

NHS Institute WebEx Instructions



WebEx is a really useful online tool to meet virtually with colleagues to:

- Deliver interactive presentations
- Host teleconferences
- Share, annotate, and change documents online

These instructions are designed to help you log-in to a WebEx meeting that you have been invited to.

You will need:

- A telephone or a headset
- A computer with Internet Explorer*

The following pages will lead you through logging in to a current meeting and some tips as to what you can do whilst you're there.

NOTE: The instruction sheet is just an example, to log in to a current meeting please use the details from your invitation email.

Email EXAMPLE

Topic: Meeting Topic e.g. BCBV workshop
 Date: Thursday, 21 January 2010
 Time: 14:00
Meeting Number: 845 058 162
Meeting Password: Institute1

 Please join the WebEx meeting first. If this is your first time, you may need to download
 the software.

- 1. Go to <https://nhs.webex.com>
 2. Enter the **Meeting Number:** 845 058 162
 3. Enter your name and email address.
 4. Enter the **meeting password:** Institute1
 5. Click "Join Now"
 6. A box will then appear with dial-in instructions (see next slide)

 If you cannot join us online, you can join us via audio conference:

 Landline: 0800 028 1181
 Mobile: (0)20 700 51000
Access code:845 058 162

Step 1. When you are invited to join a WebEx meeting you will be sent an email with all the joining details you will need: Web address, meeting number, meeting password and phone number. The following is an example only ...

Info: The meeting number is **unique** for each meeting. You will need to note the meeting number for later.
 The password is set by the meeting organiser. It may be different for every meeting. You will need to note the password for later.

Step 2. Open Internet Explorer and type <https://nhs.webex.com/nhs> into the address line. This web address is valid for **ALL** WebEx meetings arranged by the NHS Institute.
Note: *The email you receive may give a longer link than this. We have found that sometimes the longer link does not work. We recommend you use the shorter link given here and following these instructions.*

Info: If you don't have access to a computer you can join the meeting by teleconference only. You can do this from any telephone within the UK. The telephone number is the same for **ALL** WebEx meetings arranged by the NHS Institute.
Different telephone numbers are needed if you are dialling from outside the UK. Please contact the organiser for more information.

IMPORTANT NOTICE: This WebEx service includes a feature that allows audio and any documents and other materials exchanged or viewed during the session to be **recorded**. By joining this session, you automatically consent to such recordings.

Info: You may be interested in this piece of information ...

NHS Institution for Innovation and Improvement WebEx Enterprise Site - Microsoft Internet Explorer provided by The NHS Institut

File Edit View Favorites Tools Help

Address <https://nhs.webex.com/mw0304/mywebex/default.do?siteurl=nhs> Go Links >>

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Welcome Meeting Center Event Center Sales Center More Services My WebEx Log Out

JOIN A MEETING

You can **search** for a meeting by entering one of the following:

- Host name
- Meeting topic
- Any word in the meeting agenda

If you know the **meeting number**, join here:

English : GMT DT

QUICK LINKS

Go to your **account** options:

My Meetings

GO TO SERVICES

Browse or **register** for meetings:

Meeting Center

powered by **webex**

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[WebEx Privacy](#) | [WebEx Terms of Service](#) | [Request information about WebEx services](#)

Done Local intranet

start 2 Microsoft... Microsoft Word Instructions... WebEx Clie... WebEx Meet... NHS Instituti... 09:51

Step 3. Enter the meeting number (from your invitation email). Click Join to join the meeting in progress.

NHS Institution for Innovation and Improvement WebEx Enterprise Site - Mozilla Firefox

https://nhs.webex.com/mw0304/mywebex/default.do?service=1&siteurl=nhs&main_url=%2Fmc07051%2Fmeetingcenter%2Fdefault.do%3Fservice%3D%3F

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Welcome Meeting Center Event Center Sales Center More Services My WebEx Log In

Join Meeting: Webex Training

Request Host Account

- Attend a Meeting
 - Browse Meetings
 - Unlisted Meeting
 - Register
- Host a Meeting
- Set Up
- Assistance

To join this meeting, please provide the following information:

Your name:

Email address: *note: Verify your e-mail address is correct, so that you may receive a meeting transcript.

Meeting password:

I would like to take a free WebEx trial (email required).

Use of WebEx services is governed by these [Terms of Service](#) and [Privacy Statement](#)

powered by **webex**

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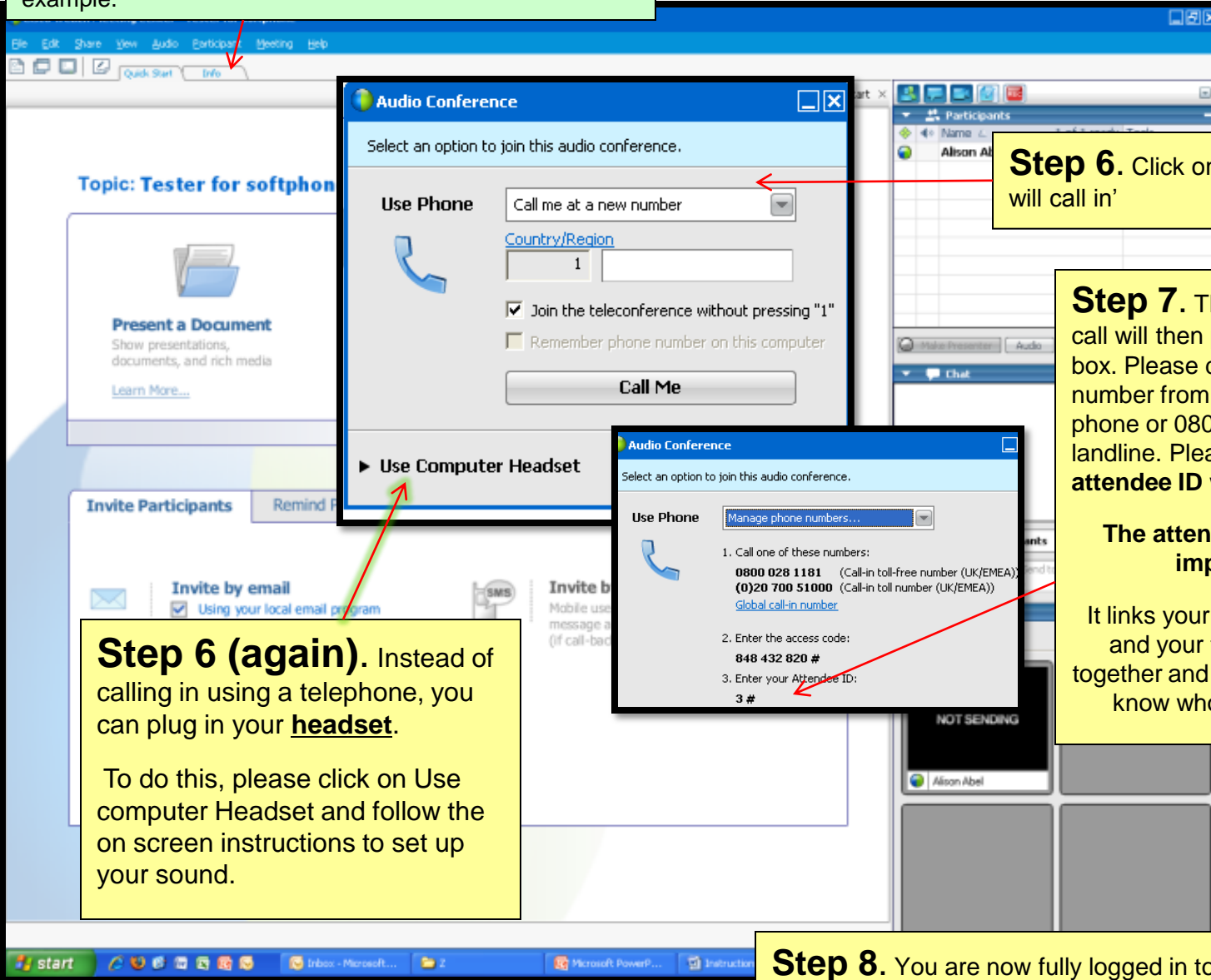
Done nhs.webex.com 13:32

Step 4. Type in your name and where you're from, this will identify you to your colleagues.

Step 5. Type in the meeting password you were given within the email invitation, then click OK.

Info: All these numbers can be found on the Info page too.

Note: don't use the numbers on this sheet, they are only an example.



Step 6. Click on the and click 'I will call in'

Step 7. The numbers to call will then pop up in the box. Please dial the 020 number from your mobile phone or 0800 from a landline. Please enter your **attendee ID** when prompted.

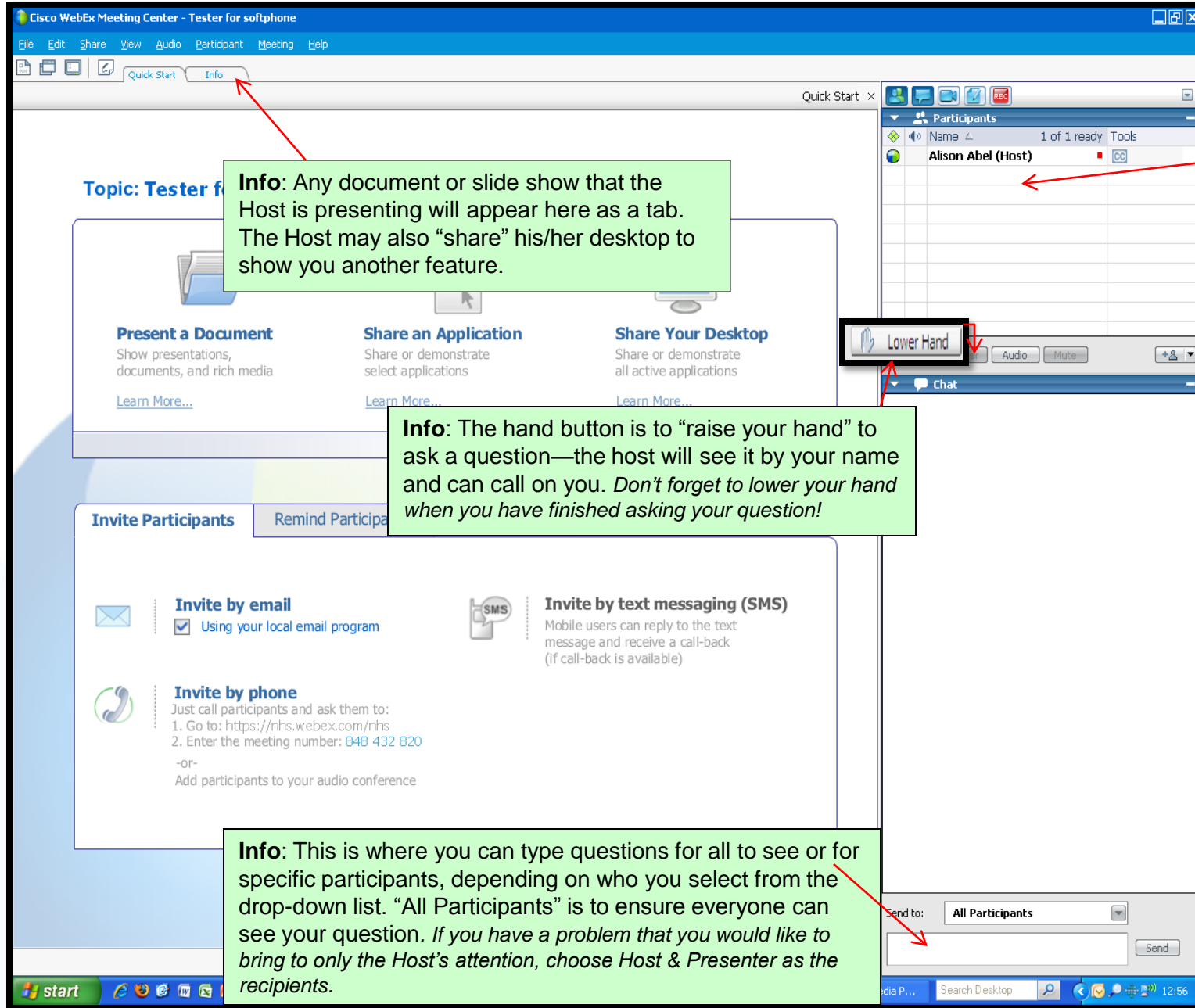
The attendee ID is very important.

It links your computer log in and your telephone call together and helps colleagues know who is speaking.

Step 6 (again). Instead of calling in using a telephone, you can plug in your **headset**.

To do this, please click on Use computer Headset and follow the on screen instructions to set up your sound.

Step 8. You are now fully logged in to the meeting.



Info: Any document or slide show that the Host is presenting will appear here as a tab. The Host may also “share” his/her desktop to show you another feature.

Info: The hand button is to “raise your hand” to ask a question—the host will see it by your name and can call on you. *Don't forget to lower your hand when you have finished asking your question!*

Info: This is where you can type questions for all to see or for specific participants, depending on who you select from the drop-down list. “All Participants” is to ensure everyone can see your question. *If you have a problem that you would like to bring to only the Host's attention, choose Host & Presenter as the recipients.*

Info: This is where your name will be listed. When you click on your name, a “MUTE” button will appear below. This will mute your telephone line, and you will also have the option to “UNMUTE” yourself when you would like to speak. You can also dial *6 on your phone to mute and un-mute your telephone.

Step 9. When it's time to leave the meeting, hang up your phone, click the X at the top right of your screen, and answer Yes on the pop-up box.

Leave Meeting

Do you want to leave this meeting and teleconference now?

Yes No

Participants

| Name | Tools |
|--------------------|-----------------|
| Alison Abel (Host) | [Mute] [Unmute] |

Invite Participants

Invite by email

Using your local email program

Invite by phone

Just call participants and ask them to:

- Go to: <https://nhs.webex.com/nhs>
- Enter the meeting number: 848 432 820

-or-

Add participants to your audio conference

Chat

Send to: All Participants

Send

Windows taskbar: start, Sent Items - Micr..., Microsoft PowerP..., Instructions for ..., Cisco WebEx Me..., Windows Media P..., Search Desktop, 12:56