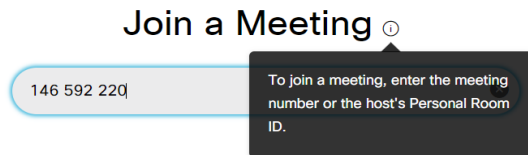
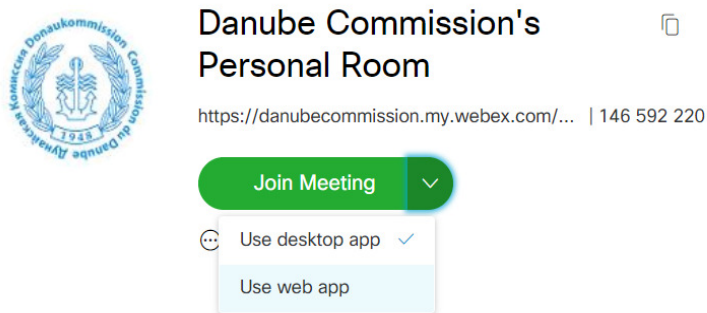


Guide for Webex Meetings participants

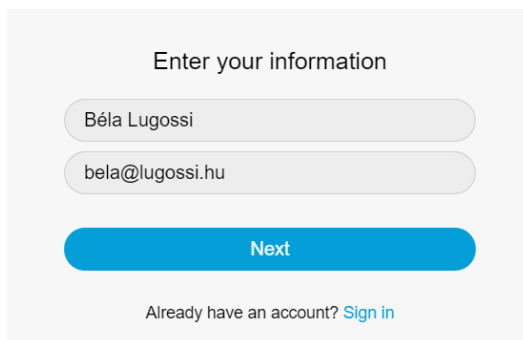
1. Go to the Danube Commissions Webex Meetings site:
<https://danubecommission.my.webex.com/>
2. Enter the meeting number you received in the invitation E-mail and hit enter



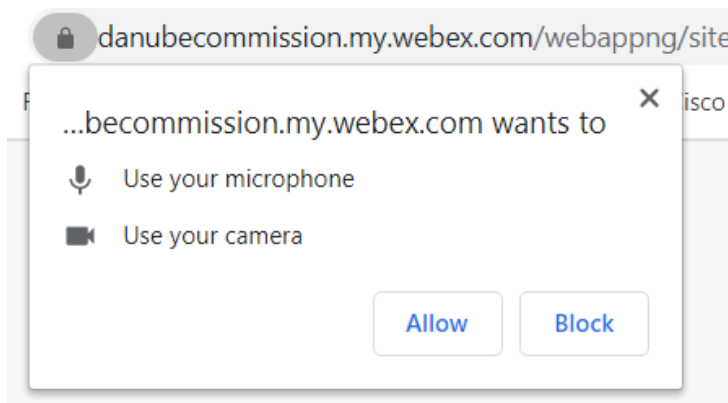
3. Choose Join meeting Use web app, if you don't have the Webex Meetings app installed on your computer.



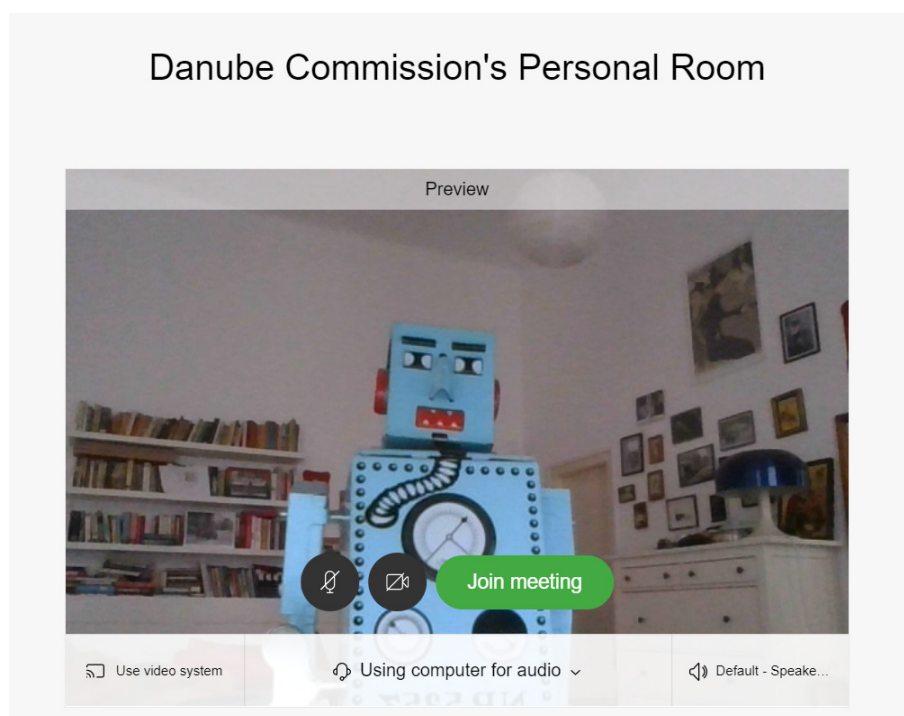
4. Enter your information and hit Next

A screenshot of the 'Enter your information' form. The title 'Enter your information' is centered at the top. Below it are two input fields: the first contains the name 'Béla Lugossi' and the second contains the email address 'bela@lugossi.hu'. At the bottom of the form is a large blue 'Next' button. Below the button, the text 'Already have an account? Sign in' is displayed with 'Sign in' as a blue link.

5. Allow danubecommission.my.webex.com to use your microphone and camera



6. Join to meeting







7. After joining to the meeting please mute your microphone until you get the floor


Meeting Controls in the Cisco Webex Meetings:




Your meeting controls will hide automatically when you're not using them. Just move your cursor to bring them back. The following meeting controls are available:


 **Mute** - turns red  when you mute your audio. Click again to unmute.

 **Video** - turns red  when your video is off.


 **Share screen** - share your screen.

 **Participants** - see who is in the meeting. The button is blue when the participant list is open.

 **Options**

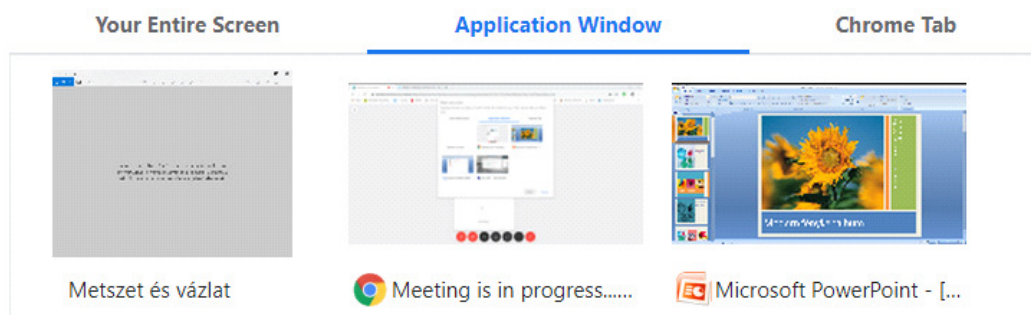
 **Leave meeting**

8. Sharing content

Open your document, Hit  Share screen button, Select Application window, Select your document and hit the share button,

Share your screen

danubecommission.my.webex.com wants to share the contents of your screen. Choose what you'd like to share.



Your document will be shared until you switch off sharing

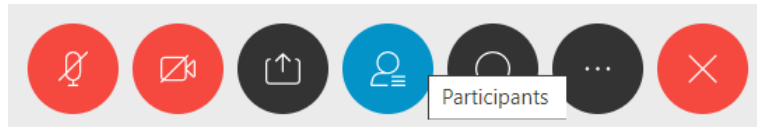
|| danubecommission.my.webex.com is sharing a window.

[Stop sharing](#)

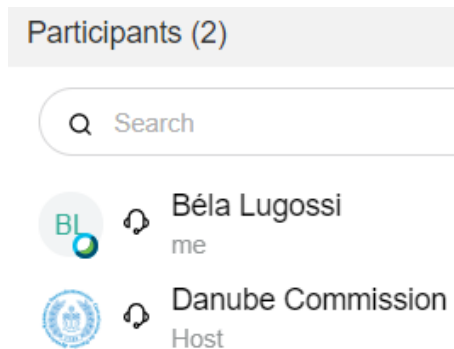
[Hide](#)

9. Chatting with participants

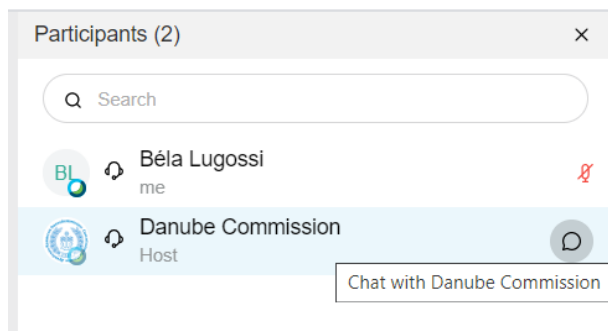
Hit the participants button



The list of participants will be show non the right of the screen



Start chatting with the selected participant



You can chat with all participants too

