Joining a ProQuest WebEx session

Registration
You can join a WebEx session from your email invitation, your WebEx site or your mobile device. You might be required to register.

Joining a WebEx session
There are multiple ways to join a WebEx session. To join from an email invitation, you will receive a message with a link.

Alternatively, you can try to use the option “Run a temporary application” (this will appear when you use the green Join-button as shown in the screenshot above).

Audio setup
After joining the WebEx session you will be presented with the available audio options:

- Select Audio Connection
- Call Using Computer
- Call Me
- I Will Call In
- Call Using Computer
- Call My Video System
- No Audio
- **“Audio broadcast”:** You can listen to a one-way audio broadcast through computer speakers or headphones and type questions in the Chat area.

- **“Call Using Computer”** if you have a headset connected to your computer or if you can use your computer’s built-in speakers and microphone. Make sure that the correct input and output devices are chosen and click on “Connect audio”

- **Phone:** you can call in or even get a call back. You will find a list of all call-in numbers (either free or local landline tariff). Please click on the “All global call-in numbers for non US/Canada phone numbers.

You will find your access code and attendee ID (not always required) in the above dialog box as well as in your invitation / registration confirmation email. You confirm your entries by pressing the “#” key on your phone.
- Video System: should you use a video/audio conferencing system or a similar application (e.g. while in a conference room projecting the meeting window onto a screen for everyone to see) you should use Call My Video System. Enter your video system address if it isn't automatically populated and click Call Me.

After you joined and connected your audio you may want to:

- **Mute / Unmute**: When not speaking (e.g. asking a question) we strongly recommend to mute yourself by clicking the microphone icon.

- **Chat**: We recommend to open the chat panel in the session window by clicking on the chat icon:

  Select the addressee in the “To: “-drop down menu at the bottom of the chat panel – “Everyone” is the default but you can select the host or another participant and talk to them “privately” – and then type your question / comment in the message box and press the return key.

Please connect with [https://collaborationhelp.cisco.com](https://collaborationhelp.cisco.com) for more information or contact your Training and Consulting Partner at training@proquest.com.