

OCR WebEx Guidance - Participant

This document explains how to:

- Join a WebEx meeting.
- Participate in an online meeting.
- Connect to the audio.

TIP:

- Please use **Google Chrome** Web Browser for participating in Webex meetings
- Please ensure you are using the latest version of **Java** (link to website here: <https://java.com/en/>).

Cisco Webex instructions website: <https://collaborationhelp.cisco.com/article/en-us/njmhfgbb>

Joining a webex meeting overview

We suggest checking your audio connection first. Please follow the instructions provided in the **Check Audio Connection** document

Open email from Host or OCR, open **Check Audio Connection** document and follow these instructions (ie, log in to Training Practice Room to test your audio connection)
Note: Please ensure you **end the meeting** and **sign out** after testing audio.

For the WebEx meeting - click on the **meeting room web link**
(opens internet browser taking you to WebEx)

Enter your **full name** and **email address**

Click on **Join Meeting**

Click on **Connect to Audio**

Click on *either* **Call Me**
(use speakerphone or earphones)

OR

click **Call using computer**
(using a headset)

Enter Country/Region
and enter your phone number

On the first occasion the computer is used for a meeting, you will be required to install Active X control, Arkadin's softphone software

Webex will call you in 5-10 seconds

Test sound volume and connect now
(for call using computer)

To leave the meeting, click on **red cross**, and then **Sign out**.

Participating in an online meeting

To get the best out of a WebEx meeting there are some things you should think about in advance of the meeting.

Equipment

- If you are using a landline phone to join the meeting, the phone will need to be near your laptop or computer.
- Where possible use a good quality headset.
- Test your equipment in advance of the meeting so as to not hold up the meeting on the day.

Regular breaks

- During an online meeting it's important to avoid physical fatigue. Your host will have placed regular breaks to allow you to move away from your screens and desks and take refreshments.

Confidentiality

- Location - WebEx technology allows flexibility in choice of location, but please be aware that, as with all other assessment-related activity, you should work in an environment where confidentiality can be assured.

You should never participate in a WebEx meeting when you're in a public place.

Meeting etiquette

- Please login using your **Full** name or Initial and **Surname** (to enable the host to easily identify attendees)
- If you choose to use a Webcam don't forget that you can be seen by the other participants, so follow the same dress and grooming standards you'd apply when attending a face-to-face meeting.
- When you're not speaking, please **mute** your microphone to avoid background noise spilling into the meeting.
- Take turns in speaking. Meeting hosts can themselves mute all participants and then unmute individuals when they want to call on them to speak. When muted by the host, you can use the **Raise Hand** function to signal to the host that you wish to speak (see the **Audio Connection** section).
- Enter your **Full** name (or Initial and **Surname**) and email address:
(This enables the host to see who's attended, and will assist with the payment of your attendance fee.)

Joining the meeting

Enter your full name and your email address in the two boxes,

The screenshot shows the Cambridge Assessment Webex dashboard. The URL in the browser is https://cambridgeassessment.webex.com/webappng/sites/cambridgeassessment/dashboard/pmr/OCR_A033_01ocr.org.uk?siteurl=cambridg. The page features the Cambridge Assessment logo and a sidebar with links: Sign in, Home, Support, English, Classic View, Webex Training, and Webex Support. The main content area is titled 'OCR_A033_01's Personal Room' with a meeting ID '708 090 438'. A text box with an orange background says 'Please enter your full name (or initial and surname) and email address.' with red arrows pointing to the 'Your name' and 'Your email address' input fields. The 'Your email address' field is marked '(Optional)'. There is a 'Remember me' checkbox and a 'Join Meeting' button. A red arrow points to the 'Join Meeting' button.

Click on **Join Meeting**

Please note, If you don't sign out from checking your audio, or have used WebEx previously, you may see this screen – click on the **blue link** to take you to the screen above.

The screenshot shows the Cambridge Assessment Webex dashboard. The URL in the browser is https://cambridgeassessment.webex.com/webappng/sites/cambridgeassessment/dashboard/pmr/OCR_A033_01ocr.org.uk?siteurl=cambridg. The page features the Cambridge Assessment logo and a sidebar with links: Sign in, Home, Support, English, Classic View, Webex Training, and Webex Support. The main content area is titled 'OCR_A033_01's Personal Room' with a meeting ID '708 090 438'. A message says 'Good afternoon, OCR Practice Room 4 (standardisation.webexplilot@ocr.org.uk). Not OCR Practice Room 4?'. A red circle highlights the text 'OCR Practice Room 4'. A blue circle highlights the text 'Not OCR Practice Room 4?'. A blue callout box with the text 'Click on this link' points to the blue text. There is a green 'Join Meeting' button and a 'More ways to join' link.

Connecting to Audio

If you have any issues with your audio connectivity, please contact Arkadin by selecting *0 on your telephone keypad (when you are in the WebEx meeting) or by calling 0208 742 6350.

In Audio Connection select either **Call Me** or **Call Using Computer**:

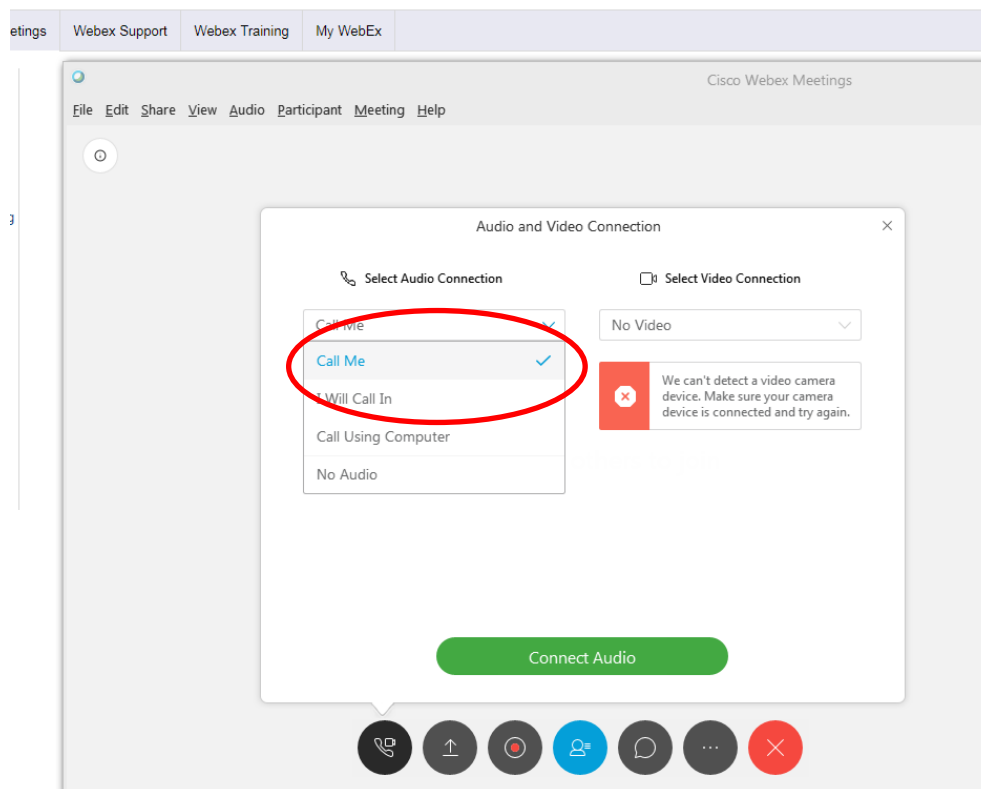
Audio Option	Equipment Required	Software required
Call Me	Telephone with handsfree kit or speaker phone	None
Call Using Computer	Headset/Earphones with Microphone/Built in microphone (to computer)...	Yes – Arkadin Softphone, free to download.

Call Me

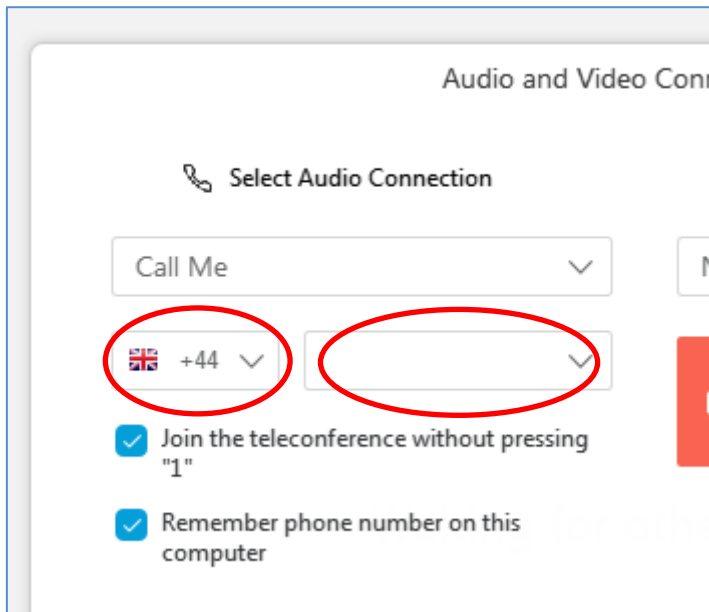
You will need a telephone with speakerphone capabilities, so that you don't have to hold the phone to your ear for the duration of the meeting.

The preferred method to join the meeting audio is to use the **Call Me** audio connection. You will not be charged for this. You can use a headset or any earphones with microphone enabled. For example, a mobile phone hands free kit.

You must also have your headset plugged in before joining the WebEx meeting room.



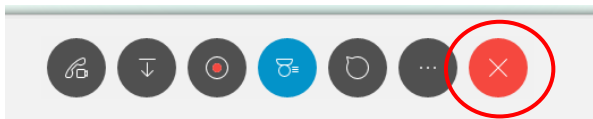
- Change the country code to **United Kingdom**.
- Enter your phone number – either a landline or mobile, for the system to call you.
- Your phone will ring in approx. 5 seconds, and you will be automatically joined to the meeting.



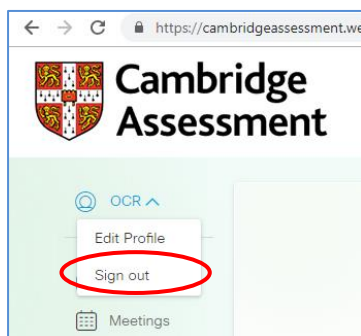
Note: If you are using your computer's microphone or a phone hands-free, please join from a quiet room so background noise does not disturb the meeting for other participants. We advise that you mute your phone when you are not speaking to reduce echo.

To finish:

To finish/ log out, click on red cross (on the tool bar, see below) or click on the menu bar, then File, then End meeting.



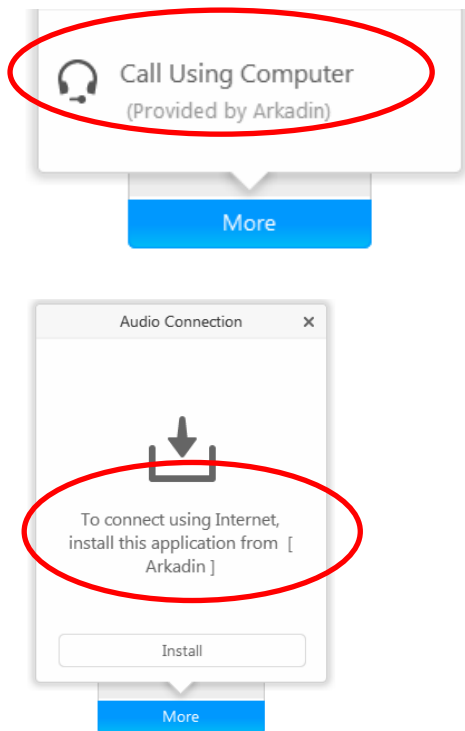
Note: After end meeting, please ensure you **sign out**:



Call Using Computer

Please note if you are using a headset for the first time you will need to download the Arkadin softphone software.

Once you select **Call Using Computer** it will prompt you to download the software. Please do this before your meeting, so that the meeting is not delayed. Please note this may take 5 minutes to download.

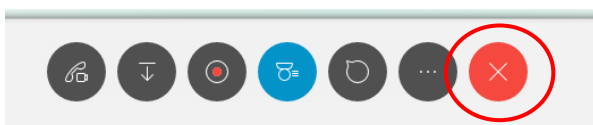


The Arkadin Softphone download instructions will launch. **You will need to follow all the instructions on screen.**

See the document '**Check Audio Connection**' for the download instructions.

To finish:

To finish/ log out, click on red cross (on the tool bar, see below) or click on the menu bar, then File, then End meeting.



Note: After end meeting, please ensure you **sign out**:

