



How to Use WebEx Conferencing

In accordance with the recent guidelines to prevent the spread of the COVID-19 virus, Howard County Beekeepers Association (HCBA) will conduct meetings using the WebEx conferencing tool until further notice. Use the information provided in this document to familiarize yourself with how to use the tool.

Prior to using WebEx:

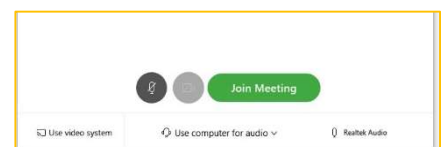
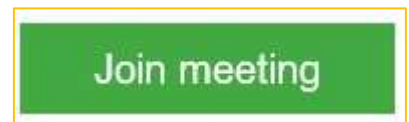
In order to make your virtual meeting experience go smoothly, take these actions prior to your first WebEx meeting:

1. WebEx is free, and to access it, you only need to select the 'Join' button from the email. That will open the meeting in your internet browser. For the best experience though, we recommend that you register to use the WebEx tool, download, and install the interface. To do that, go to [this link to sign up for WebEx](#).
 - a. For mobile devices, you can get the WebEx app from your phone's app store.
2. While you are at the WebEx page linked to in #1, use the link provided on that page to practice signing into a WebEx meeting so you are familiar with how to join a meeting and connect your telephone to the audio.

Attending a WebEx meeting:

Attending a WebEx meeting is easy... once you've done it. These tips should make your first meeting or two go well.

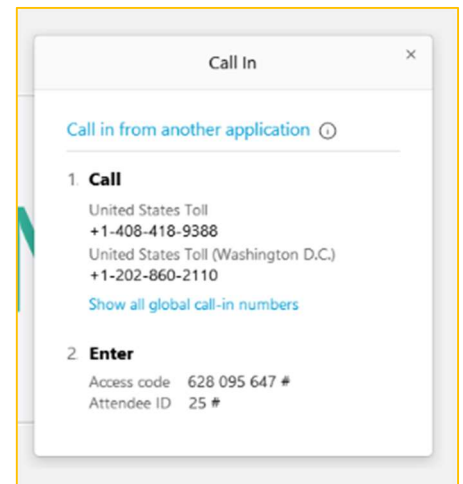
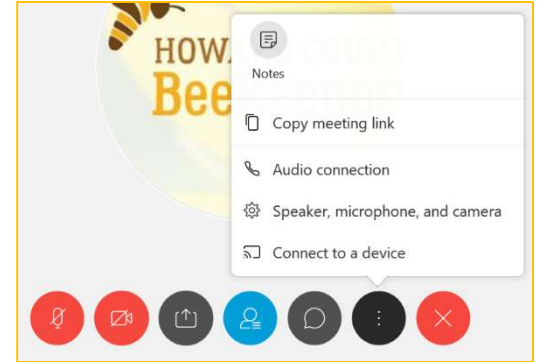
1. **Join the Meeting.** Using the email from HCBA that contains your meeting information and invite, select the *Join Meeting* button to go to the WebEx interface.
 - a. Enter your name and email address if asked to do so.
 - b. An informational tutorial may pop up. If it does, select *Skip*.
2. **The WebEx meeting** interface is now open. At the bottom, you will see a microphone button and a video button.
 - a. Select the microphone button to mute your audio.
 - b. Make sure your video is off. Only presenters will display their video.
 - c. *Note:* when these buttons are red, that indicates that the microphone or video device is off.
 - d. Select the *Join Meeting* button. WebEx will automatically connect to your computer audio.
3. **Audio Connection:** We highly recommend that you *do not use* your computer audio when attending any virtual meeting. To connect to your mobile or land line:



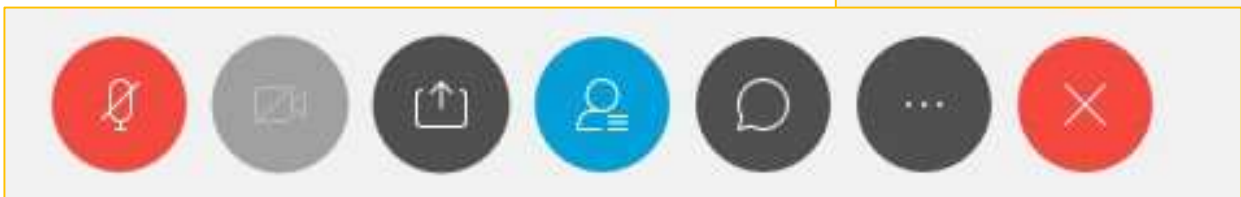


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- a. The WebEx system will offer to call you. Using this feature will make it easier to sign in for future meetings. Simply type in your preferred phone number, and WebEx will call and connect you to the meeting.
- b. If you choose to dial in yourself:
 - i. If the full WebEx toolbar is not showing, simply point your mouse cursor near the microphone button to reveal the toolbar.
 - ii. Select the button with the three dots (ellipse), then select the *Audio Connection* option.
 - iii. The call-in information dialogue box opens. Dial the number, and follow the prompts to enter both the meeting access code and the attendee ID.



4. The WebEx Toolbar: From left to right:



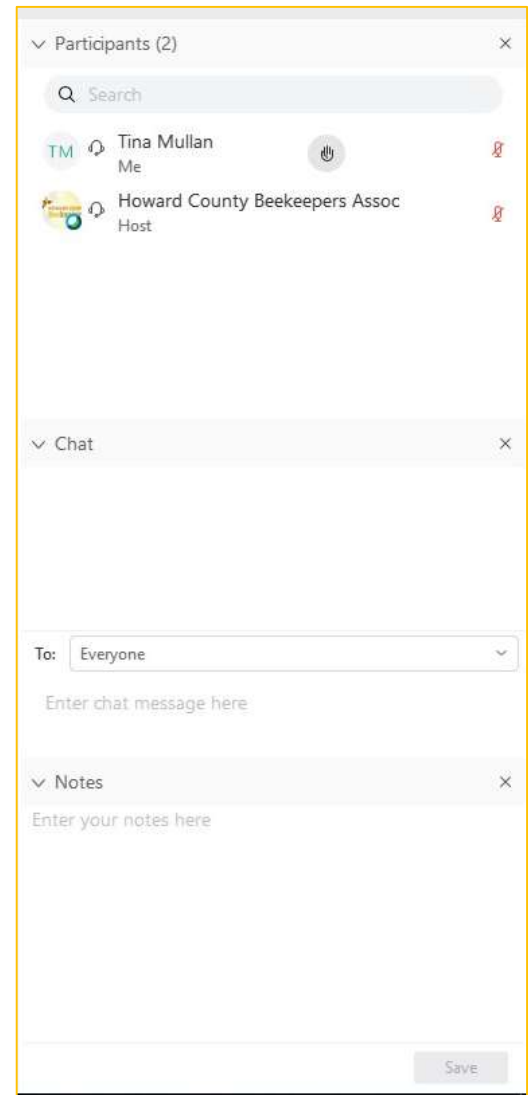
- a. Microphone icon: Use to mute/unmute your audio
- b. Video icon: Use to turn your video feed on and off. We ask that only presenters display their video during presentations.
- c. Share Icon: Used by presenters to share their screens or other content.
- d. Participants icon: Select this icon to show or hide the session participant list.
- e. Chat icon: Use to open the chat window so you can enter your questions or comments during the meeting.
- f. Ellipse Icon: Provides access to audio connection and setting options.
- g. X Icon: Use to leave the meeting.



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5. Right side window panes

- a. *Participants*: Shows the names of all meeting attendees. Has a short-cut for you to mute/unmute your audio and has the Raise Hand icon.
 - i. Select the *Raise Hand* if you have a question during an open question portion of the meeting.
 - ii. You can turn this pane on and off using the participant button on the toolbar.
- b. *Chat*: Use to enter your questions or comments.
 - i. A meeting moderator will monitor this pane during the meeting, so be sure to send your chat item to *Everyone*.
 - ii. Turn the chat pane on and off using the chat button on the toolbar.
- c. *Notes*: An option for you to take your own notes during the meeting.
 - i. When you are done taking your notes, be sure to select *Save* to store them on your computer.
 - ii. Turn the *Notes* feature on by selecting the ellipse button on the tool bar, then click on the Notes option at the very top.





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Virtual Conferencing Tips

Although many of us are familiar with virtual conferencing, please familiarize yourself with these tips:

- The tool has a maximum attendee count of 200, so if there are multiple attendees in your household, please have only one person sign into the meeting.
- Connect at least 5 minutes before the start time just in case you experience any glitches.
- After you select the Join meeting button, use the provided meeting ID to join the meeting and then dial in using the phone number provided. Follow the instructions, and please be sure to enter the provided participant ID number. You may also choose to have the WebEx system call you directly. Just choose that option when it is available. Of course, you may also join using your computer audio.
- When you join the session, use the Mute feature in the tool to mute your audio and unmute to speak. You will be able to talk with other attendees prior to the session start time.
- At the session start time, all user microphones will be muted and you will not have the option to unmute. This will keep background noise down so everyone will be able to hear the presenters.
- Unless you are scheduled to present during the meeting, we recommend that you consider turning off your video during the main portion of the meeting.
- Use the raise hand and chat features as needed to ask questions or provide input. A moderator will monitor the queue and will either call on you (and unmute your microphone) or will ask the questions on behalf of the group.
- Do not put the call on hold to take another.