



## 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.](#)



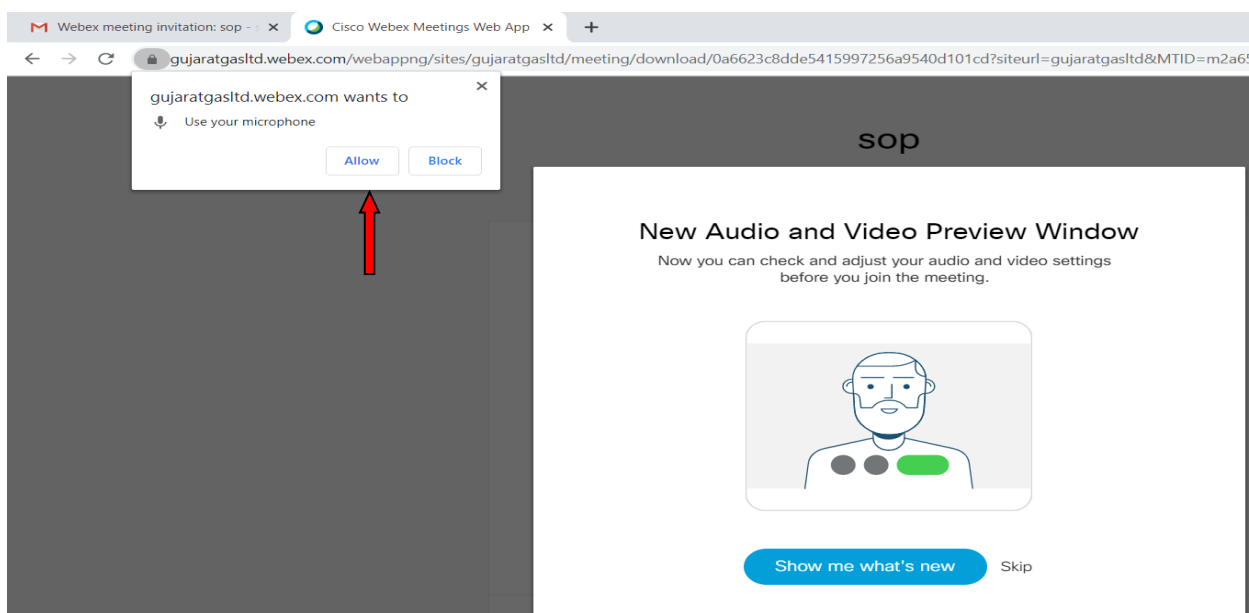


Step 3: Users need to click “Join from your browser” written in blue color. Then fill out basic Details and click next.

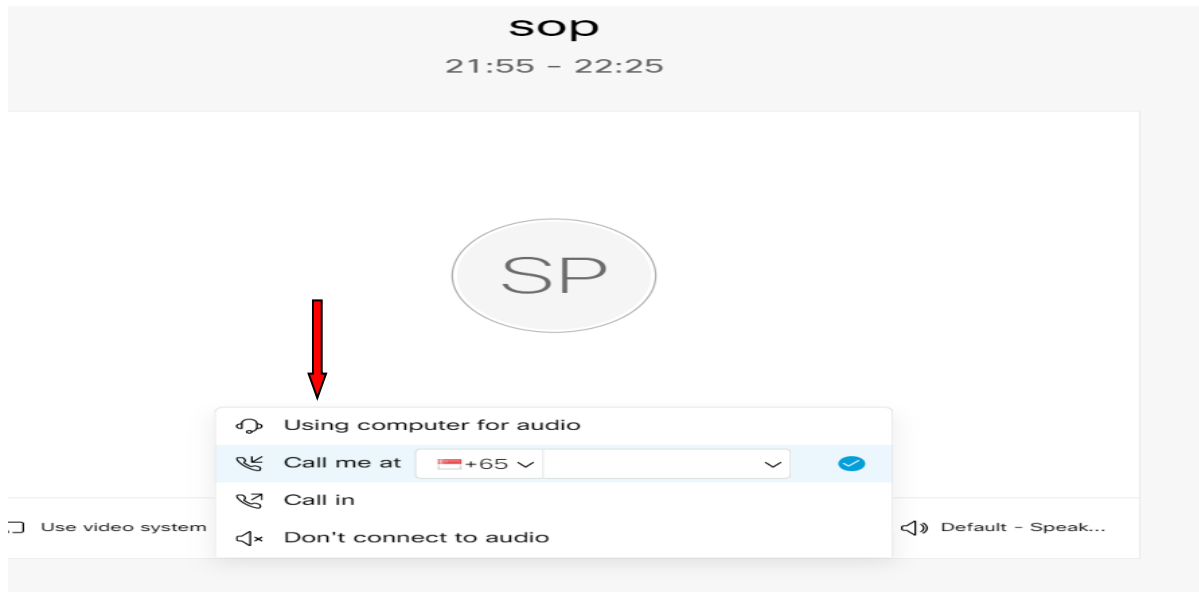
- Participant Name
- Email Id for login ( ex : @gujaratgas.com )

A screenshot of a Webex login interface. At the top, it shows the time "9:55 PM - 10:25 PM". Below this is the heading "Enter your information". There are two input fields: the first contains "Sandip Patel" and the second contains "sandip538@gmail.com". Below the fields is a large blue button labeled "Next". Underneath the button, it says "Already have an account? Sign in" with "Sign in" in blue. At the bottom, it says "More ways to sign in" followed by three circular icons for Google, Microsoft, and Facebook.

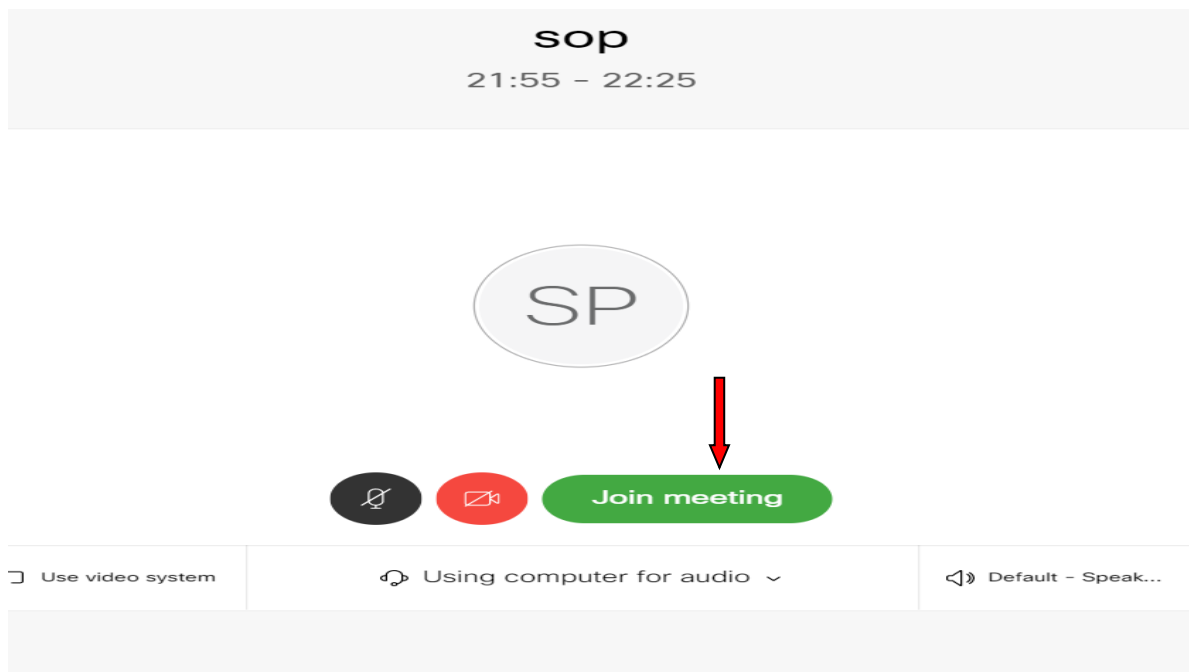
Step 4: Click “ Allow “ button to use your Microphone and Video Camera permission notification, if prompted.



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



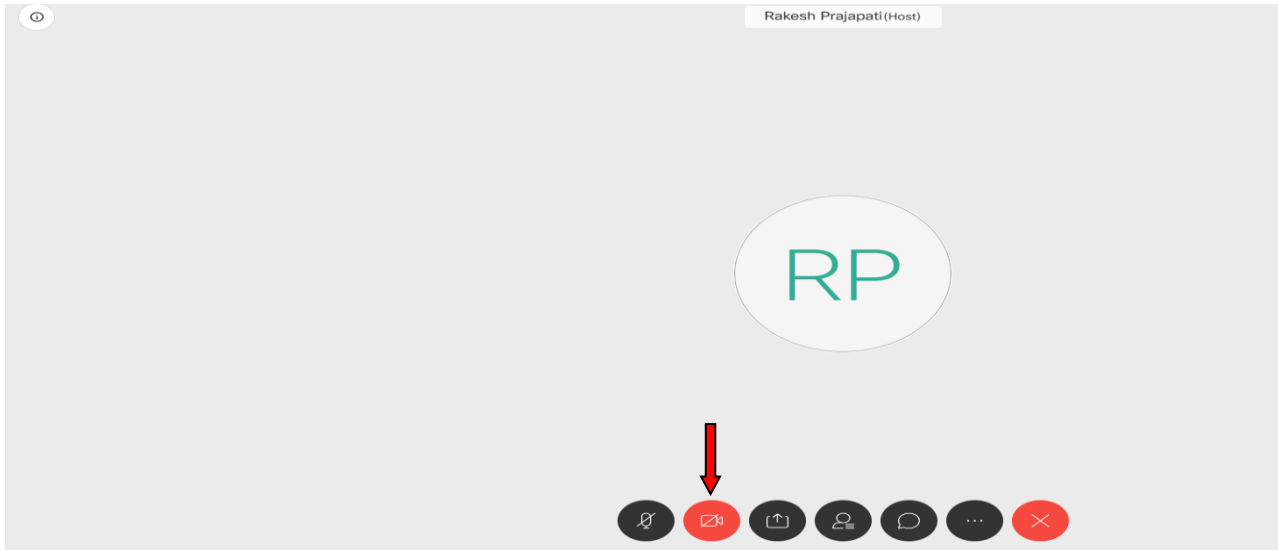
## Step 6: select “Join Meeting ” button



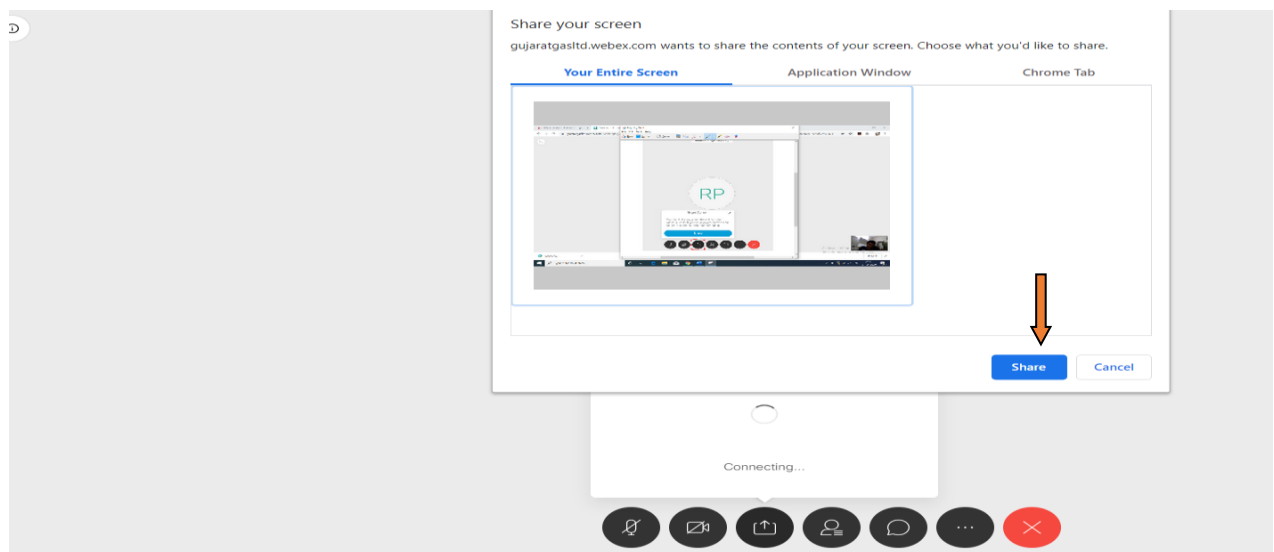


**Step 7:** User will be in meeting as participant “Participant name will appear in topmost right corner of screen”

Click on “Start video option” button in below pane

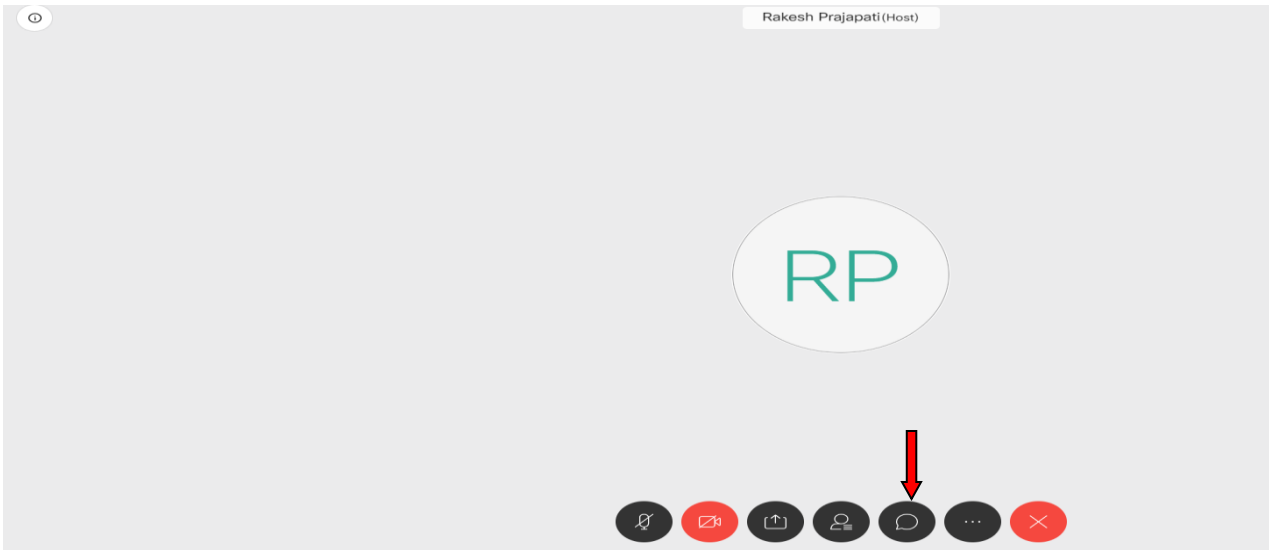


**Step 8:** user can share their screen by clicking “Share ” button in below pane

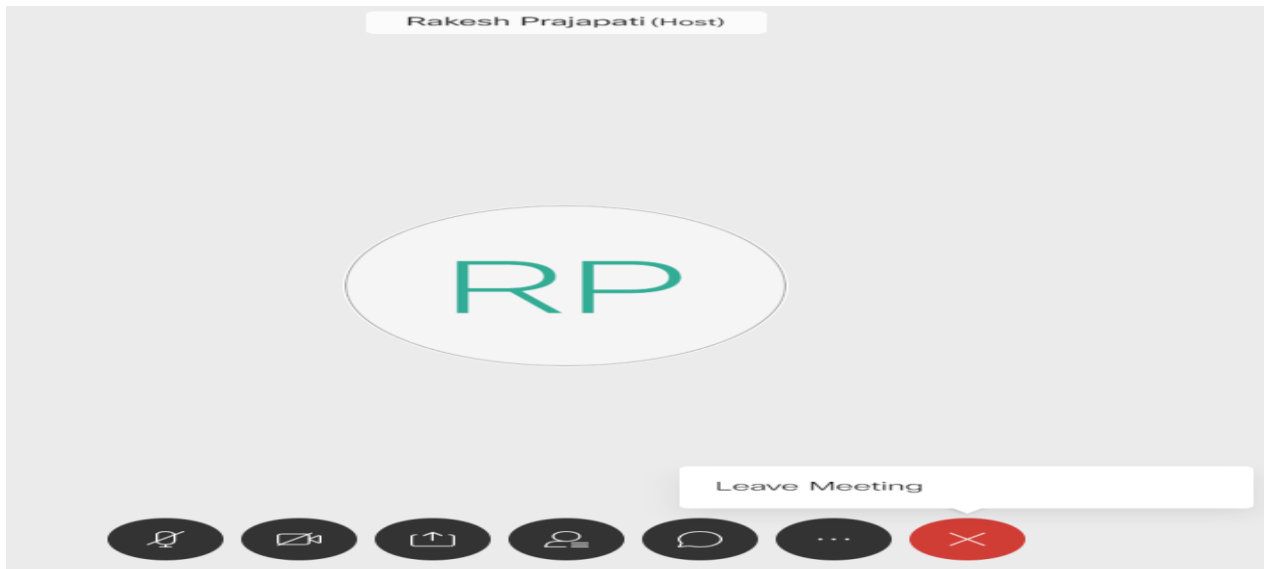




Step 9: user can chat by clicking “chat “ button in below pane



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



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