Prifysgol Cymru
Y Drindod Dewi Sant
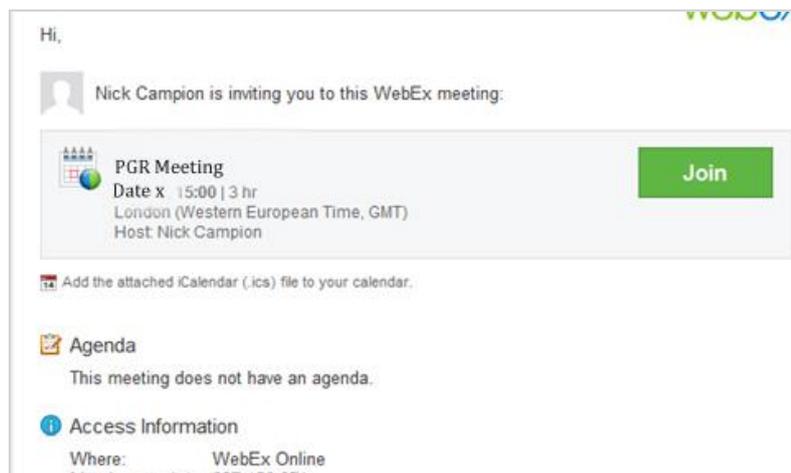**University of Wales**
Trinity Saint David

Joining the Webex Seminar Room

Tip: Print this document out and have beside you when you join the seminar – you may need to refer to it to help you enter the room.
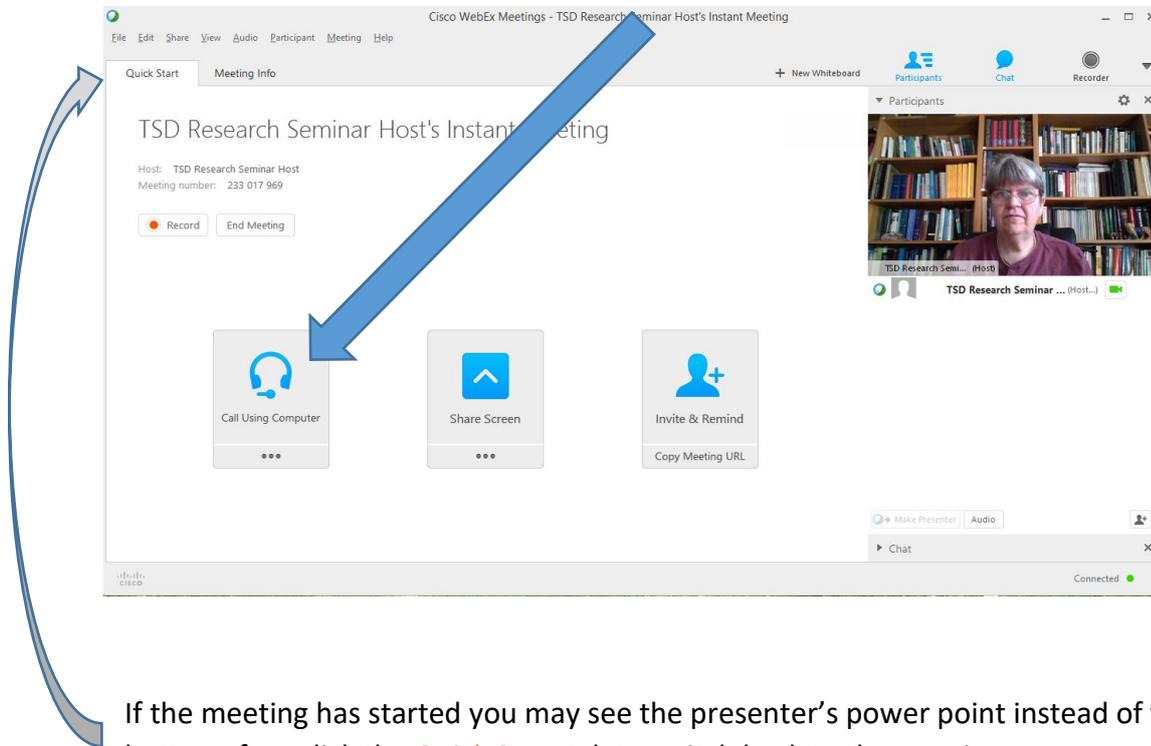
Step 1: You will get an email which will contain this link. When it is time to join the seminar click the big green JOIN button in your email.

Step 2: Enter your name and email address. Use the email address that you sent us when you registered. You do not need an account so once you have entered your details just click the GREEN 'Join as Guest' button.
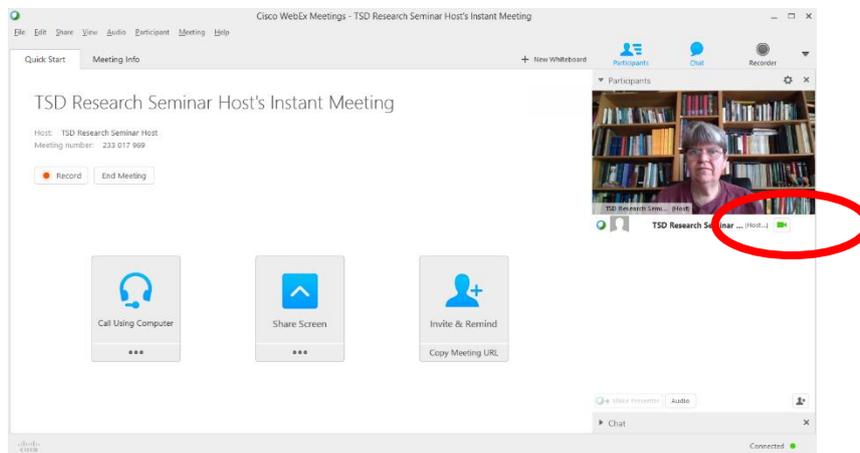
Step 3 – You will now enter the room and if the meeting has not started you will see the following screen. Click the big BLUE button that says – **Connect to Audio.** If you do not do this then you will not hear anything nor be able to talk.
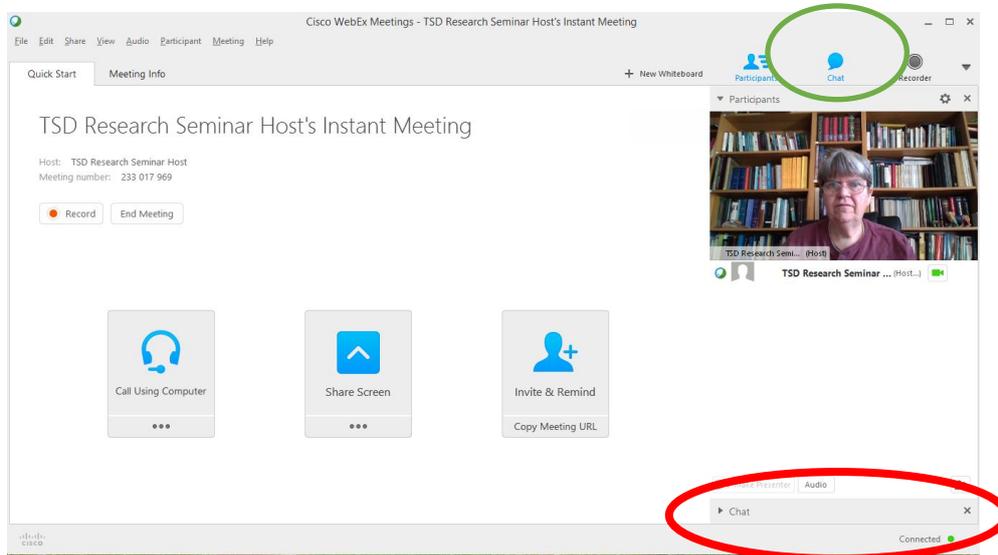

If the meeting has started you may see the presenter's power point instead of this button. If so, click the Quick Start tab to switch back to the opening screen.

The Webex Environment

Controlling your own video and microphone. You can turn your microphone and video off and on as you wish. We tend to keep all microphones off while the presenter is speaking. However, you can turn your microphone on to speak, you can do this by clicking the microphone or webcam icons next to your name (red circle).
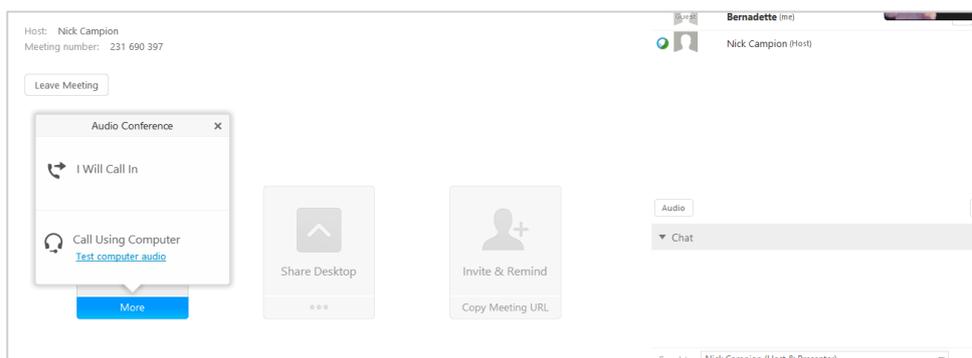
Using the Chat Box: Click on the small triangle next to the word 'Chat' to open the chat box (red circle). If you cannot see the chat box then look above the head of the speakers and select the 'Chat' panel (green circle).
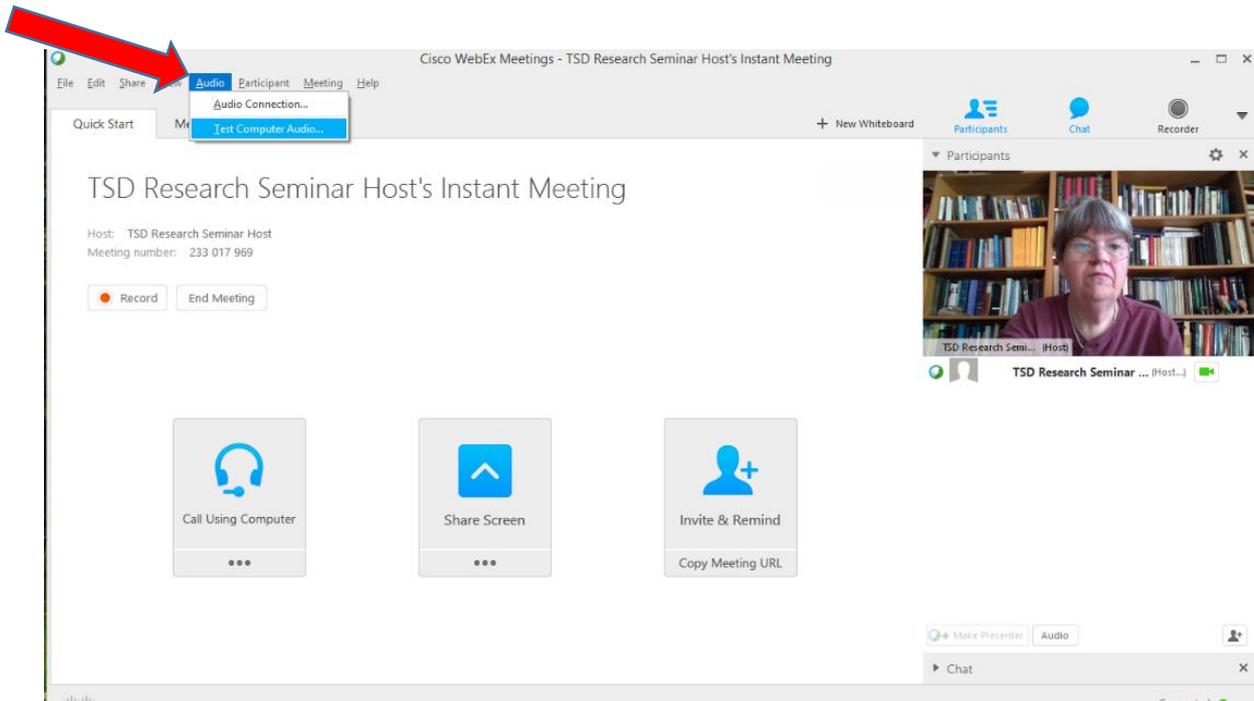

Trouble Shooting Sound

Sometimes, if a lot of people are trying to get into the meeting, your link to connect to sound may be slow. However, if you have been in the room for at least 5 minutes and your sound does not work then check the following:
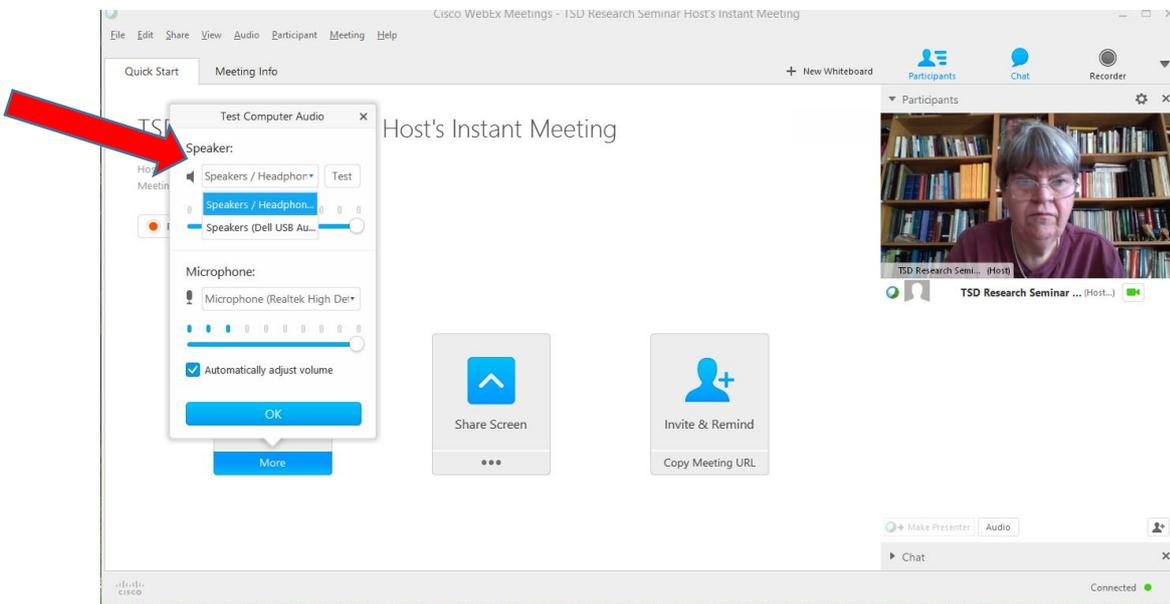
First Test: Test your audio by clicking on the blue link but to join the meeting you must CLICK ON THE WORDS 'Call using Computer'

Second Test: Or you can run a sound test from the top menu. AUDIO/Test Computer Audio

Third Test: Webex may be connected up to a secondary set of speakers or microphone on your computer. You can change this setting by clicking on AUDIO/Test Computer Audio and selecting the speakers or microphone you wish to use.

Also use the Chat Box to communicate with us so we can help you.