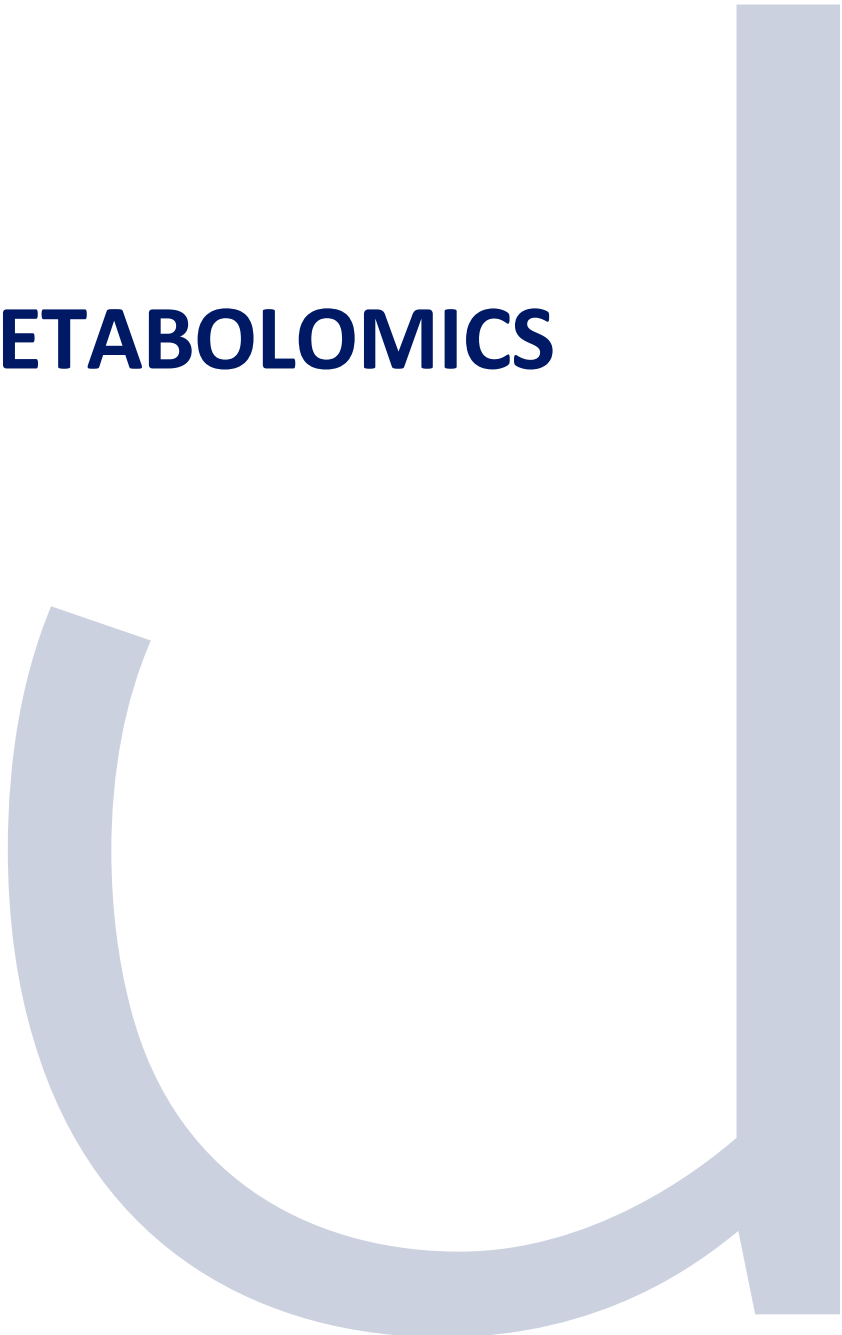


PARTICIPANT

# CLINICAL METABOLOMICS

WebEx Guidelines



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## 1 Test Meeting

Check that you are ready for the meeting by joining a test meeting:

### Webex - Join a Test Meeting

## 2 Browser Recommendations

Windows: Chrome and Firefox

Mac iOS: Chrome and Firefox

## 3 Download WebEx Application

There are several options available to join the WebEx Conference, however it is recommended that you download the WebEx Desktop App prior to joining the meeting whenever possible in order to get the best user experience.

### Cisco Webex | Download

## 4 Functionality Limitations

There are some functionality limitations, when participating from the web/browser app or via mobile devices.

### 4.1 Web Browser

- Not possible to change view layout. Stage view is standard which is 1 large image plus small images at the bottom.

- Adjustments to camera and sound settings must happen through navigation at the bottom of the screen
- No toolbar at the top of the screen
- Not possible to share screen during breakout sessions
- Not possible to view and use media files

#### **4.1.1 Mobile App Limitations**

The mobile app almost has the same functionalities as the desktop app, however, we recommend that Hosts participate from their pc to get to optimal layout view and for easier use of functionalities.

#### **4.1.2 Call in by Phone Limitations**

- You can only join by audio - not possible to see other participants or shared screens
- No other functions are available
- Your phone number will appear in the meeting and not your name

## **5 WebEx Settings**

### **5.1 Change camera and sound before joining or in a meeting**

Choose how you want to connect to the audio, mute or unmute your microphone, and turn on or turn off your video before you join a meeting or event.

[Learn how to change audio and camera settings here](#)

### **5.1.1 Save your preferences so the app always starts the way you want it to.**

For example, you can choose if you want to start meetings in the virtual desktop app with or without video.

[Webex - Set Your Preferences in the Cisco Webex Meetings Virtual Desktop App](#)

### **5.1.2 How to change what you see on your screen during a meeting.**

When you're in a meeting or an event, you can use the different views in the video layout options to stay engaged with fellow participants. For example, you can focus just on the active speaker or shared content.

Please note that this functionality is only available on the WebEx Desktop App.

[Video Conferencing - Switch Your View in Webex Meetings and Webex Events](#)

## **6 How to Join the WebEx Meeting**

### **6.1 From Calendar Invite**

Select the green "Join" button in the meeting invitation and the default browser will open and Webex will be prompted to install if the app was not downloaded prior to joining the meeting. However, the meeting can also be joined through the browser, e.g. if there are company policy restrictions preventing the installation of the WebEx Desktop App.

### **6.1.1 From Desktop Application**

If the desktop app has been installed prior to the meeting, it is recommended that you join from the app itself.

## **7 Troubleshoot**

### **7.1 How do I participate in a Webex meeting, if my internet connection is very slow or un-stable?**

Firstly, turn off your camera. If that does not resolve the problem, use your phone to dial in. First, open the meeting invitation and then find the dial in link in the meeting description.

#### **7.1.1 There is an echo on the call. How do we remove it?**

This is because there is a location from which there are multiple microphones or speakers turned on. Ensure that there is only one microphone and speaker on at each location.

## About the Novo Nordisk Foundation

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