

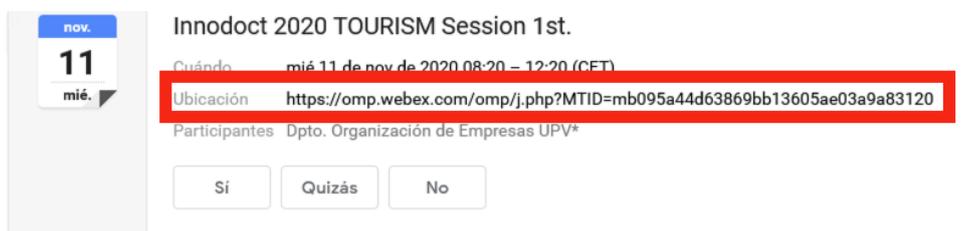
Short guide to using WebEx:

We can access WebEx meetings in three different ways, either by number provided by the organiser, by invitation received by email, or by a link provided by the organiser.

In this document, we will briefly explain how to access the conference through the following means: by invitation or by using the "link". Under no circumstances will we use a meeting number or password.

If you receive an invitation by e-mail, you will see a green button with the legend: "Join the meeting" (Unirse a la reunión). When you click on this button, your browser will open by default and the meeting access web page will be loaded. The access "links" work exactly the same, sending us directly to the meeting or session.

In the invitation email we receive, we can identify both the link to the session web address and the button to be clicked to access it:



Dpto. Organización de Empresas UPV le invita a unirse a esta reunión de Webex.

Número de reunión (código de acceso): 175 599 6509

Contraseña de la reunión: FFhCiZ3e3y7

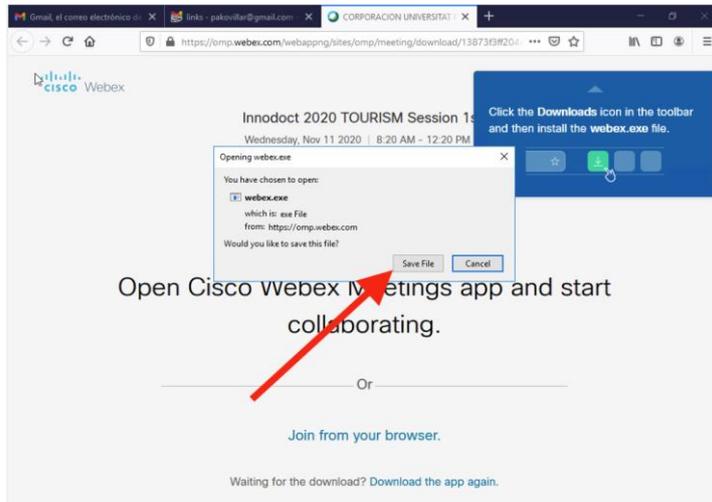
miércoles, 11 noviembre de 2020

8:20 | (UTC+01:00) Bruselas, Copenhague, Madrid, París | 4 horas

Unirse a la reunión



If we press the button, or paste the address or link into our web browser, we will see the following screen

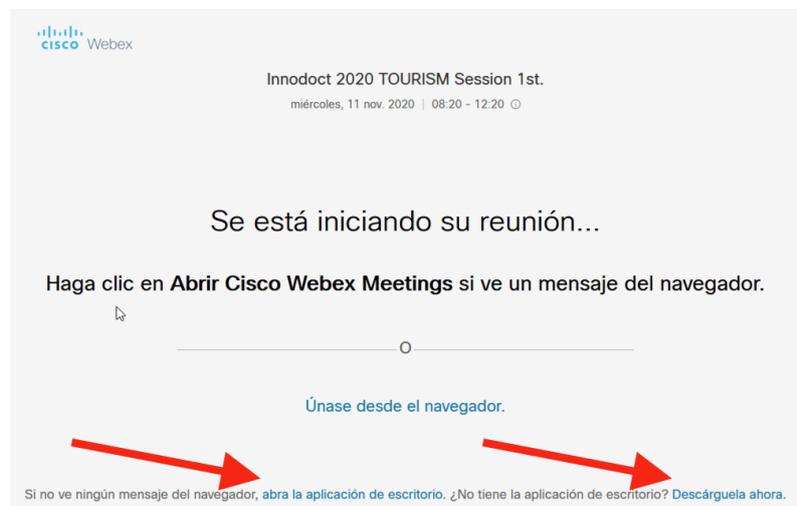


If this is the first time we are using WebEx in our browser, it will indicate that you need an application, the installation of which we will accept.

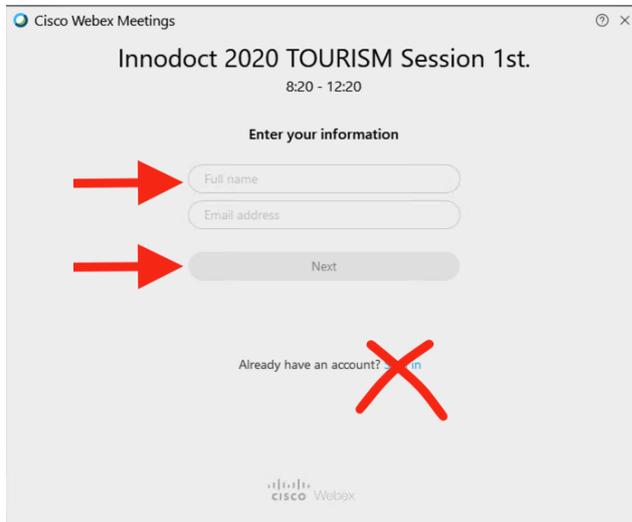
IMPORTANT: Although we can use Webex from the browser, we will not be able to view the videos of the presentations, so we choose to install the application.

Depending on the browser, the procedure for installing the application may not coincide with these images.

If for any reason you are not shown the option to download the application, it will be because you already had it installed previously, in which case we will click on: "open the desktop application" (abra la aplicación de escritorio) or, if you do not have it installed, click on the option "download it now" (descárguela ahora) as shown in the following image



Once in the Webex application, we have to enter our name and surname, and a valid email address. The system will use this data only to identify us at the meeting and to receive messages sent by the organiser. We do not need to be registered with WebEx beforehand. We will press the "Next" (siguiente) button.



Cisco Webex Meetings

Innodoct 2020 TOURISM Session 1st.
8:20 - 12:20

Enter your information

Full name

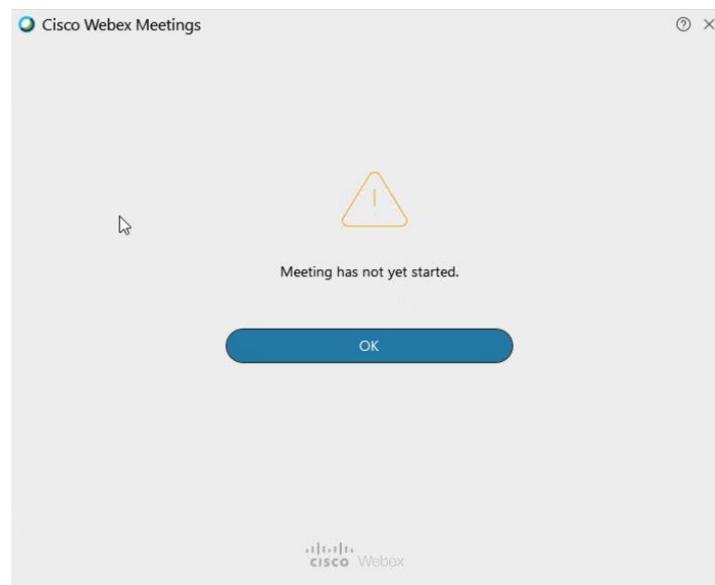
Email address

Next

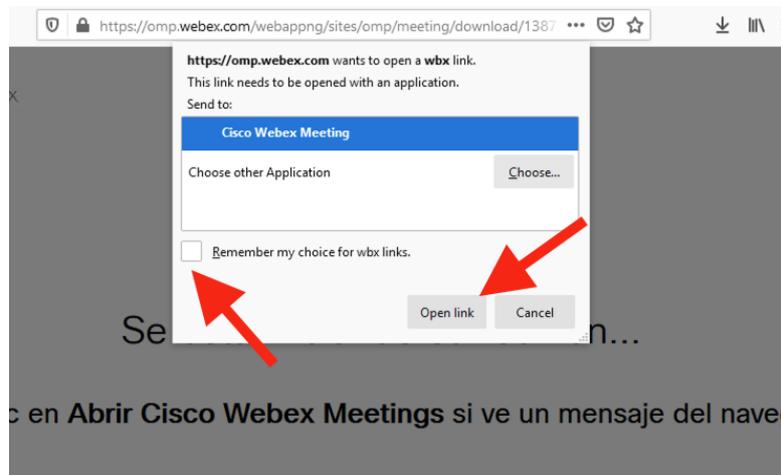
Already have an account? ~~Sign in~~

CISCO Webex

The different sessions are activated a few minutes before the scheduled time. If we access them before they start, you will see a message like the one in the image below:

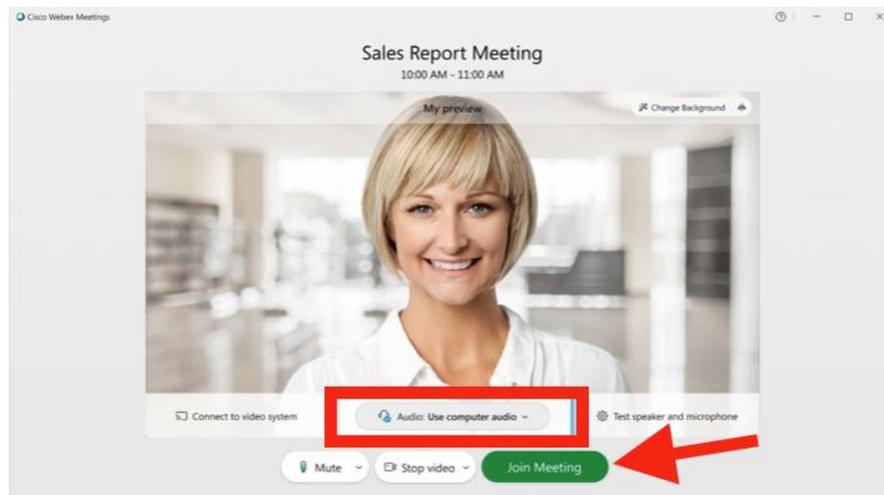


Once installed or if we have already used the program in another session, the next times we go to a new Webex session or meeting, we will be shown the following message:



Choose "Open link" (abrir enlace) and the program you downloaded from Webex will start. We can avoid this message and check the option "Remember my choice..."

When entering the meetings or sessions, the first thing we should do is make sure that under "Audio" we have the option marked "Use computer audio", which will be necessary to be able to listen to the session (even if we are not going to use the microphone). As a last step: click on "Join Meeting"



We recommend, if necessary, visiting the Cisco WebEx help page where additional information can be found:

<https://help.webex.com/en-us/n62wi3c/Get-Started-with-Cisco-Webex-Meetings-for-Attendees>