

# Practical Information for Remote Sessions (version for Professors)

## Meeting invitation

The meeting information you'll receive from the academic assistant will look like this:

**Jonas CORNEILLE invites you to join this Webex meeting.**

Meeting number (access code): 957 441 626  
Meeting password: coursex

Tuesday, March 10, 2020  
11:15 am | (UTC+01:00) Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna | 2 hrs

[Join meeting](#)

**Join by phone**  
Tap to call in from a mobile device (attendees only)  
[+32-2-894-8317](#) Belgium Toll  
[+48-22-295-3597](#) Poland Toll  
[Global call-in numbers](#)

**Join from a video system or application**  
Dial [957441626@coleurope.webex.com](tel:957441626@coleurope.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 [957441626.coleurope@lync.webex.com](tel:957441626.coleurope@lync.webex.com)

The password is required to enter the meeting.

This link takes you to Webex onto your webbrowser.

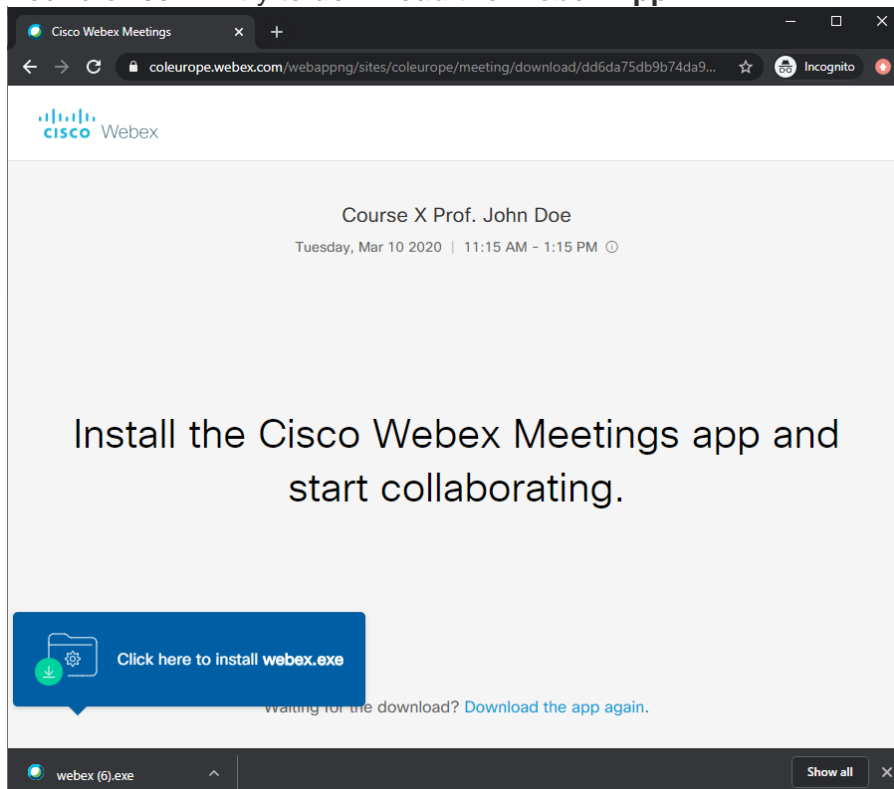
Provide this info to your IT responsible if you have a video conferencing system.

## How to connect to the interview session?

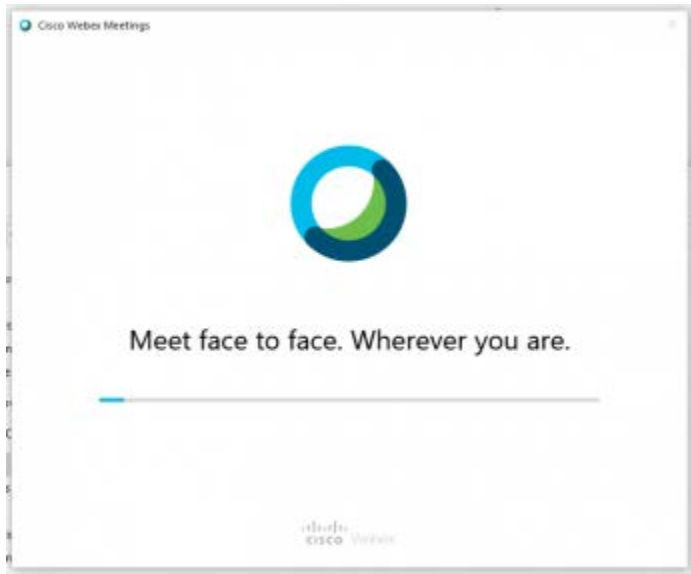
In this example, we will guide you step by step to connect to the meeting using WebEx.

Before you connect to the meeting, make sure you have tested your equipment by joining a test session as described in [the FAQ](#).

1. Go to the link defined in the meeting email
2. Your browser will try to **download the Webex App**.

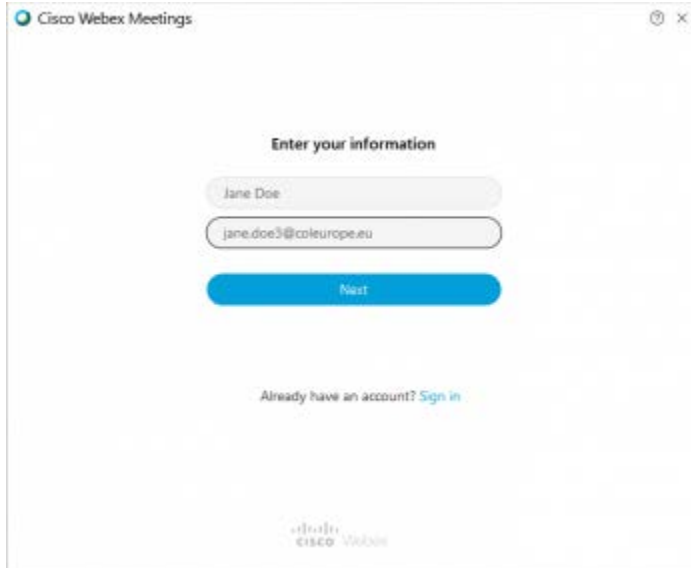


3. Once the download has finished, run webex.exe to install the app. The installation of Webex looks like this:

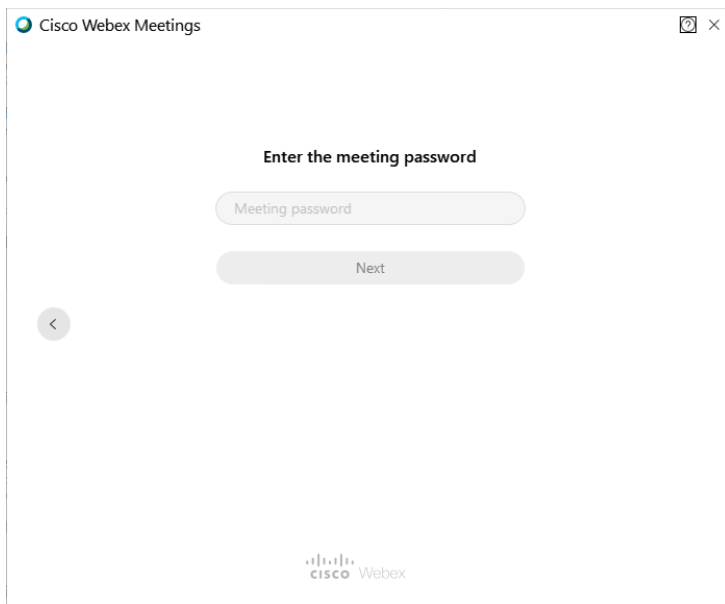


**NB.:** if you receive an error during the installation or if you are not authorized to install applications on your device, please proceed to [Option 2: connect via webbrowser](#)

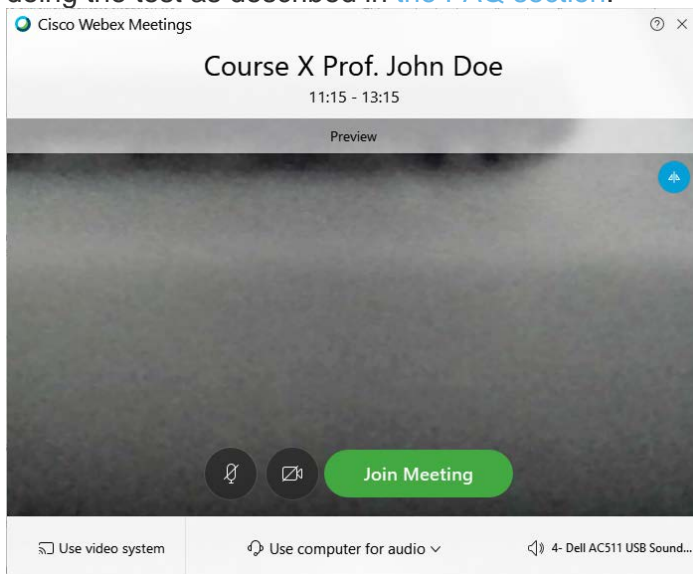
4. Once finished you can enter your name + email, choose **next**.



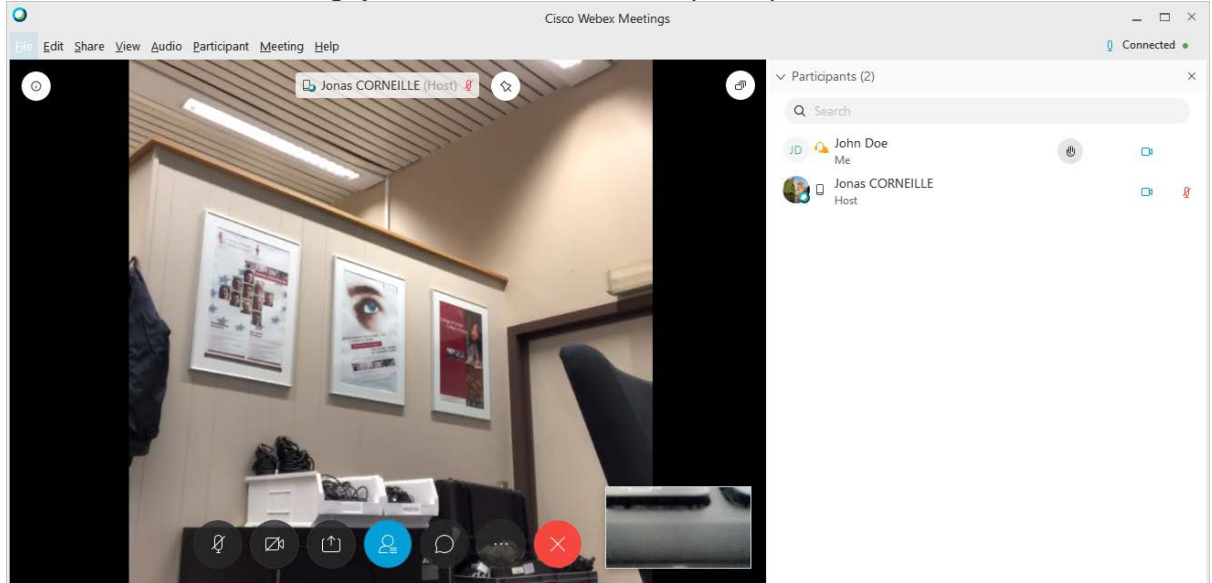
5. Enter the meetings password provided in the email from the Academic assistant and choose **next**



6. Connect your webcam & audio and choose **Join meeting**  
NB. Please be sure to test your audio and video devices connected to your computer by doing the test as described in [the FAQ section](#).



7. You're now in the meeting, you should see the other participants.

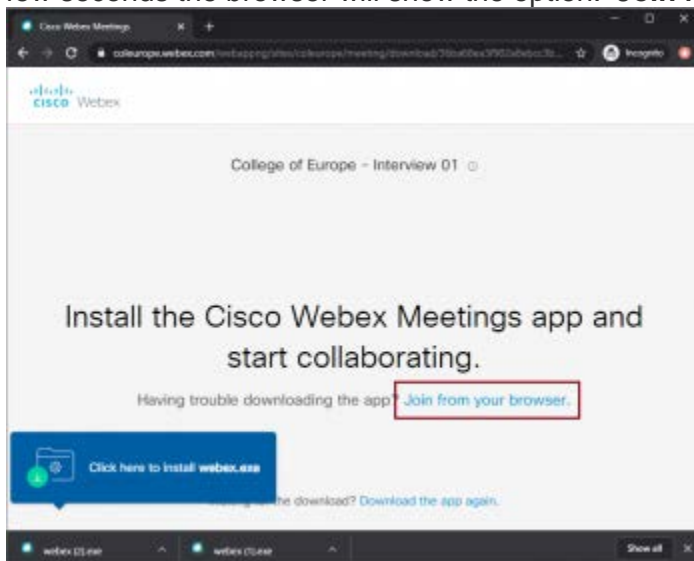


See further in this document for the explanation of sharing your screen.

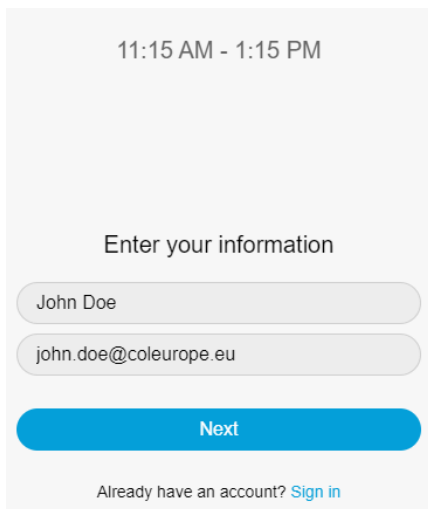
## Option 2 connect via web browser:

If you are unable to install the Webex client software, or you have no administrator privileges, you can also join the meeting via certain web browser (preferably Google Chrome). Please follow these steps:

1. Go to the link defined in the meeting email
2. Your browser will try to download the Webex App. When the installation fails, or after a few seconds the browser will show the option: **Join from your browser**. Click this link.



3. Enter your information and click **Next**  
NB. use the name and e-mail address you used for your application.



11:15 AM - 1:15 PM

Enter your information

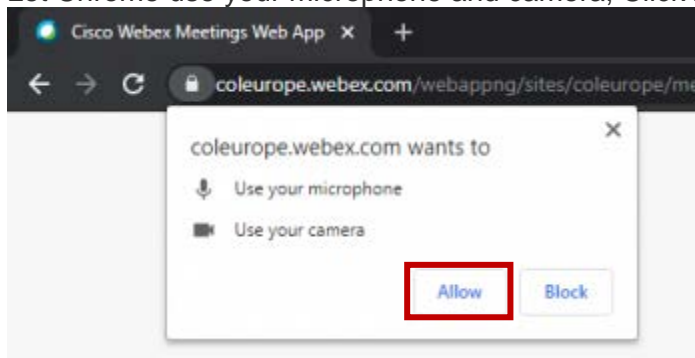
John Doe

john.doe@coleurope.eu

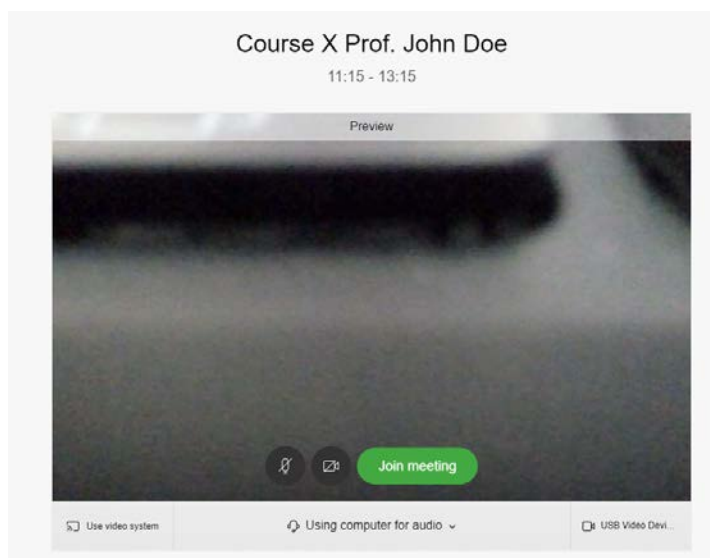
Next

Already have an account? [Sign in](#)

4. Let Chrome use your microphone and camera, Click **Allow**



5. Check the audio & video settings and choose **Join meeting**  
NB. Please be sure to test your audio and video devices connected to your computer by doing the test as described in [the FAQ section](#).



6. You're now in the meeting, you should see the other participants.

See further in this document for the explanation of sharing your screen.

---

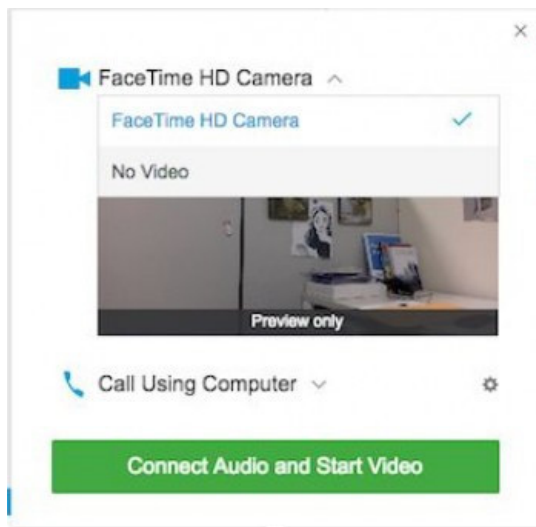
## Connect your video

When you enter a WebEx session, you will be asked if you wish to share video.

If you select a camera option, your browser will ask if you wish to allow WebEx permission to connect with your camera. Select "Allow" to share your video with the meeting.

Click the "Connect Audio and Start Video" button to connect to the WebEx meeting using the audio and video options you selected.

NB. If you do not have a camera on your computer, or the host has turned off video, this option will automatically be greyed out.



---

## Connect your audio

When you enter a WebEx session, you can select "Call using Computer" to share audio using your computer's microphone or an external microphone connected to your computer or headset. We strongly advise you to use a headset for the best audio quality during the session.

WebEx will ask for permission to access your computer's microphone. Select "Allow" to share your audio your audio with the meeting.

Click the "Connect Audio and Start Video" button to connect to the WebEx meeting using the audio and video options you selected.

NB. The "I will call in" option is not available for the interviews. Make sure you have a properly configured audio device.

---

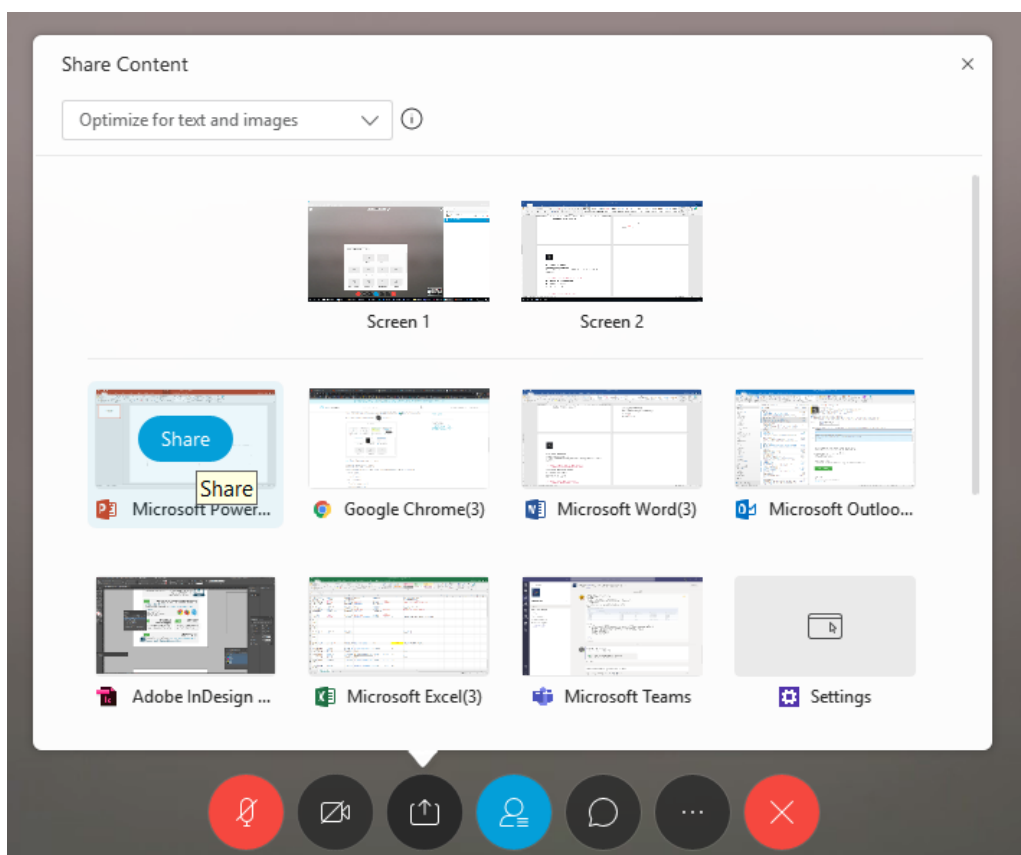
## Share your screen

To share a powerpoint or another program:

Click the **share** button:



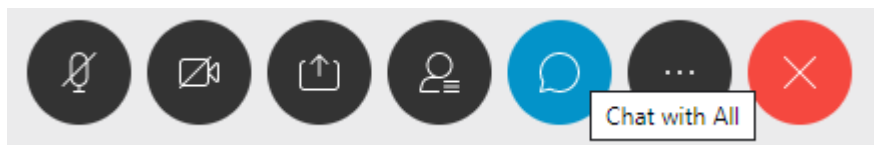
Choose for example powerpoint:





## Chat

Use chat function to chat with students or the Academic assistant. Please keep in mind that this option doesn't work if Video Conferencing endpoints are used. Please check with the Academic assistant.



---

## FAQ

- **How should I test my computer before the interview session?**  
The easiest way to test your computer with audio and video is by going to <https://www.webex.com/test-meeting.html>.  
If this is not working, please check the other FAQ's below to troubleshoot.
- **What should I do if the connection gets interrupted?**  
Just start again from the beginning.
- **Do I need specific software to join a WebEx meeting?**  
No, you can join a WebEx meeting as long as you have internet, audio and video capabilities.  
An up to date version of any browser should work.  
As a participant, you also do not need to have a WebEx account.
- **Is my internet browser (Chrome, FireFox, Safari, Edge, ... ) supported for WebEx?**  
If you have a recent version of your browser, there should be no issues. Chrome is preferred.
- **How do I send or receive video in the WebEx Web App?**  
Detailed instructions on how to configure your video can be found at <https://collaborationhelp.cisco.com/article/en-us/WBX88146>
- **How do I connect to Audio and Video in WebEx meetings?**  
See more information at <https://collaborationhelp.cisco.com/article/en-us/cjr7xq>
- **What if I already have a WebEx account and/or have the full WebEx client installed?**  
That should work even better. Just connect to the meeting by typing in the full url of the meeting room as specified in the email
- **What if all fails during the test?**  
Please check the WebEx support pages at <https://collaborationhelp.cisco.com/article/en-us/nq0gfqcb>