

GMAP SESAMI Program
Getting Started with Webex Meeting for Registered Students

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1 Overview

This document includes the steps to join a Webex Meeting set up for SESAMI Programs. As an attendee, you only need to receive the meeting ID and its password.

2 Preparation

- **System requirements:** <https://help.webex.com/en-us/nki3xrq/Webex-Meetings-Suite-System-Requirements>
 - For more stable access, it is recommended to use an Ethernet cable instead of Wi-Fi.
- You can install the Webex Meetings desktop app to easily start and join your meetings from the app: <https://help.webex.com/en-us/0tow9g/Download-the-Cisco-Webex-Meetings-Desktop-App>
 - Make sure to use the latest and greatest version (after WBS40.9 release).

3 Join a Webex Meeting

- Run Cisco Webex Meetings app, or access <https://www.webex.com/> and use right top menu.
 - Input the meeting ID and password
- **Get Started** with Cisco Webex Meetings for Attendees: <https://help.webex.com/en-us/n62wi3c/Get-Started-with-Cisco-Webex-Meetings-for-Attendees>
- At the time of your presentation, you can **share your screen**: <https://help.webex.com/en-us/i62jfl/Share-Your-Screen-or-Application-in-a-Cisco-Webex-Teams-Meeting>
 - You can select either your screen (desktop) or an app.

4 Ground rule

- (a) Meeting ID/password will be provided prior to the lecture. Make sure you have the info in advance.
 - You must not share the ID/password with those who do not enroll in the course.
- (b) Join the meeting at least 10 minutes or earlier
- (c) When you join the meeting, enter your name as you signed up for the course.
 - The instructor recognizes your participation and the teaching assistant can record your attendance in the registered student list.
 - Please turn on your video.
- (d) Audio:
 - You must **mute your microphone when you are not talking to the class or your team**. Your background noise will disrupt the class otherwise. In case you are in the classroom with others, it causes audio echo. <https://help.webex.com/en-us/n94aj5j/Mute-or-Unmute-in-Cisco-Webex-Meetings-Suite>