Getting Started: Setup Webex for

Seattle Parks and Recreation Virtual Programs

STEP 1: New to Webex?

Webex is an application that will allow you to attend our virtual programs.

It is *highly recommended* that you **download the app** to your PC or Mac computer or tablet for full program functionality and the best user experience. Web browsers and phones will have reduced functionality and limited assistance from our IT staff.

To download Webex to your device:

  a. Visit the website https://www.webex.com/downloads.html.

 b. Click "Download for (your device)" shown below. Follow the prompts to save and run the application.

### STEP 2: Save a meeting to your personal calendar

If your email invitation includes an attachment called "Webex_Meeting.ics", click on it to save the meeting details to your personal calendar (e.g. Outlook, Gmail, iCalendar, etc.).

Recurring classes (e.g. meet once a week for four weeks) will also automatically appear each week in your calendar. Each class uses the same Meeting ID and Password therefore clicking on any week will allow access to the meeting.

  ▪ For **Outlook users**, click either the calendar icon or caret, circled in red:
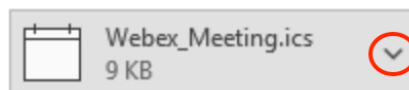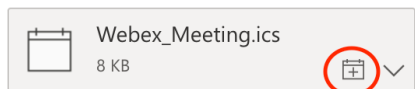
  ▪For **Gmail users**, click "Download" (circled red below):
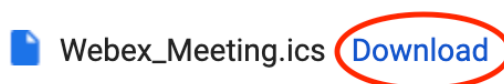
Step 2.5: Try it in advance!

Anytime before the scheduled meeting, click on the join meeting button. You will see the message: "Cannot Join This Meeting. The Meeting Has Not Started Yet." Success! You, are good to go.

Already Have Webex Meetings?

- o Check for updates if Webex was already installed on the meeting by following these steps. Be sure to have 40.12, the latest software version as of late December, 2020.

- o On iOS and Android, navigate to the App Store or Play Store and check for application updates. For best compatibility, make sure the operating system of the device is also up to date in the system settings of the device.

STEP 3: Attend Your Virtual Program

When it is time to join your virtual program, there are several ways to join from your email invitation or your calendar invite from Step 2:

Join meeting   Option 1

More ways to join:
Join from the meeting link Option 2
https://seattle.webex.com/seattle/j.php?MTID=m2a23513f341bd462bc99c9e623520d00

Join by meeting number Option 3
Meeting number (access code): 146 000 1127
Meeting password: cprsaves222

Option 1: Click the green "Join meeting" button

Option 2: Click the URL or link to join the meeting

Option 3: Manually type in the meeting number and password in the app

Join Webex meeting using a web browser

If you do not have the Webex application downloaded to your device can still attend a meeting using a web browser such as Chrome, Firefox, Safari (Mac), Microsoft Edge, Internet Explorer.

Some web browsers require an extension to work properly. If you encounter this, please select "**run temporary application**" and the meeting will commence once the temporary application has downloaded.

- Depending on your computer, you may have to select "Run" to download the application.

TIPS AND TRICKS:

<u>Focus View</u>

To expand your screen to see the instructor only, you will need to find the (sometimes hidden) Layout button, circled in red. Hover your mouse or cursor above the top right video tiles. Then select **Focus** (see orange arrow), which will highlight the most recent speaker in your meeting. When the instructor begins class, your virtual host will lock the focus view so that you only see the instructor.
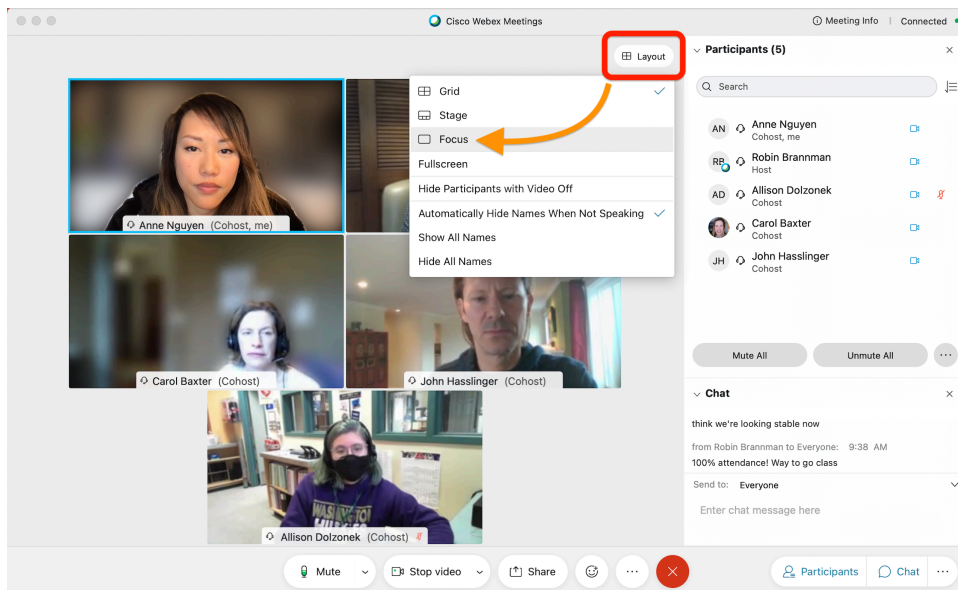

## <u>Troubleshooting: Unable to close other Webex windows</u>

If you notice a message like the one below, you will need to close the extra Webex meeting windows in your menu bar.

> You already have one meeting in progress. You can start or join a new meeting after you leave the previous meeting.

- o **For PC devices:** This shows the two screens that you have open. The screen in the foreground shows the current meeting (class). The background screen shows the meeting invitation.
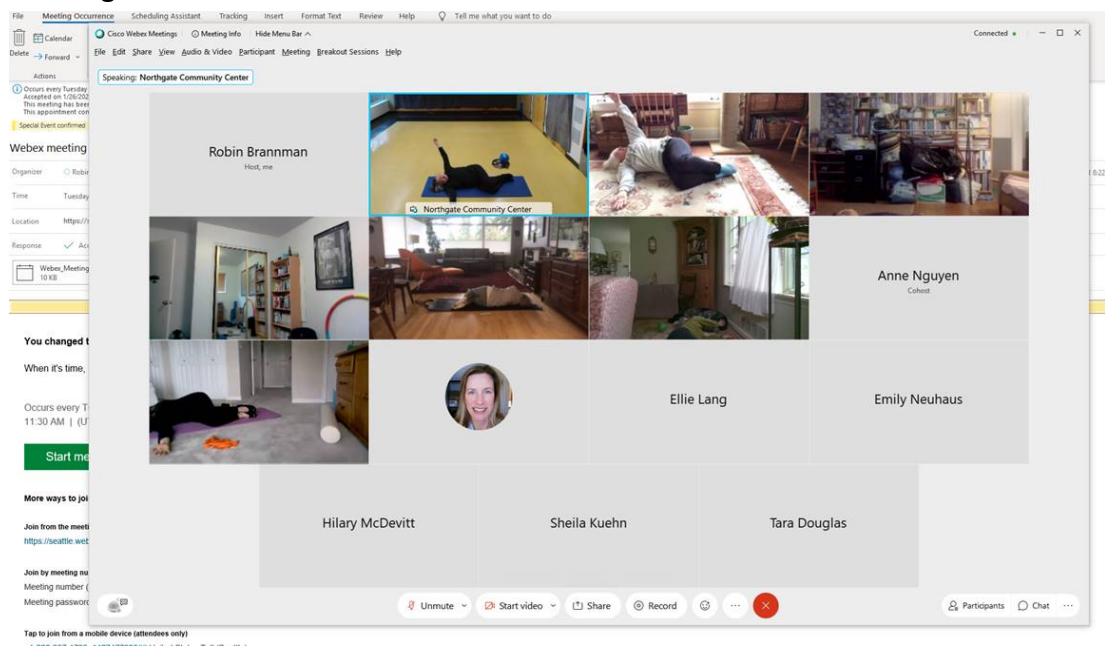
- o Accidentally clicking on the background screen will bring it to the foreground and hide the current meeting. To find it hover your mouse over the Webex icon until the screen you want pops up (see red arrow)
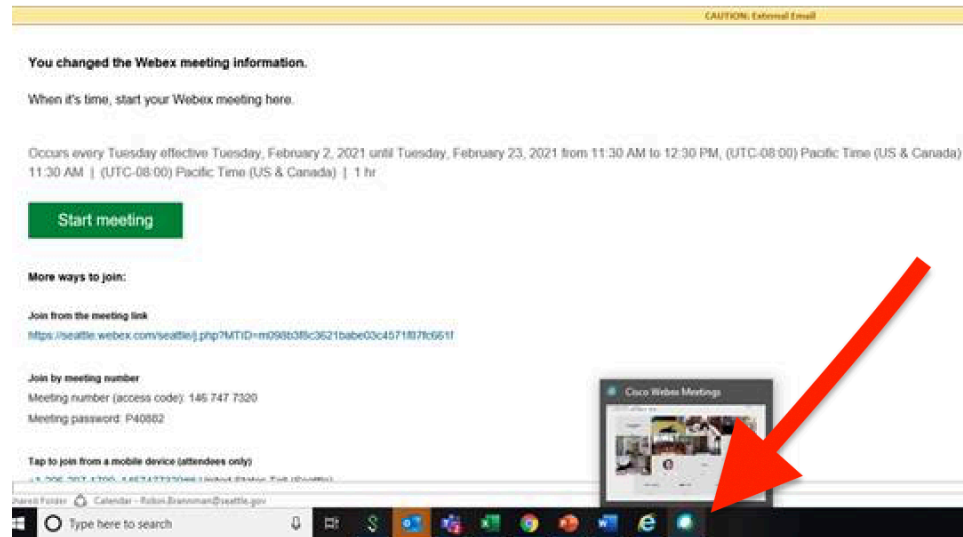
- An **Apple (Mac) device** may have a Menu bar like the one below. Close any extra icons by right clicking and choosing "Remove from dock."
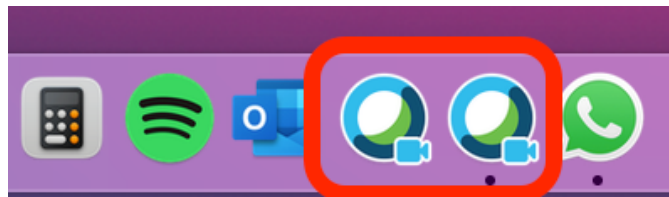
Tips and Tricks

- Join your virtual meeting up to **15 minutes prior** to class time to allow enough time to get your device situated. Stay for up to 15 min after class to hang out with the instructor, class participants and staff.

- Turning on the video allows your instructor to watch your form and provide customized modifications. For the best quality video, close other unused programs on your computer and refrain from using virtual backgrounds.

Additional Resources

For easy-to-understand videos and articles covering topics like scheduling, starting, and joining Webex meetings, check out these resources

- [Video: Attend Webex meetings and basic functions](#)

- [Accessibility Settings for Deaf or Hard of Hearing](#)

- [System Requirements for running Webex on your device](#)

- [Cisco Webex tutorial collection](#)