
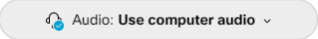
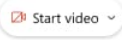
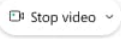

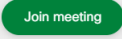



# How to participate in a Webex meeting

We recommend watching this brief [introduction video](#) if you are new to Webex (2:34 min)



## Join via laptop

1. **Open your meeting invite** and **Click on the “Join”** button 
2. You will be redirected to the Webex website, where you can choose to download the app or use the Webex browser version for the meeting. **Click on “Join from your browser”**
3. **Enter your name** and **click “Next”**
4. In the preview window, you can adjust your audio and video sound settings before you join the meeting
5. **Select “Use computer audio”** for audio preferences 
6. Click on the arrow next to “Start video”  to **select your camera input**. Click on “Stop video”  if you wish to turn off your video. If you use your laptop camera, make sure the camera slider is not in front of the camera
7. Click on the arrow next to the “Unmute” button  to **select microphone and speaker input**. Use this button to turn your microphone off or on. (Start with muting your microphone)
8. **Click “Join Meeting”** 
9. To share content click on the “Share” button  and select what you wish to share

**Tip:** Use Chrome or Firefox for the best meeting experience when joining from a browser



## Join by phone

Note: You are not able to see participants’ video nor shared content when dialing in – only audio is available

### Join via the speed-dial numbers

1. Open the meeting invite on your mobile phone
2. Click ‘Show all notes’
3. Tap one of the “speed-dial numbers” (Two toll numbers only; DK and US)

-- Do not delete or change any of the following text. --

**When it's time, join your Webex meeting here.**

Meeting number (access code): 174 778 8249  
Meeting password: UuZkVT7GR54

Join

**Tap to join from a mobile device (attendees only)**  
+45-32-727723, 1747788249## Denmark Toll  
+1-631-267-4890, 1747788249## United States Toll

**Join by phone |**  
+45-32-727723 Denmark Toll  
+1-631-267-4890 United States Toll  
[Global call-in numbers](#)

**Join from a video system or application**  
Dial [1747788249@novo.webex.com](mailto:1747788249@novo.webex.com)  
You can also dial 62.109.219.4 and enter your meeting number.

**Join using Microsoft Lync or Microsoft Skype for Business**  
Dial [1747788249.novo@lync.webex.com](mailto:1747788249.novo@lync.webex.com)

Note! You must start video to join the meeting.

## Tips for creating a good meeting experience

**Join the meeting 5 min early**  
To have time to adjusting your technical setup

**Use a headset**  
For best quality and to avoid echo, please use a headset with a microphone

**Start webcam**  
Enable your video camera to make the meeting experience better for everyone

**Use the mute/unmute button**  
Use the mute function when not speaking to avoid disturbance

**Share content**  
If you know your want to share content, open the presentation prior to the meeting to be ready