

## Participating in a Successful Online Mediation Through Webex

### INFORMATION FOR GUEST PARTICIPANTS

Join at least 5 minutes early.

1. Click the **JOIN WEBEX MEETING** link in your calendar appointment to launch Webex.

**Note: If you do not currently have Webex, you may be prompted for a short download to run the event. In this case, you will also be asked to provide your name and email address so the meeting host will know who is joining.**

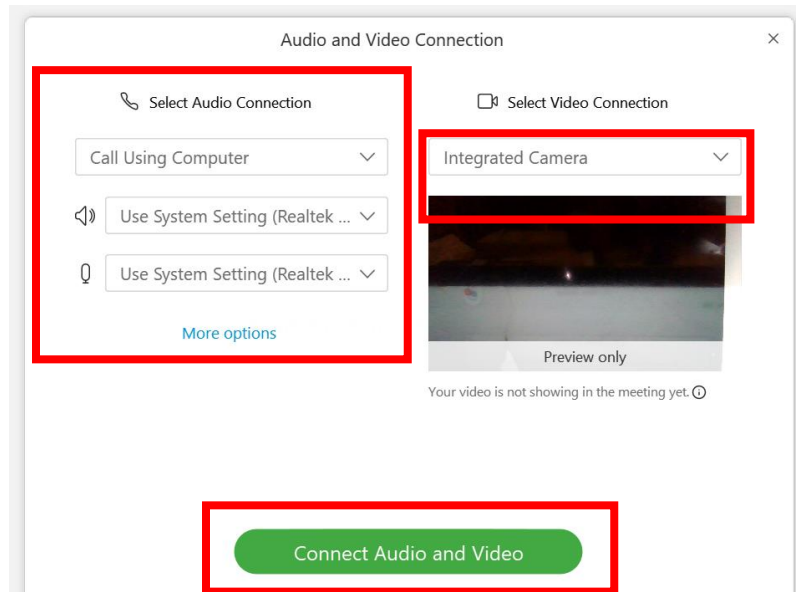


2. Webex will provide different options for audio and video connection.

1. Under **Select Audio Connection**, select **Call Using Computer**. Please note, this will only work if you have speaker and a microphone. If not, select *Call me* and enter your phone number. You will then connect to audio through your phone.

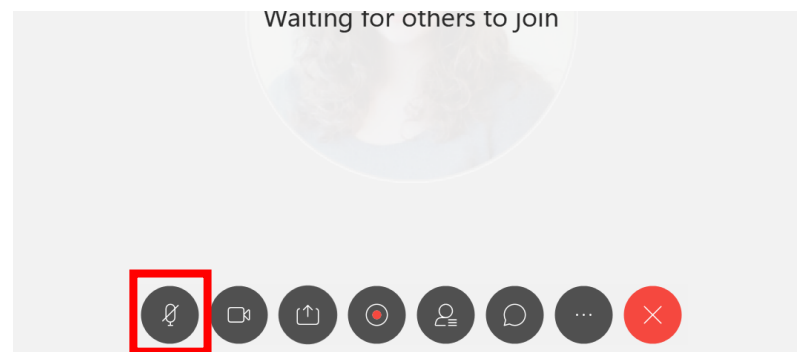
2. Under **Select Video Connection**, select your webcam. You will be able to see a preview once you select your camera.

3. Click **Connect Audio and Video**.



4. You are now fully connected to Webex, even though you may not hear or see anything. As soon as the presenter shares their screen and begins talking, it will be broadcast to all.

5. PLEASE MUTE YOUR MICROPHONE. Staying unmuted when you are not speaking can cause echoes and feedback.

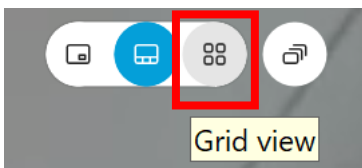


## Changing the Screen Layout

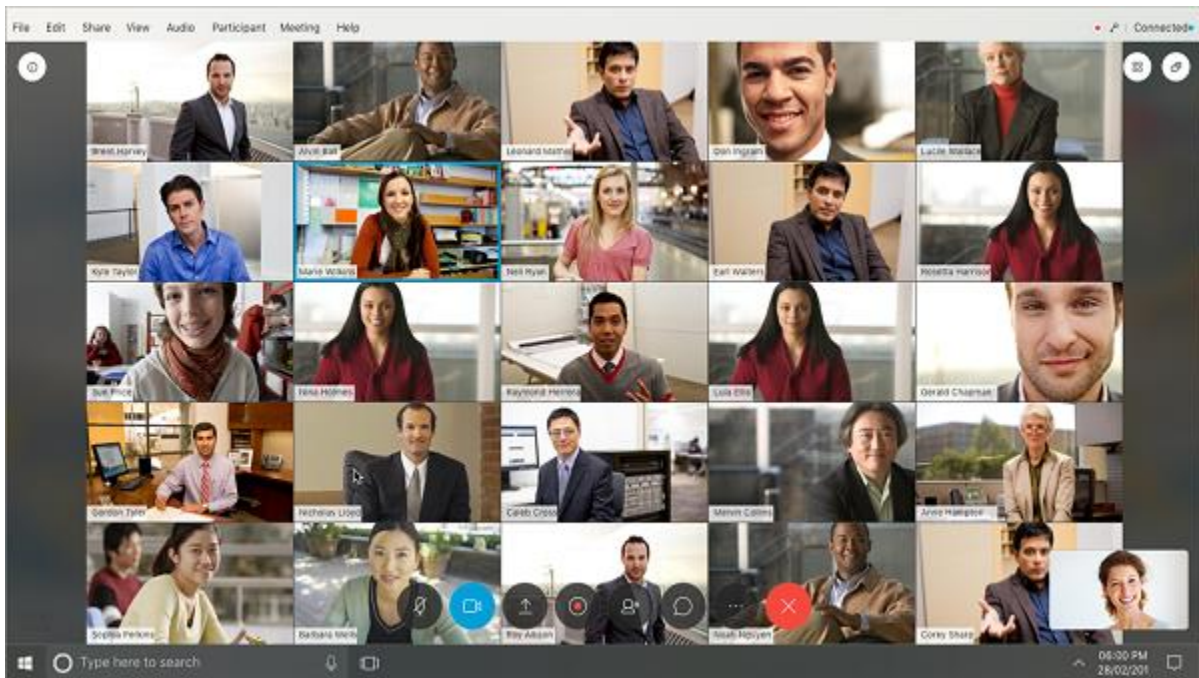
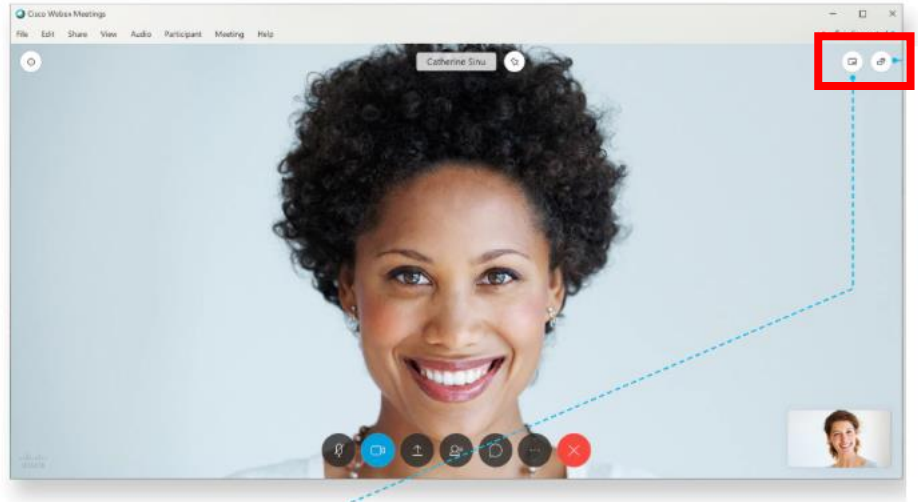
1. To change your view to see more participants, move your mouse to the top right corner of the screen until you see these icons:



2. Select Grid View

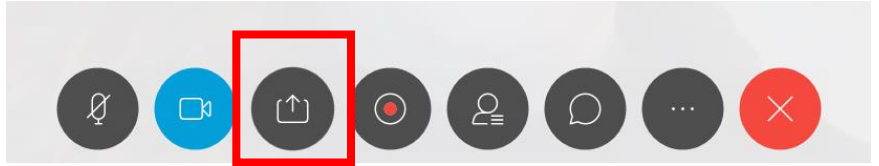


3. You will now be able to see multiple participants on the screen.

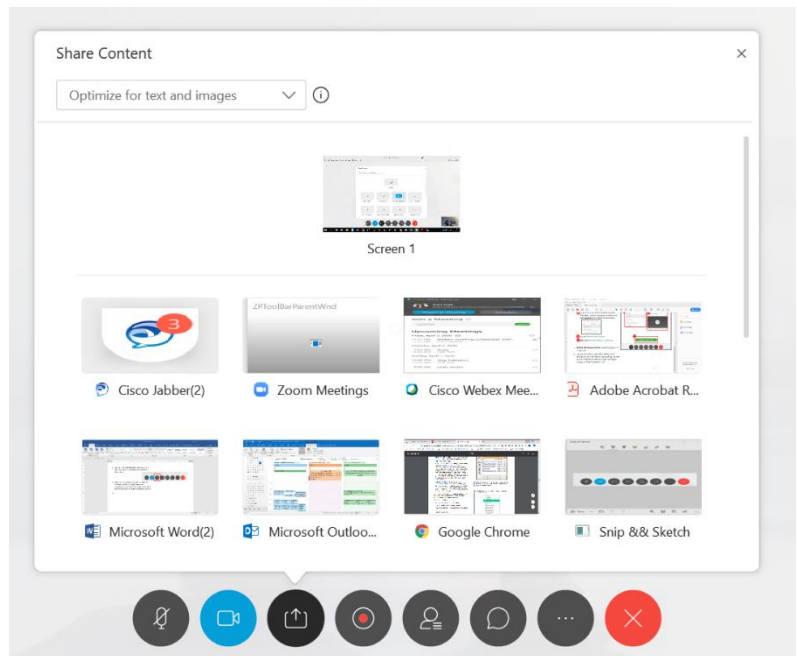


## Sharing Content

1. To share content (a PowerPoint, document, etc.)  
Click on the Share Content icon at the bottom of your screen.



2. A window will open with several options. Select the application you wish to share. By clicking on “Screen 1”, all participants will see everything on your screen. For confidentiality, share only the application you want all participants to see.



3. To stop sharing, move your mouse to the top of your screen, a control panel will drop down. Click on “Stop Sharing”, the first icon on the control panel.

