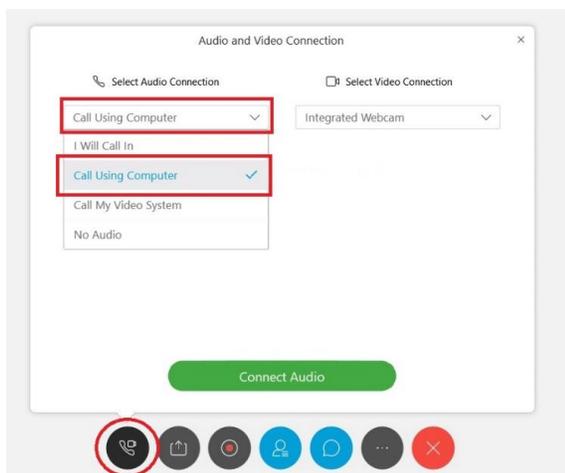


How to Configure Audio and Video Devices for WebEx Meetings

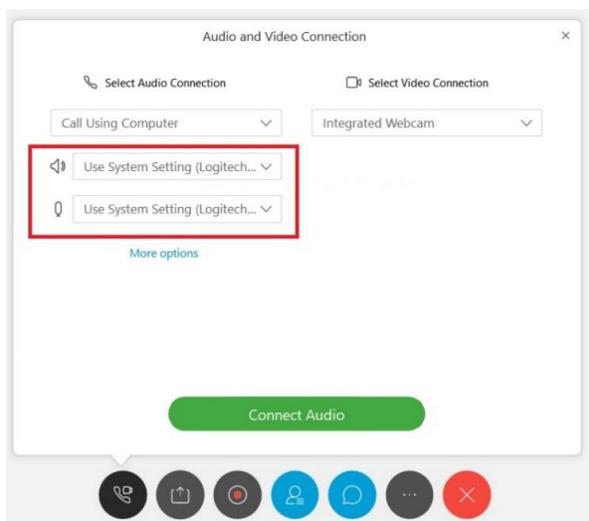
Computer Audio and Video

- 1). Click on Audio/Video at the top left corner of the meeting window, then select Computer Audio Settings by clicking on the Connect audio and video icon.
- 2). Select “Call Using Computer” to use your computer audio and microphone, otherwise select the proper setting that fit your need.

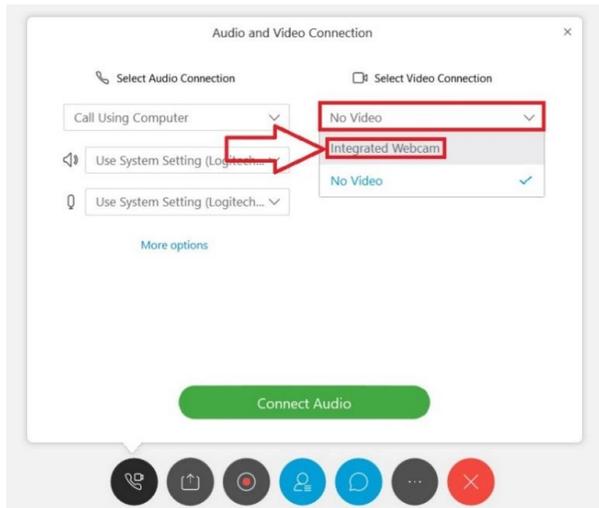
SUGGESTION: If you remote into your office computer and start WebEx the remote computer will not pick up the audio and camera from your laptop, so it is best to start the WebEx from outside the remote session for it to recognize your computer's microphone and audio.



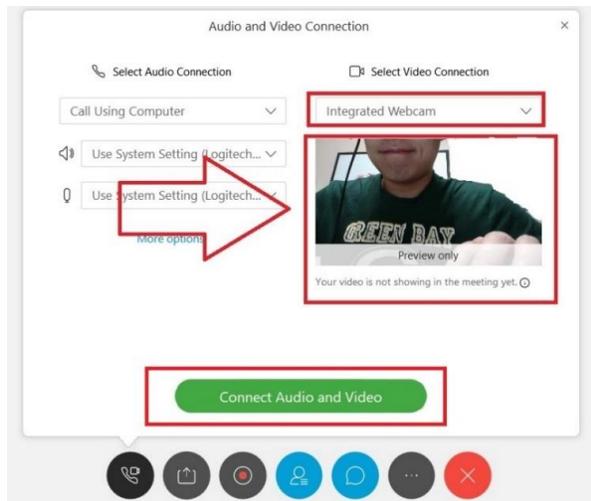
- 3). In the “Speaker” section, use the drop-down to select your audio playback device and in the “Microphone” section, select your microphone from the drop-down. If you do not see this option, which means WebEx did not recognize your audio and microphone and you will need to troubleshoot your computer.



4). In the “Video” section, use the drop-down to select your video device. Click the drop down and select the proper device for you video, for this example I have a built-in video cam called “Integrated Webcam” on my laptop. If you do not see this option, which means WebEx did not recognize your video and you will need to troubleshoot your computer.



5). Once you selected your video device, it will show a preview your video as shown below. Click “Connect Audio and Video” once you are satisfied with your selection.



Call in Audio

Instead of selecting the “Call using computer” option as detailed above, select the “I will call in” option. This will give you a series of three numbers as shown in the image below. First, dial into the WebEx telephone line. Once you have called, enter your meeting ID/access code, and then the attendee ID. This Attendee ID is unique for every meeting you join and is only available if you have first joined the

meeting from your computer. If you do not enter the ID your phone call will not be associated with your name in the meeting.

 Select Audio Connection

I Will Call In 

Call using other application 

1. Call

+1-415-655-0001 (US Toll)

2. Enter this access code:

 474 299 #

3. Enter your Attendee ID:

 19 #