



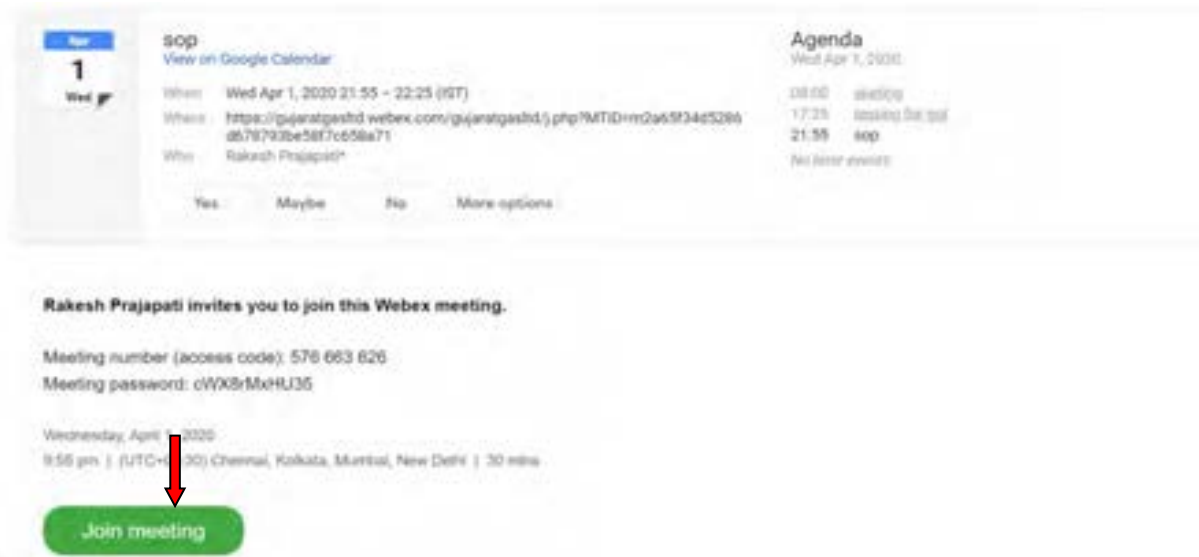
USER GUIDE –HOW TO USE CISCO WEBEX MEETING FOR VIDEOCONFERENCING

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 .



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



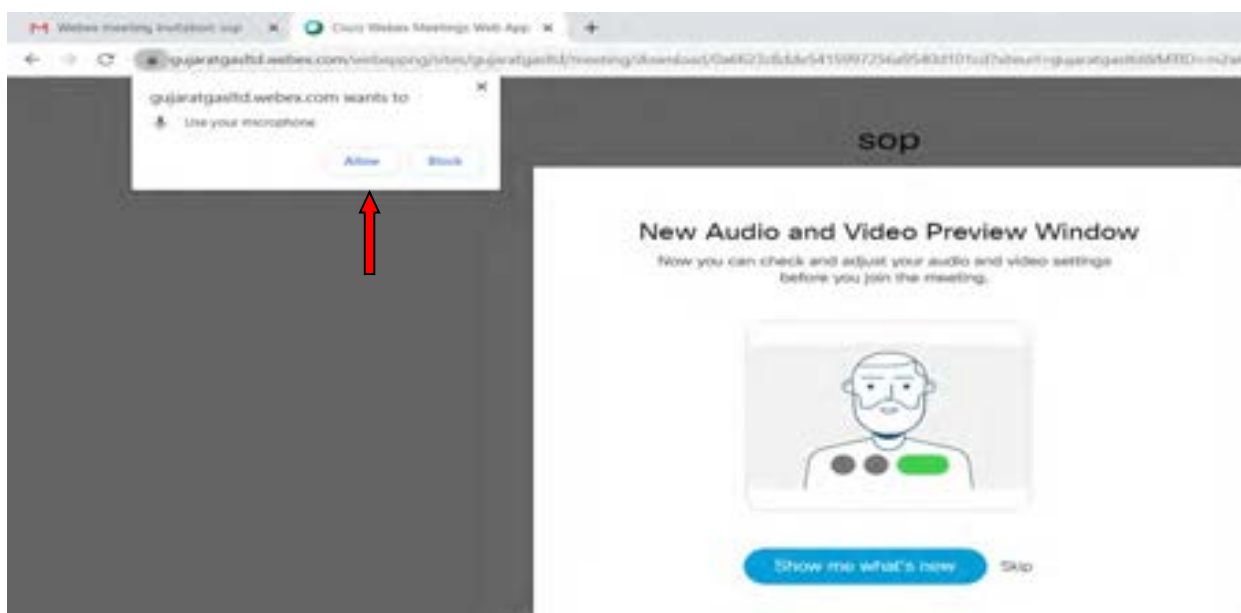


Step 3: Users need to click “Join from your browser” written in blue color. Then fill out basic Details and click next.

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

A screenshot of a web portal registration form. At the top, it says "9:55 PM - 10:25 PM". Below that is the heading "Enter your information". There are two input fields: the first contains "Sandip Patel" and the second contains "sandip538@gmail.com". Below these fields is a large blue button labeled "Next". Under the button, it says "Already have an account? Sign in". At the bottom, there is a section titled "More ways to sign in" with three circular icons for Google, Microsoft, and Facebook.

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





Step 5: Select “Using Computer for audio “ button



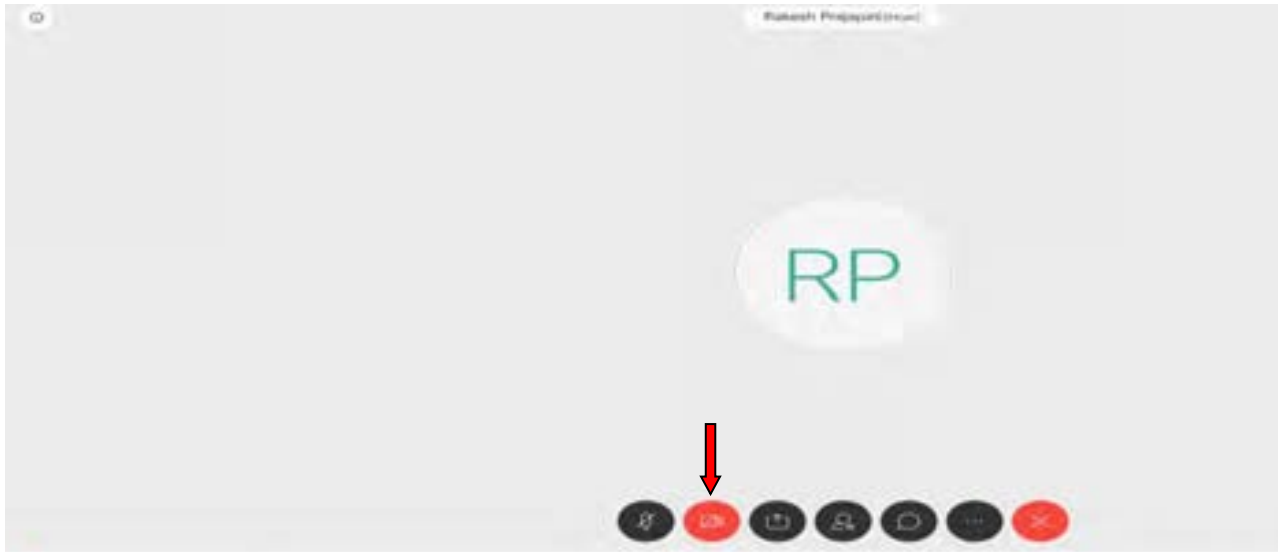
Step 6: select “Join Meeting “ button



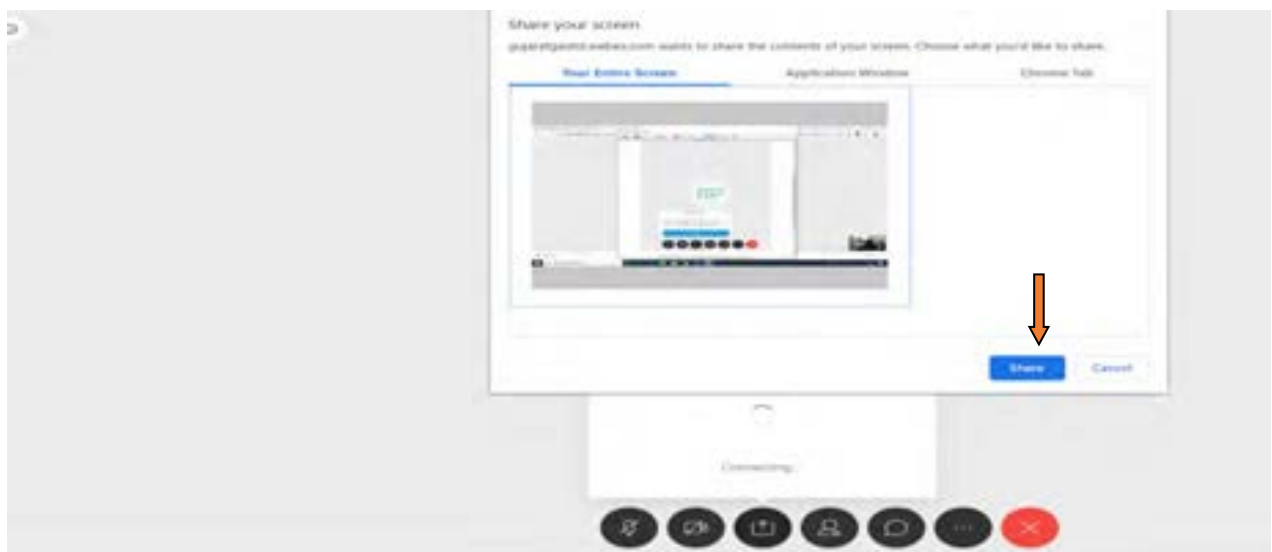


Step 7: User will be in meeting as participant “Participant name will appear in topmost right corner of screen”

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**