QR – Webex: Starting an Online Meeting
(Using Your Personal Room)
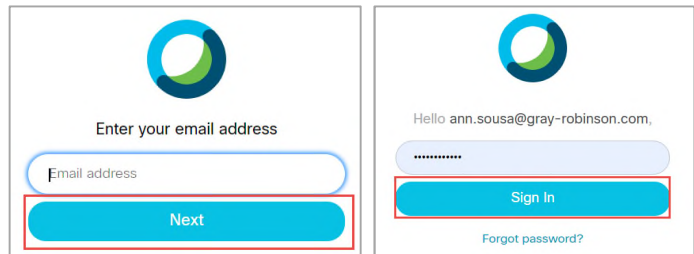
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To use these instructions, you must have completed the setup process for your Webex account.

1. Go to the GrayRobinson Webex website gray-robinson.webex.com.
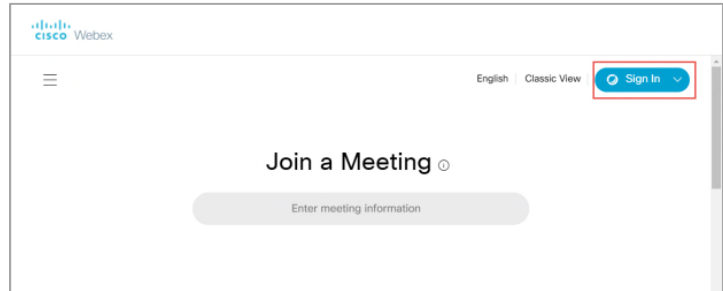
2. Click the **Sign in** button in the upper right corner.

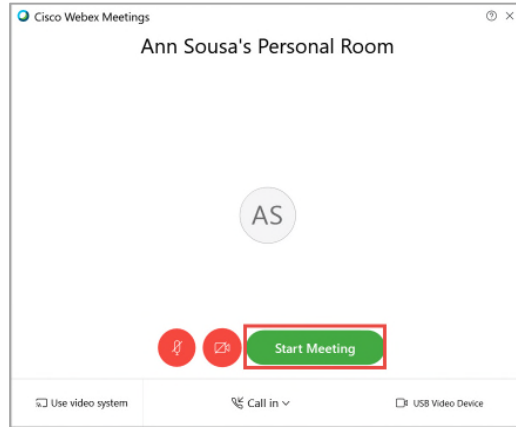3. Enter your GR email address; click Next. Enter your webex password; click **Sign In**.

4. On your main Webex screen, you will find the website address for *your* Webex personal room. This is the website you can provide to anyone you would like to invite to your meeting. To copy the link, click the copy icon; then paste [**Ctrl+V**] within an email or calendar invitation.
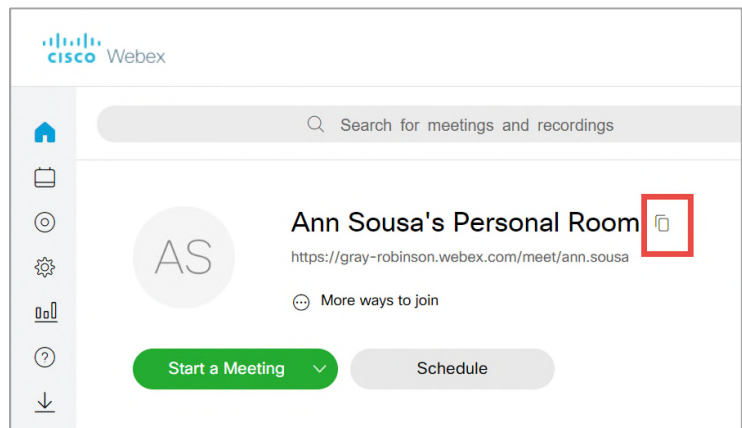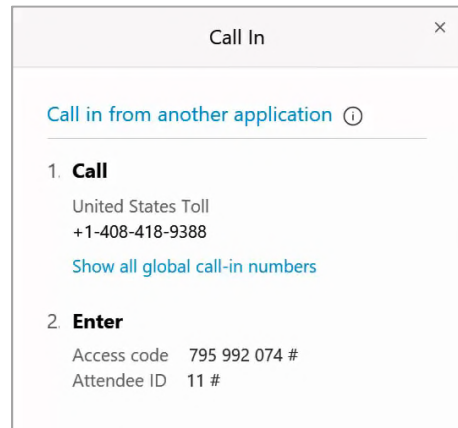
5. Click **Start a Meeting** to begin your Webex meeting.

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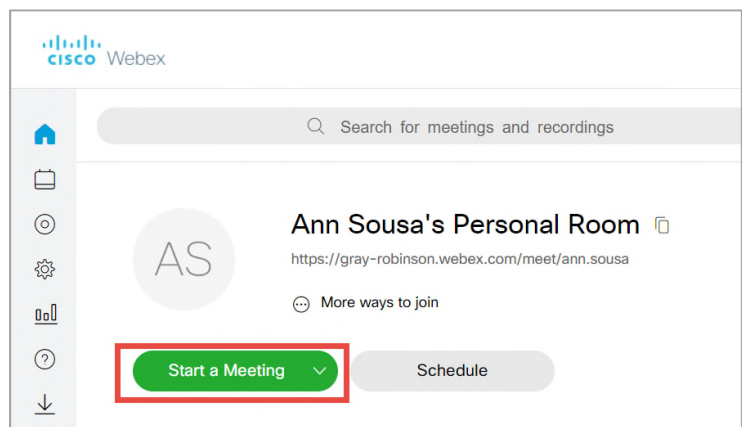
6. A separate window will open. If using video, you may turn it on and check your camera view before fully starting the meeting. Click the red video camera button, if needed, to enable video (**note**: when it appears red, video is not enabled). Once you are ready, click the **Start Meeting** button.

Cisco Webex Meetings

Ann Sousa's Personal Room

AS

Start Meeting

Use video system   Call in ∨   USB Video Device

7. The meeting window will open, and a **Call In** window should appear giving you options to connect your audio. If you would like to dial in from a phone, use the phone number and access code provided to you. Please be sure to use the **Attendee ID** so that Webex recognizes you as the host when you dial in.

Call In   ✕

Call in from another application ⓘ

1. **Call**
   United States Toll
   +1-408-418-9388
   Show all global call-in numbers

2. **Enter**
   Access code   795 992 074 #
   Attendee ID   11 #

If you prefer to use your laptop's microphone, close this window and click the telephone handset icon
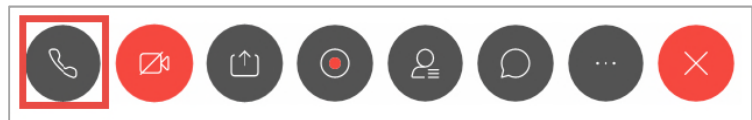
The **Audio Connection** window will appear. Hover your mouse over the **Use computer for audio** text and click the **Connect button** that appears.
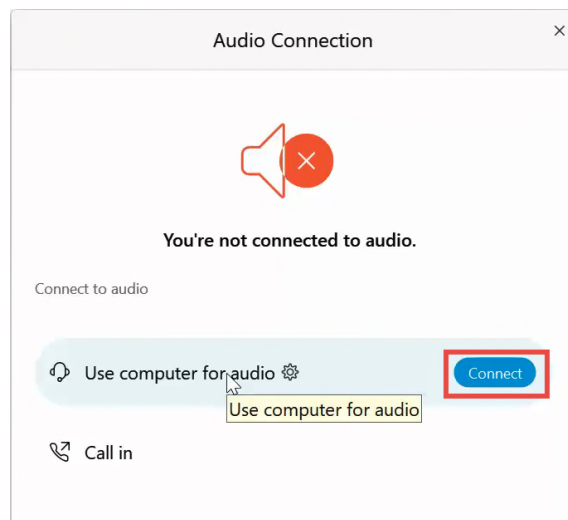
Once an initial audio connection has been established, use the button to change the audio connection options.

Audio Connection   ✕

You're not connected to audio.

Connect to audio

🎧 Use computer for audio ⚙   Connect
     Use computer for audio

📞 Call in

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Meeting Controls (during meeting):

📞	Use to **mute or unmute** your line.
📹	Use to control if your **Video** camera is displayed for participants in the meeting.
⬆	Use to **Share** your screen or a specific open program with the participants in the meeting.
⏺	Use to **Record** the meeting for people who could not attend.
👥	Click to view a list of **Participants** in meeting.
💬	Use to show the **Chat** window.
…	Click to access **Additional Options** such as changing the audio settings during the meeting.
✕	Use to **End** the meeting

3