

# CISCO WEBEX MEETING USERS' GUIDE

To join the online meeting, click the link provided.

A browser window will open.

1. In the browser, insert your Name and E-mail address.

The screenshot shows the Cisco WebEx interface. At the top, there is a blue header with the Cisco WebEx logo on the left and navigation links for 'Italiano', 'Guida', 'Have a Webex account?', and 'Accedi' on the right. The main content area is divided into two columns. The left column, titled 'Riunione WebEx di Tree', provides meeting details: 'Quando: Oggi, 11:30 (1 hr)', 'Berlino (Ora estate Europa, GMT+02:00)', 'Dove: WebEx Online', and 'Ospite: Tree'. Below this is a link for 'Più informazioni'. The right column is a registration form. It starts with the heading 'È ora di partecipare.' followed by the question 'Non si dispone di un account?'. Below this are input fields for 'Nome visualizzato:' (with a 'Guest' icon) and 'Indirizzo e-mail:', and a green button labeled 'Partecipa come guest'. A second section asks 'Si dispone di un account?' with a link to 'Esegui l'accesso e partecipa per un'esperienza di riunione personalizzata.' At the bottom of the page, there are links for 'Partecipando a questa riunione, si accettano le Condizioni del servizio e l'Informativa sulla privacy di Cisco WebEx.' and 'Occorre supporto? Andare qui.'

2. You will be asked to download and install a browser plugin to proceed (allow the installation of external plugins if needed).

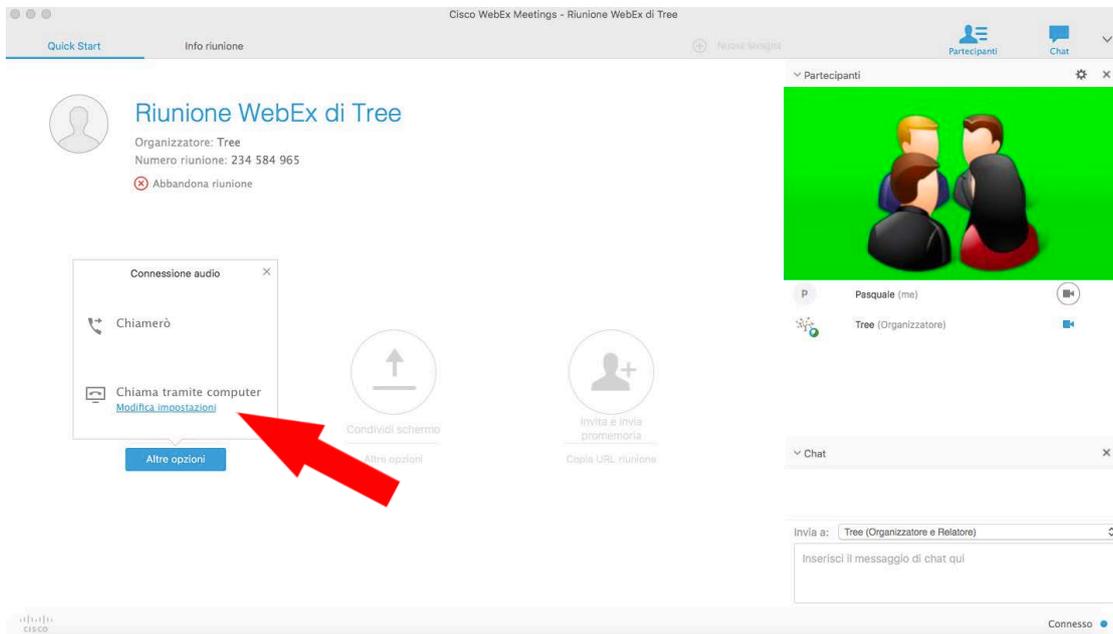
The screenshot shows a browser window with three overlapping prompts for installing a WebEx plugin. The first prompt (1) asks 'È stato abilitato il plug-in WebEx? Se non è stato abilitato, effettuare quanto segue:' and offers 'Consenti sempre i plug-in su treehvents.webex.com' and 'Continua a bloccare i plug-in'. The second prompt (2) asks 'I plug-in sono stati bloccati in questa pagina' and offers 'Consenti sempre i plug-in su treehvents.webex.com' and 'Continua a bloccare i plug-in'. The third prompt (3) asks 'I plug-in sono stati bloccati in questa pagina' and offers 'Consenti sempre i plug-in su treehvents.webex.com' and 'Continua a bloccare i plug-in'. A red arrow points from the second prompt to the third. Below the prompts, there are instructions: 'Selezionare l'icona del plug-in.' and 'Selezionare Consenti sempre plug-in, quindi selezionare Chiudi.'

Avvio in corso WebEx...

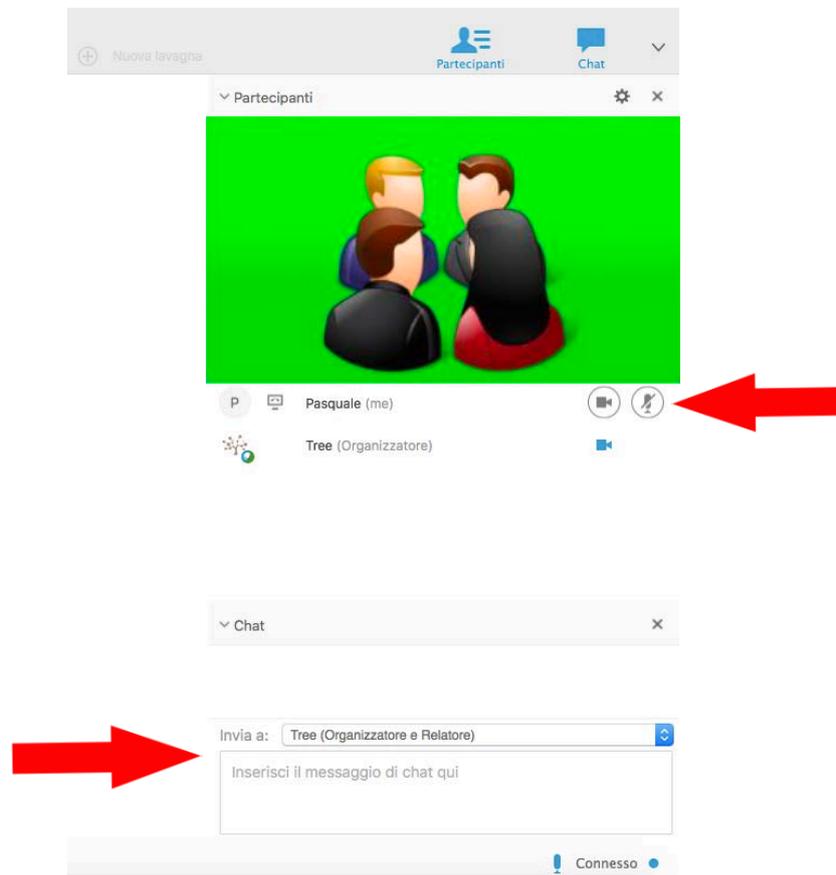


Si stanno verificando ancora problemi? Eseguire un'applicazione temporanea per partecipare immediatamente a questa riunione.

3. In a few seconds, the Cisco Webex window will open. In the upper-left tab “Quick Start”, connect your audio devices with the “Call via Computer” button.



4. In the right side of the window you can activate/deactivate your microphone and webcam (icons are located near your name in the attendees list) and send chat messages.



It is possible to attend the online meeting with smartphones and tablets (iOS and Android). Just click on the link to attend the meeting with your devices. You will be redirected to the Cisco Webex App in the Store. Download the App and join the meeting (if necessary, after you download and install the App, click again the link).

**N.B.**

**Since 24/09/2015 Operating Systems Windows XP, Windows Server 2003, Mac OS X 10.6 and Internet Explorer 6 browser are no longer supported.**

**Chrome browser is recommended.**

**System requirements (Windows)**

- Intel Core2 Duo CPU 2.4 GHz or AMD (2 GB of RAM recommended)
- JavaScript e cookies enabled
- Active X enabled and unblocked for Internet Explorer (recommended)
- Java 6.0 (or later versions)

**System requirements (Mac)**

- Intel processor (512 MB of RAM recommended)
- JavaScript e cookies enabled
- Browser plugins enabled
- Java 6.0 (or later versions)