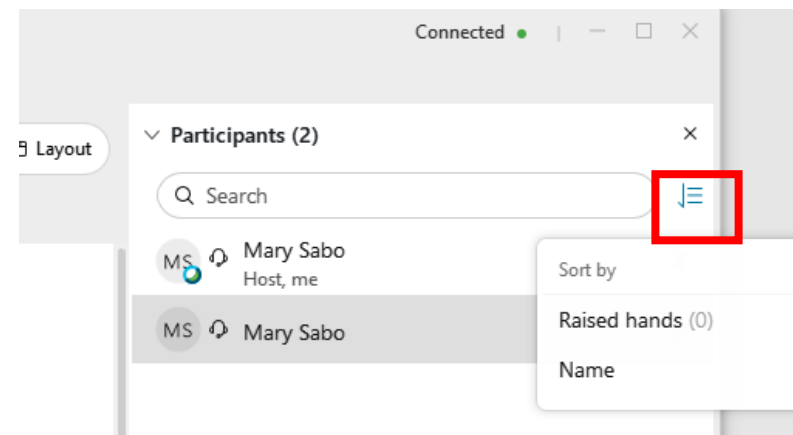
To view the list of participants, click the “Participants” button in the bottom right corner of the window.



It may also look like this:



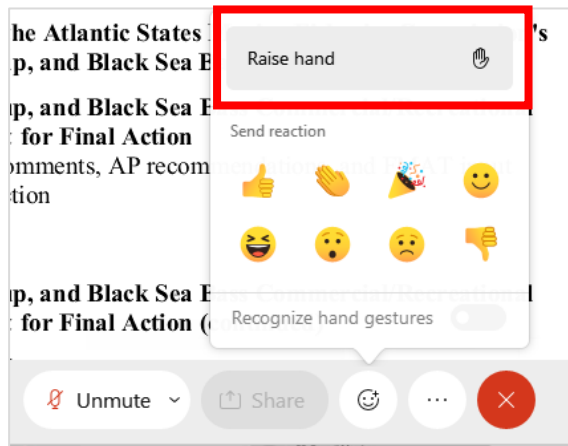
Sorting the participants panel: When the participants panel is open, you can select the small icon at the top right corner of the panel to sort the list of participants by Name or by Raised Hands.



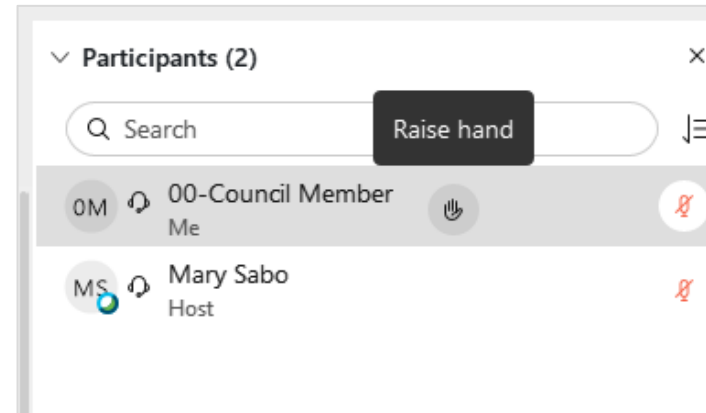
Raising Your Hand

The Council Chair will use the “Raise Hand” feature to identify participants who wish to ask questions or make comments. There are two ways to raise your hand:

1. At the bottom of the window, click the smiley face button and select “Raise hand” at the top of the pop up box.



2. With the participants panel open, hover over your name and click the “Raise hand” icon.



Note that this option only works in the Webex app, not the browser.

When you are done speaking, click the icon again to lower your hand.

The Chat Panel

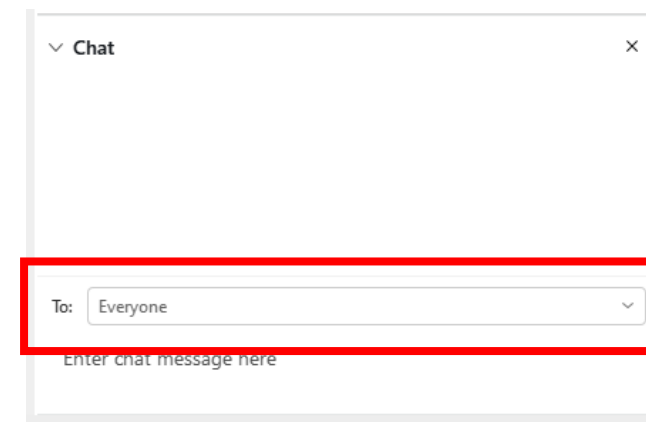
The Chat window is intended only for issues and questions related to webinar/audio.

All other questions and comments should be communicated verbally. Use the “raise hand” button if you would like to speak.

To open the chat panel, click the “Chat” button in the bottom right corner of the window.

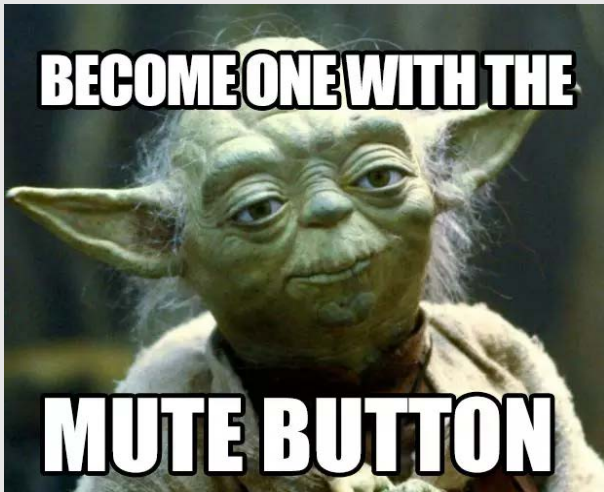


Once the chat panel is open you can click the dropdown to choose whether to send your chat to everyone or only the webinar host.

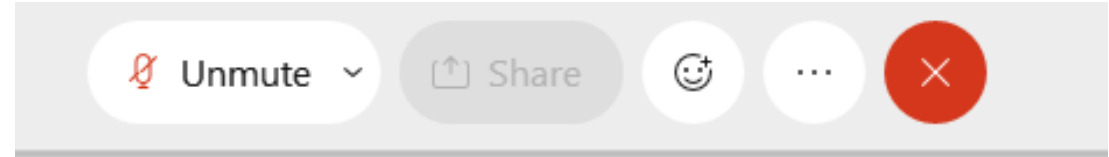


Muting & Unmuting

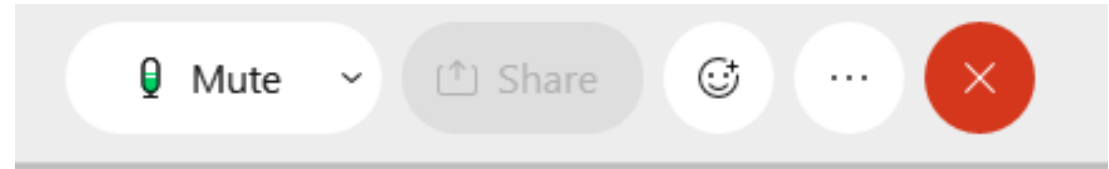
Please keep yourself muted at all times unless you are speaking.



If you are **MUTED**, your microphone icon will look like this:



If you are **UNMUTED**, your microphone will look like this:



These icons are the same regardless of whether you are using phone or computer audio.

We may need to use the “Mute All” function if there is excessive background noise. If you are connected via phone you will need to unmute yourself in the webinar (not just on your phone) before you can speak again. If you are connected on phone-only you can enter *6 on your keypad to unmute yourself.



Phone-Only Participants

This option is for participants who are only connecting by phone. If you are connected to the webinar and wish to use your phone for audio, follow the audio connection instructions provided when you join the webinar.

- For telephone-only access, dial the phone number provided on the meeting page. When prompted, enter the meeting number, then press #. When you are asked for an attendee ID, press #.
- Phone-only participants can use the following keypad commands:
 - Press *6 to mute and unmute yourself
 - Press *3 to raise your hand



Join the Webinar from a Mobile Device

- You can join your webinar from your Apple or Android phone or tablet.
- You will first need to download the “Cisco Webex Meetings” application from the App Store.
- Step-by-step instructions for joining a meeting from a mobile device are [available here](#).



Webex Meetings



Additional Resources

- Test out your audio connection in advance by joining a test meeting here: <https://www.webex.com/test-meeting.html>
- For a tutorial on connecting your audio to Webex, see: <https://help.webex.com/en-us/nt2ig0y/Choose-Your-Audio-and-Video-Settings-Before-You-Join-a-Webex-Meeting-or-Event>

Need Help?

- If you need technical assistance prior to a meeting, contact Stephen Pearson at spearson@mafmc.org or (302) 526-5256.
- If you need help during a meeting, please check the appropriate meeting page for staff contact information: <https://www.mafmc.org/council-events>. Please note that staff contacts may be updated during a meeting.

