

WebEx is a conferencing system that provides participants with audio, video and screen sharing capabilities when connecting from a desktop or video conferencing room. This document is designed to help external collaborators get the most out of their WebEx experience.

You can join from your Desktop, a Video Conference Room or a normal phone

See below for your connection method.

Join from a Desktop

Minimum network requirements

WebEx requires at a minimum, an internet connection capable of sustaining 1.3Mb/s upload and 1.3Mb/s download. If speeds are below this level, video will be sacrificed to ensure that the audio and screen sharing quality remains optimal.

Test your speed at <http://www.speedtest.net/> at the location of where you will be attending your meeting. If you do not meet the required 1.3Mb/s at minimum and you require video and screen sharing, look for alternative network connectivity.

Be aware of other people using your network. For example, if connecting from home, be aware of other family members who may be using the network at the same time which may affect your connection.

Minimum system requirements

See <https://help.webex.com/docs/DOC-2026>

CPU and memory usage will affect the quality of your WebEx session. Ensure you have all unnecessary applications closed whilst attending a WebEx meeting.

Connection

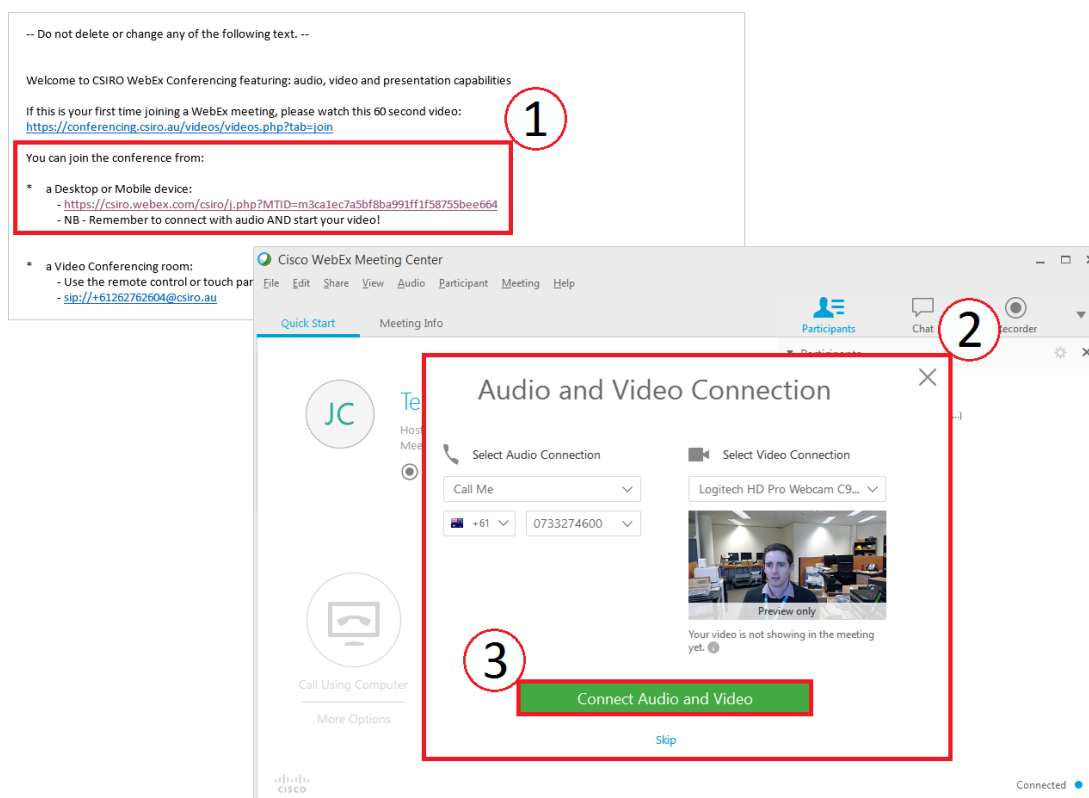
1. To join a WebEx meeting, select the 'Join from your Desktop' link in your email or calendar invite up to 5 minutes prior to the scheduled start.
2. Select your preferred Audio and Video connection methods

Audio (choose one of the following options):

- i. Please mute your microphone when not speaking.**
 - a. We recommend getting the system to call you by selecting 'Call Me' and entering in your country code and phone number.
 - b. Australian and international toll free numbers are available at <https://conferencing.csiro.au/Call-in.php> **if connecting via audio only**. If you are connecting via video, we recommend getting the system to call you to ensure your audio and video are connected as one.
 - c. Select 'Call Using Computer':
If you must use computer audio, please note the following:
 - i. Use a good quality USB headset, never use an in-built microphone and speaker.
 - ii. Your audio quality will only be as good as your internet connection.

Video:

- a. Make sure you can see yourself in the preview pane. If not, select a different camera from the drop-down list.
 3. Click **Connect Audio and Video**. You should see and hear others at the scheduled start time.
- Note: if you have a slow internet connection, you can turn your camera off **after connecting** by clicking the camera icon next to your name.



Join from a Video Conferencing Room

Connect from a video conferencing room by dialling the 02627626XX@csiro.au number included in your invite. Click on the help link at the bottom of the invite for further details.

You can test your connection 24/7 by dialling 0262463194@csiro.au which will display an infomercial.

Join from a Traditional Phone Service

From a landline or mobile device, dial one of the Australian or international toll free numbers included in the invite and available at <https://conferencing.csiro.au/Call-in.php> to **connect with audio only**.

Remember to mute your microphone when not speaking.

Conference Limitations

Due to current limitations with WebEx, you may only see people when they are the active speaker.

Additional Information

Further user guides, videos and FAQs for WebEx can be found at <https://conferencing.csiro.au>.