

Manual to join a Webex Events Video Conference

- 1) Click on the link you received in the e-mail invitation or on the link at our homepage, your Webbrowser will then open.

Notice: *We recommend you to use Google Chrome or Mozilla Firefox*

- 2) To join the Webex Events Video Conference you have to enter your name and e-mail-address (your data is only for informational purposes). The Event password will be filled out automatically, there you dont have to enter anything.

Event status: Not started
Date and time: Friday, June 12, 2020 1:00 pm
Europe Summer Time (Berlin, GMT+02:00)
[Change time zone](#)
Duration: 1 hour
Description:

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

Join Event Now

To join this event, provide the following information.

First name:

Last name:

Email address:

Event password:

[Join Now](#)

[Join by browser](#) **NEW!**

If you are the host, [start your event](#).

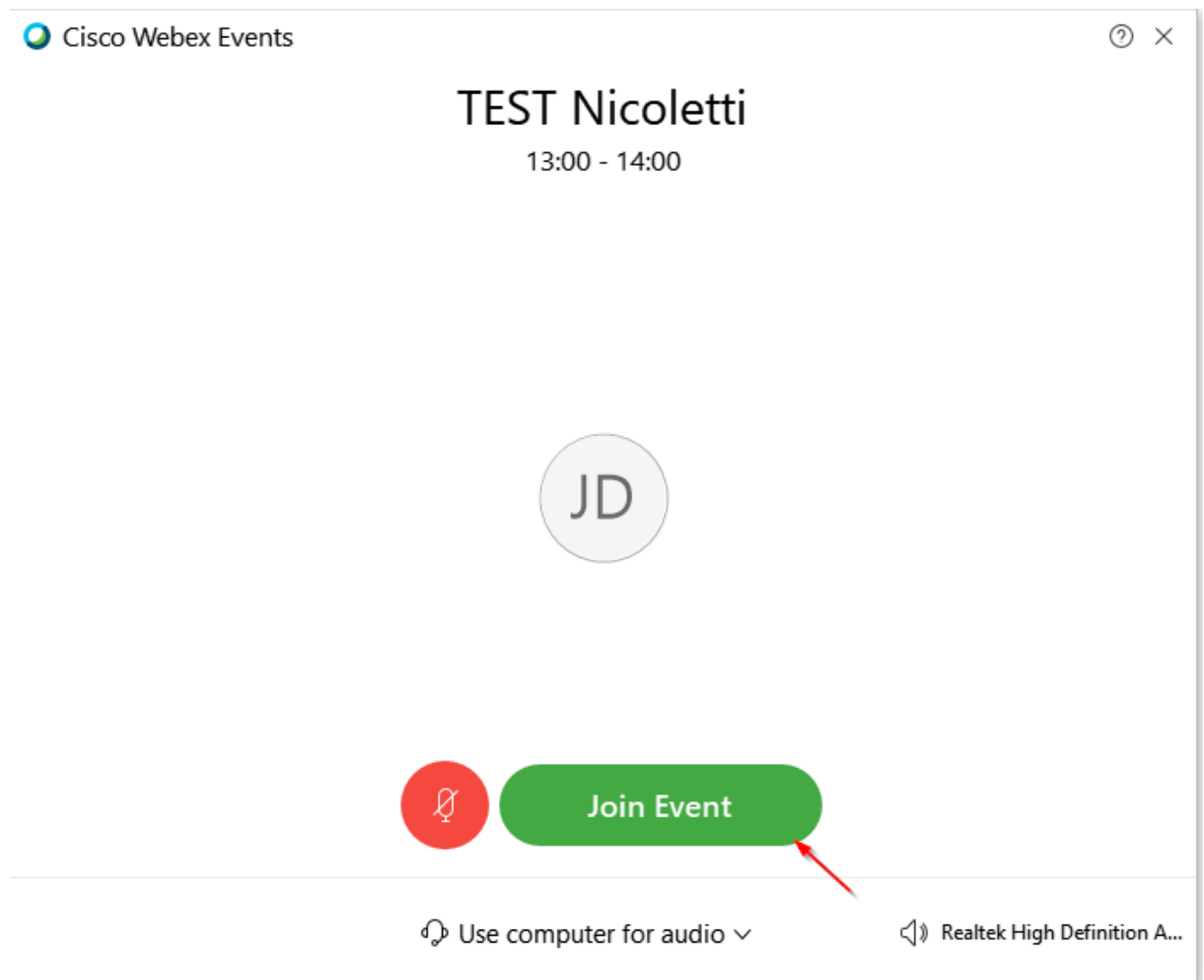
- 3) Click on „Join Now“.
- 4) Depending on which Webbrowser you are using, you will be asked to install a add-on for your Webbrowser or your Webbrowser will start automatically to download a temporary software. Just follow the instructions on the screen.

Notice: *if you should have problems to join the video conference, repeat step 1 and then instead of clicking on „Join Now“, click on the button bellow „Join by Browser“.*

- 5) A new window will open. If you have connected a headset to your device or your device has an internal microphone, here you can check your audio-settings. If you don't have an audio device, you can alternatively call in from any phone. You will find the phone number in the e-mail invitation.

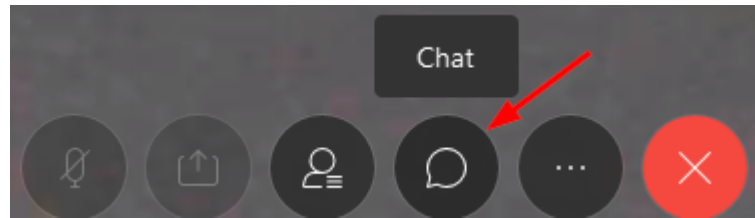
If everything is all right you can finally join the Webex Events Video Conference by clicking on „Join Event“

Notice: on entry all participants will be muted to avoid background noises.

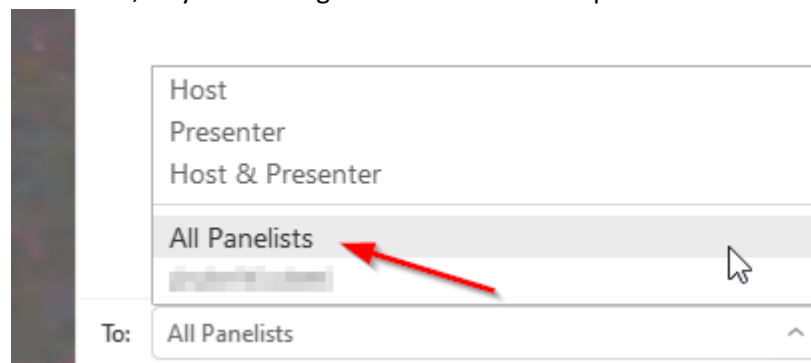


6) Now you successfully entered the video conference. On the bottom of your screen you will see the navigation bar. The buttons should be self-explanatory. For you as attendee, the most important function here is to take use of the chat, if you want to ask a question:

→ click on „Chat“.



→ now on the right side of your screen, the chat windows will open. Click on „To:“ and then select „All Panelists“, so your message will be visible for all panelists.



→ now just type in your question in the text field.

