



## USER GUIDE –HOW TO USE CISCO WEBEX MEETING FOR VIDEOCONFERENCING

### Overview:

This guide will walk you through the steps to use Videoconferencing via Cisco WebEx.

**Mandatory :** Open the meeting link in Google chrome browser , If your default browser is Internet explorer (IE) ,then copy the link and open in Google chrome browser.

Step-1 : User will receive automated email -meeting invite as below for Videoconference meeting .

	<p>sop <a href="#">View on Google Calendar</a></p> <p>When Wed Apr 1, 2020 21:55 – 22:25 (IST)</p> <p>Where <a href="https://gujaratgasltd.webex.com/gujaratgasltd/j.php?MTID=m2a65f34d5286d678793be58f7c658a71">https://gujaratgasltd.webex.com/gujaratgasltd/j.php?MTID=m2a65f34d5286d678793be58f7c658a71</a></p> <p>Who Rakesh Prajapati*</p> <p><input type="button" value="Yes"/> <input type="button" value="Maybe"/> <input type="button" value="No"/> <a href="#">More options</a></p>	<p>Agenda Wed Apr 1, 2020</p> <p>08:00 <a href="#">sketing</a></p> <p>17:25 <a href="#">testing for ggl</a></p> <p>21:55 <a href="#">sop</a></p> <p>No later events</p>
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Rakesh Prajapati invites you to join this Webex meeting.

Meeting number (access code): 576 663 626

Meeting password: cWX8rMxHU35

Wednesday, April 1, 2020

9:55 pm | (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi | 30 mins



Step 2: User need to click on “Join Meeting” button. user will be redirected to new page.



sop

Wednesday, Apr 1 2020 | 9:55 PM - 10:25 PM ⓘ

# Install the Cisco Webex Meetings app and start collaborating.

Having trouble downloading the app? [Join from your browser.](#)





Step 3: Users need to click “Join from your browser” written in blue color. Then fill out basic Details and click next.

- Participant Name
- Email Id for login ( ex : @gujaratgas.com )

9:55 PM - 10:25 PM

Enter your information




Sandip Patel

sandip538@gmail.com

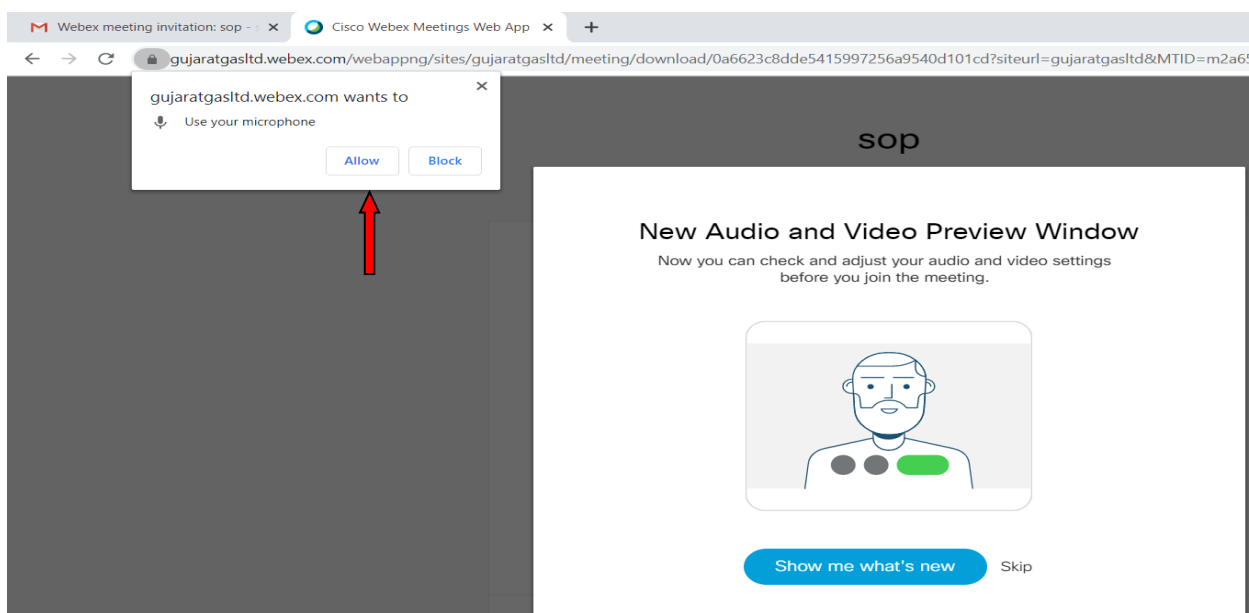
Next

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

More ways to sign in

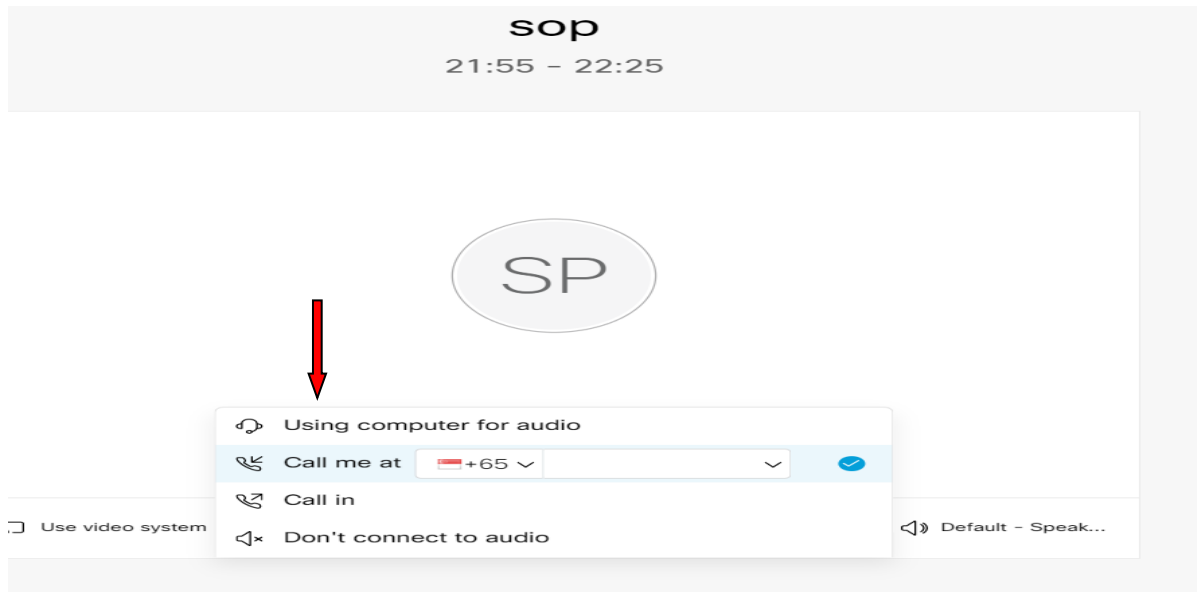
  

Step 4: Click “ Allow “ button to use your Microphone and Video Camera permission notification, if prompted.

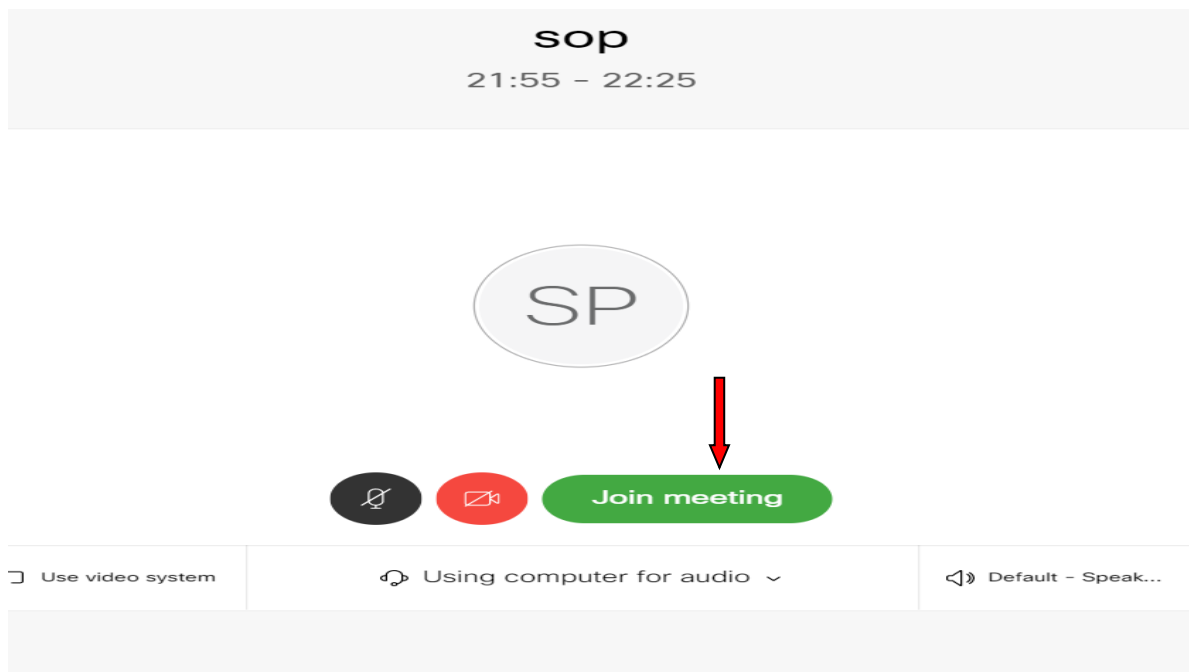




## Step 5: Select “Using Computer for audio “ button



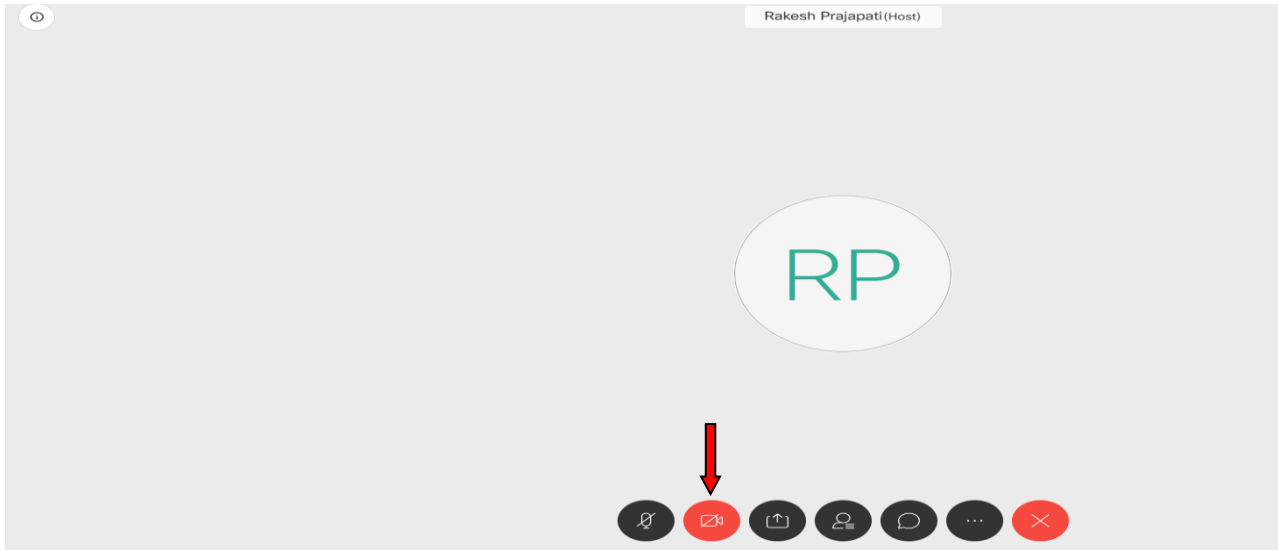
## Step 6: select “Join Meeting “ button



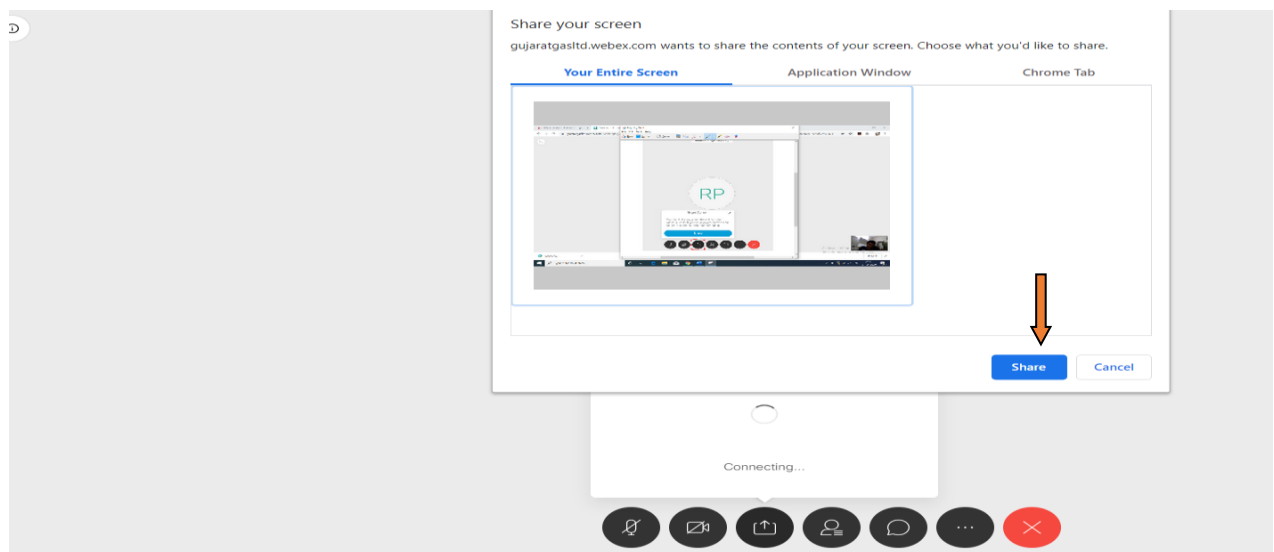


**Step 7:** User will be in meeting as participant “Participant name will appear in topmost right corner of screen”

Click on “Start video option” button in below pane

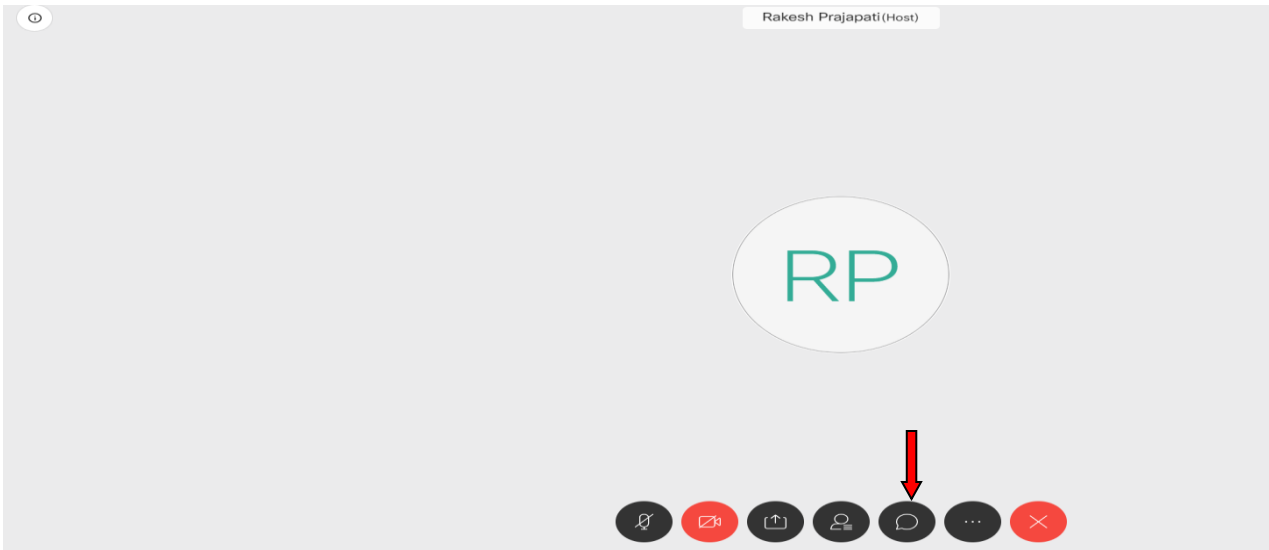


**Step 8:** user can share their screen by clicking “Share ” button in below pane

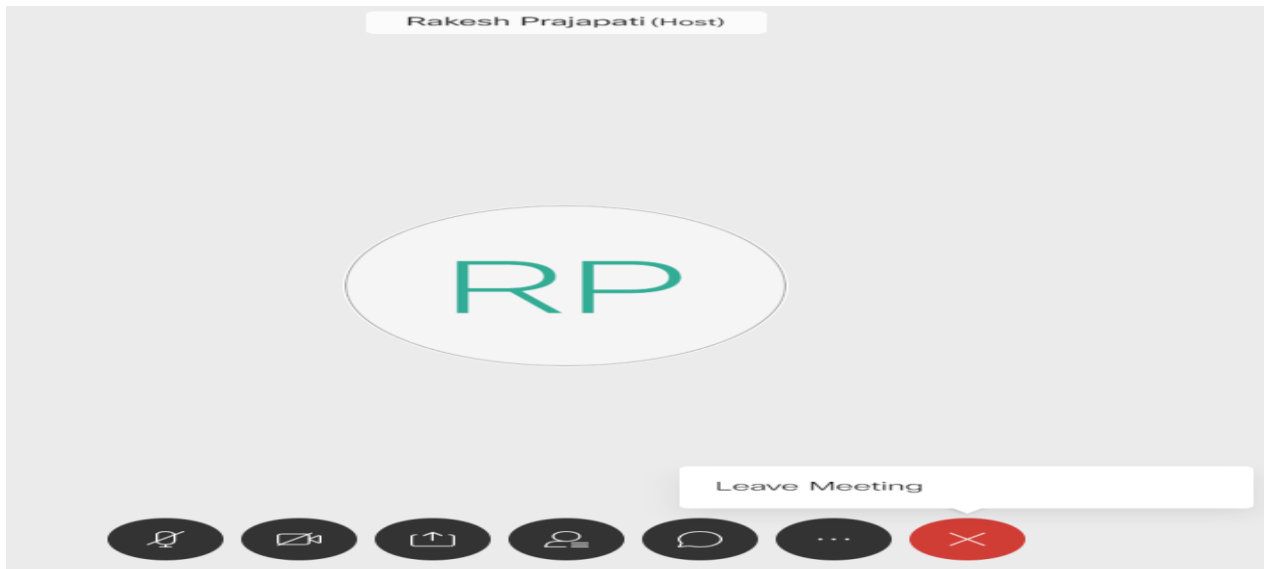




Step 9: user can chat by clicking “chat “ button in below pane



Step 10: User can exit by clicking “leave meeting” button



For any issue user may contact : **IT Helpdesk - 7574 800 400 / 9714 800 500**