



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 .

	sop View on Google Calendar When Wed Apr 1, 2020 21:55 – 22:25 (IST) Where https://gujaratgasltd.webex.com/gujaratgasltd/j.php?MTID=m2a65f34d5286d678793be58f7c658a71 Who Rakesh Prajapati* Yes Maybe No More options	Agenda Wed Apr 1, 2020 08:00 sketing 17:25 testing for ggl 21:55 sop No later events
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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


[Join meeting](#)

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)

9:55 PM – 10:25 PM

Enter your information

Sandip Patel

sandip538@gmail.com

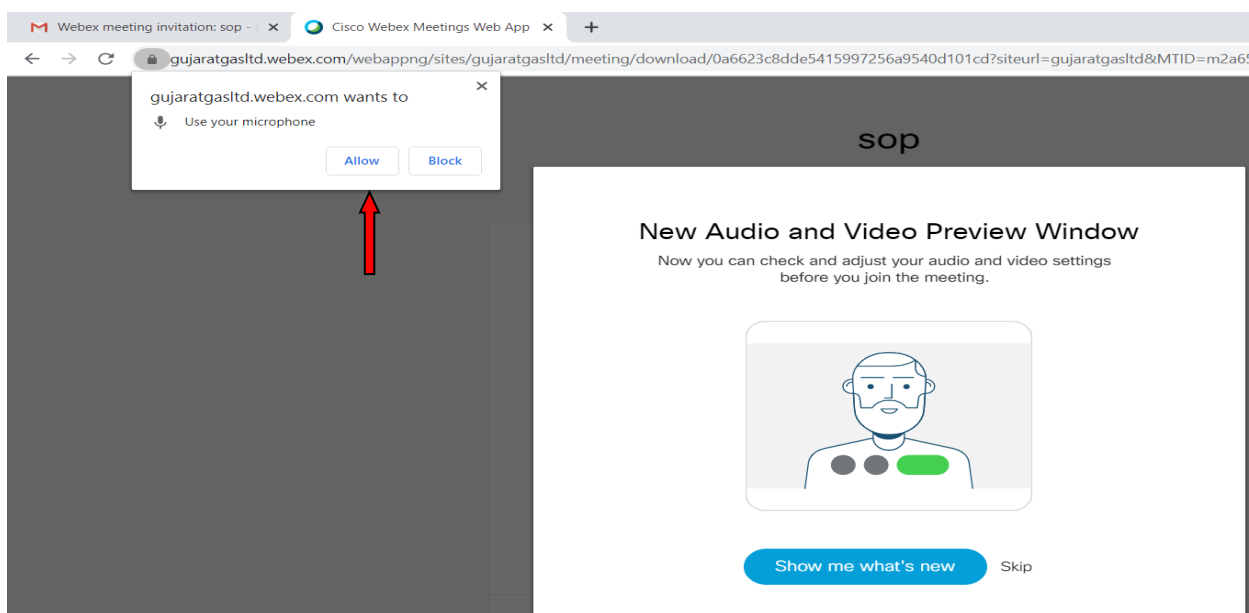
Next

Already have an account? [Sign in](#)

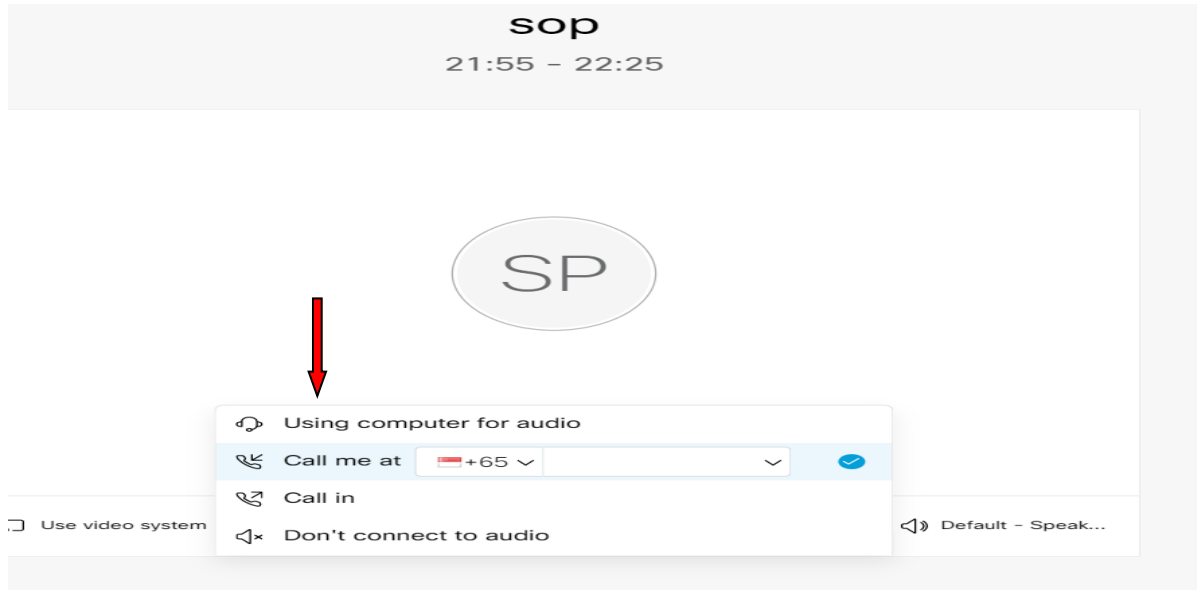
More ways to sign in

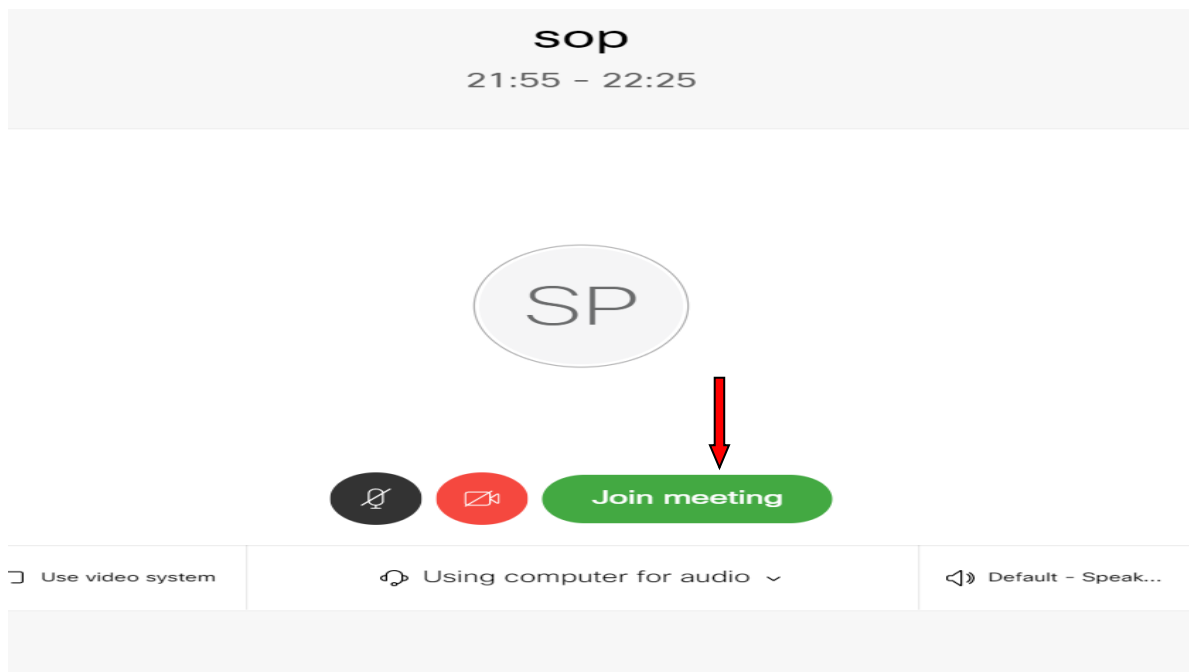
Step 4: Click “ Allow “ button to use your Microphone and Video Camera permission notification, if prompted.



Step 5: Select “Using Computer for audio “ button



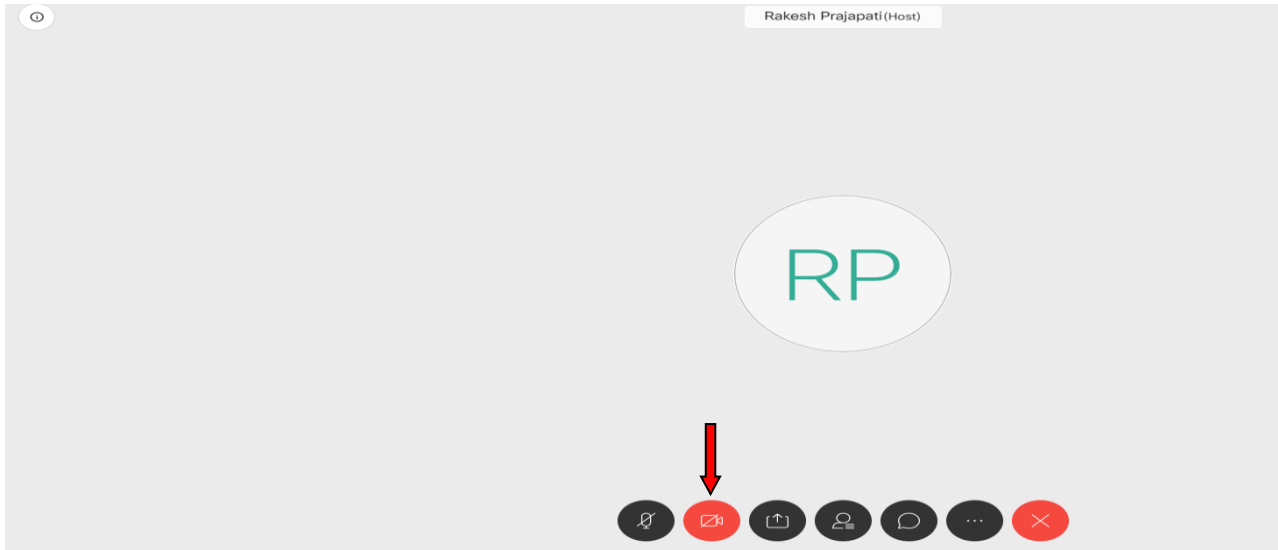
Step 6: select “Join Meeting “ button



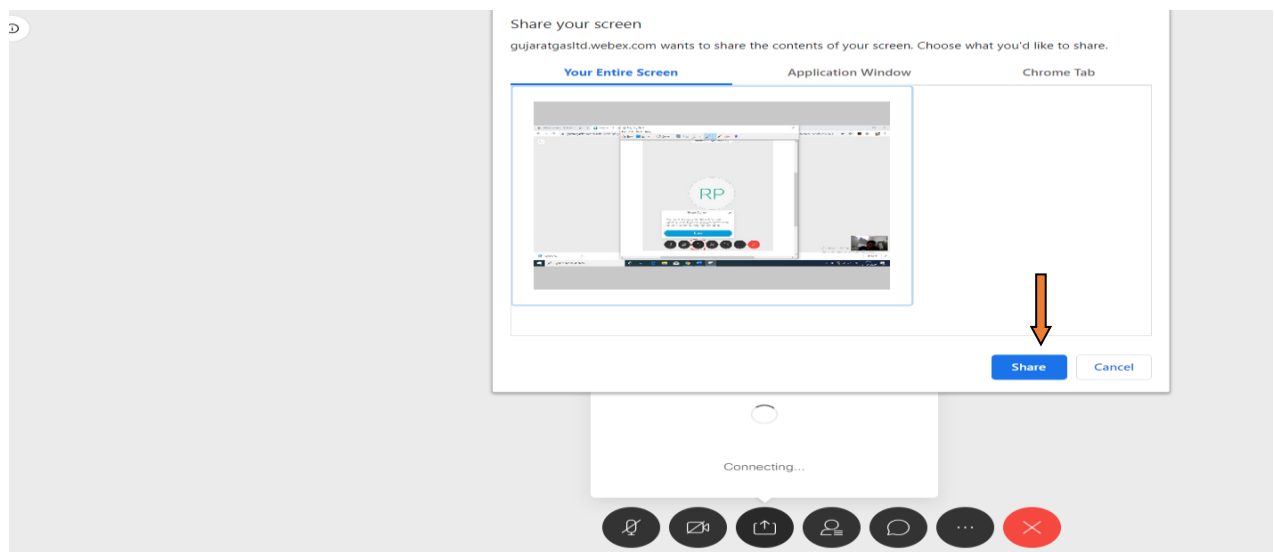


Step 7: User will be in meeting as participant “Participant name will appear in topmost right corner of screen”

Click on “Start video option” button in below pane

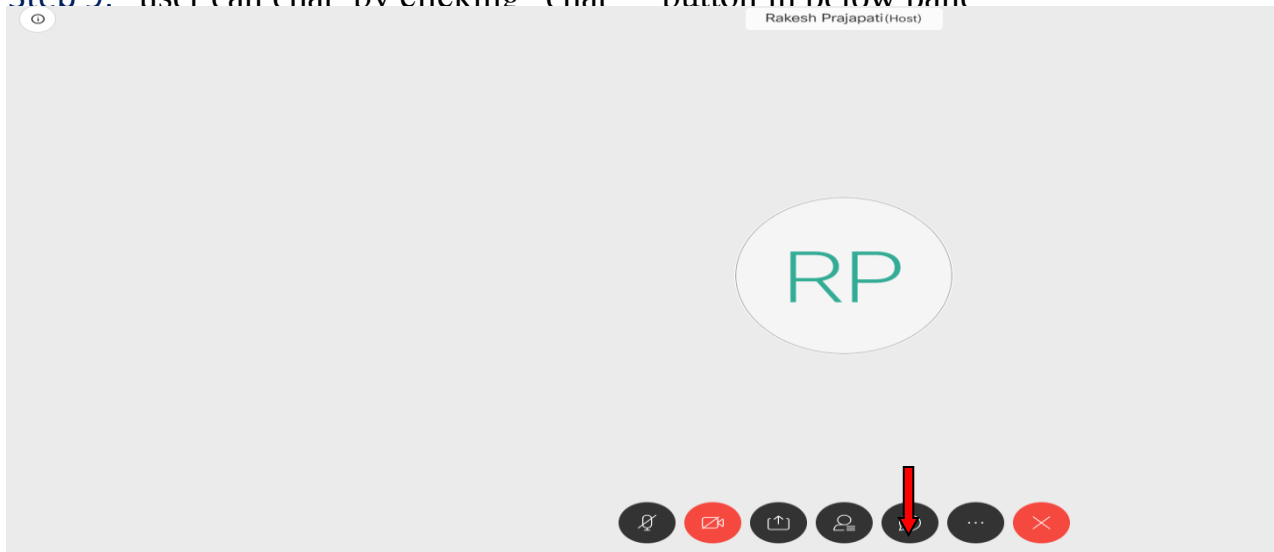


Step 8: user can share their screen by clicking “Share ” button in below pane

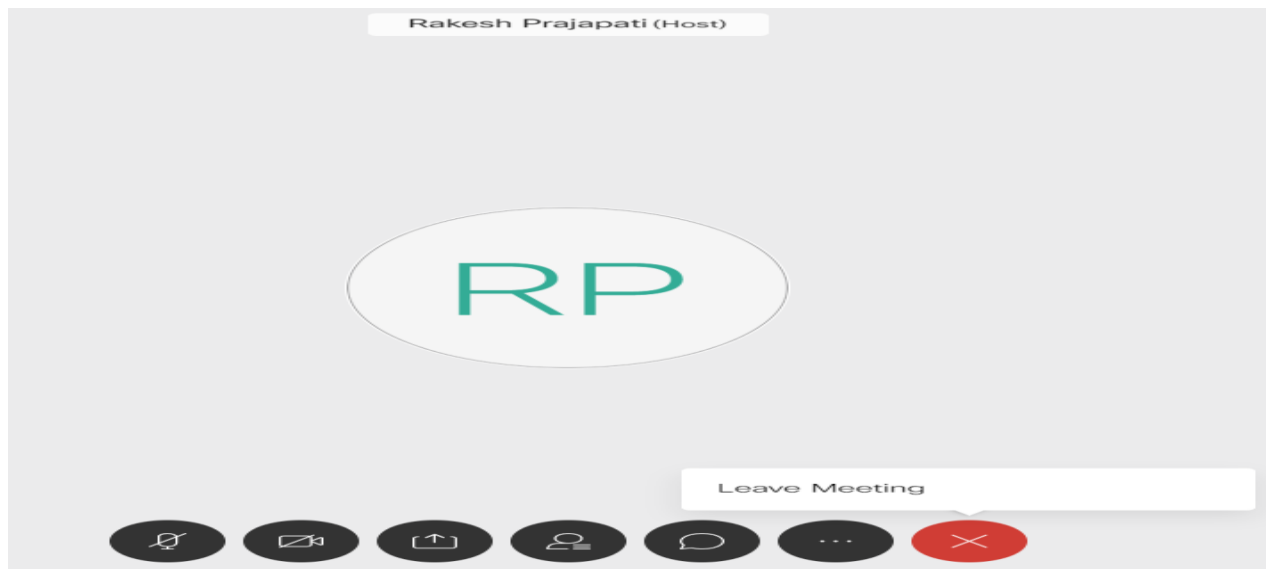




Step 9: user can chat by clicking “chat “ button in below pane



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



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