



## Webex Event User Guide

- We have created this step by step guide to support you in accessing the Edinburgh Napier University Offer Holder virtual event on Webex
- You can use your mobile, tablet or desktop device to join the event
- Please access the link as soon as you receive our email to ensure it works and please register to the Webex event in advance by following the steps below.

### Step-by-step guide for registering on Webex for the Virtual Event:

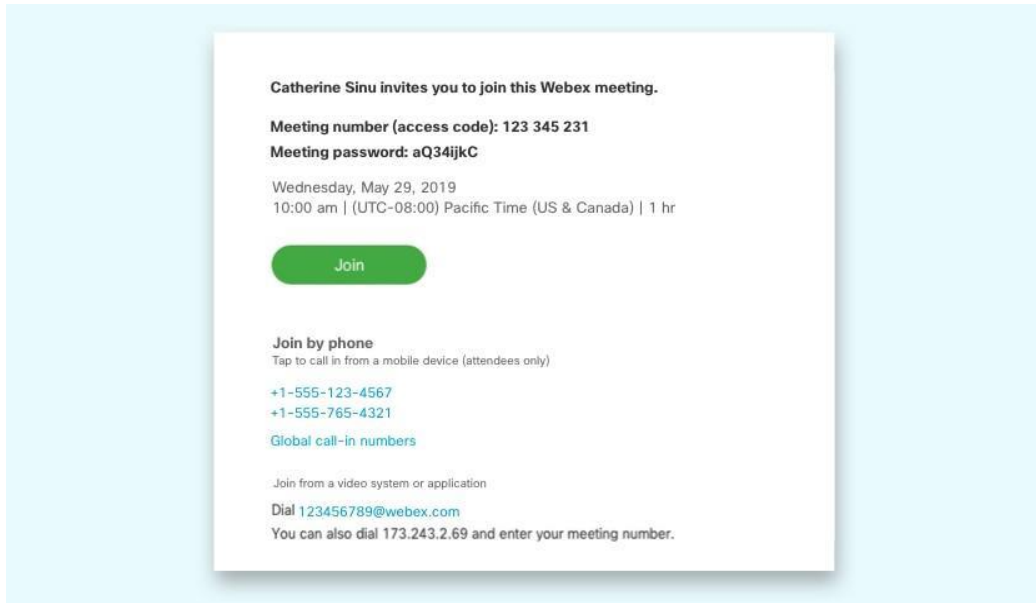
- Open the email received from Edinburgh Napier and click the 'Register Now' button which will take you to webex.
- Once you're there, click the 'Register' link beside 'Event status' as per this image:

## Event Information: Edinburgh Napier University

Registration is required to join this event. If you have not registered, please

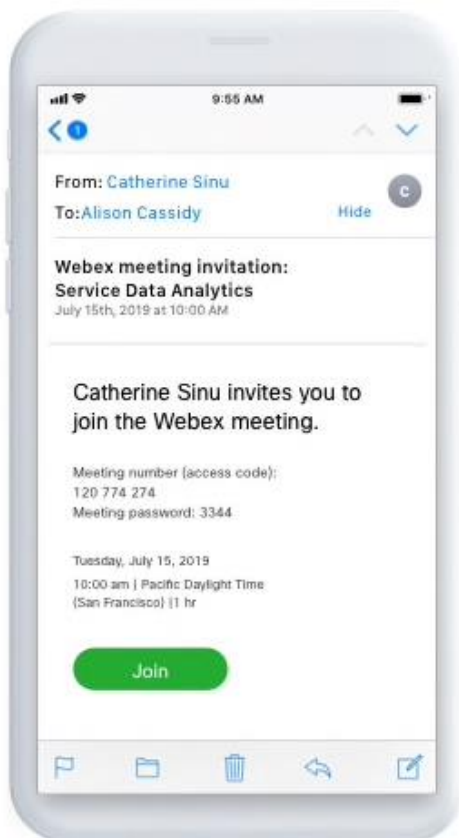
**Event status:** ● Started ([Register](#))

- You will then be asked to enter your name and email address, School/College Attended (you do not need to complete any of the other fields on the form)
- You will then receive an email prompting you to join the Webex event which will look like the image below. Please note this email will be sent to the email address you entered in the previous step.



## Joining on a mobile phone or tablet device

1. A Webex event invitation will be sent to you by email



2. Tap **Download** to install the Cisco Webex app and join the video conference.
3. Tap **Open** after the app is installed

4. Click the [Join](#) link from the invitation
5. Enter your name and email address if prompted
6. Enter the password or meeting number/access code which can be found in the email invitation - and tap OK
7. Click [Join](#)
8. Your video preview lets you see how you will look to others before you join - please note that you are not required to switch this on and we will mute all mics and cameras throughout the event.
9. Feel free to open the chat window at any point to ask the host questions for the Q&A session.
10. When it's time to leave the meeting, click the [red X](#)

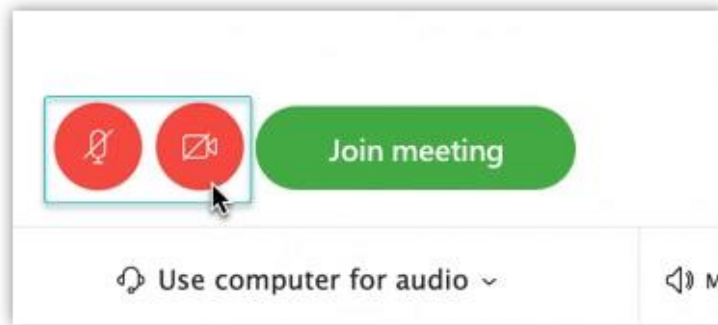
**Helpful Hint:** To save yourself some time you can download the app from your app store in advance of joining the event. Just go to your app store, search 'Cisco Webex Meetings' and the app is free to download. You would then just open the app 5 minutes before the event starts and click 'Join Meeting' and enter the Event number/access code from your email.

### Joining on your desktop

1. Click **Join** in your email invitation to join the virtual offer holder event
2. Click the installer file to install the Cisco Webex app. On Windows, click Webex.exe. On Mac, click Webex.pkg

If you have trouble downloading the app, click **Download the app again**. If you can't download the app, click **Join from your browser**

3. Enter your name and email address and click **Next**
4. Enter the password/event number - it's in the email invitation - and click **Next**
5. Click **Show me what's new** for a quick tour or select **Skip**
6. You will be asked to set up your audio and video - please select [Connect Audio and Video](#). Please note we will mute your audio and video for the event and it will look like this.



7. Click **Join**
8. The event options are in the centre and the chat box for participants is on the right – feel free to open this to ask any questions for the Q&A session.
9. When it's time to leave the event, click the **Red X**

### Helpful Tips for attending a Virtual Event

1. We recommend connecting your WIFI for the best user experience
2. Find a nice quiet spot to sit and ensure it is somewhere where the WIFI connection is strong
3. Use headphones if you have them so you can hear clearly
4. If accessing from your mobile phone, you may want to try viewing in both landscape and portrait mode and choosing which you prefer.
5. Have a notepad and pen next to you so you can take notes
6. Please write in the chat box if you have any questions that you would like us to answer in the Q&A session.