

CRC-17

Webex Meeting User's Guide



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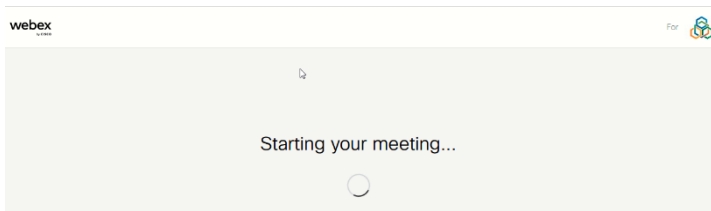
1. System requirements

- A computer with an Internet connection.
- For a seamless performance, the minimum bandwidth required is **2 Mbps** or more;
- The recommended browsers with the operating system Windows are: **Google Chrome** or **Mozilla Firefox** or **Microsoft Edge**;
- A working microphone and speaker (a headset is recommended);
- A webcam (optional).

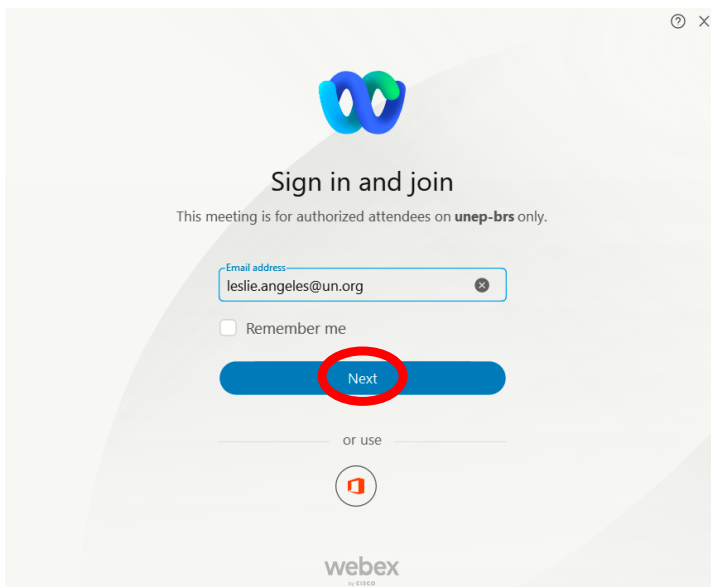
Please connect to the meeting **at least 30 minutes in advance** to allow enough time to set up your audio equipment.

2. How to join CRC-17 sessions

- a) Select the link of the relevant meeting you wish to join, click on the link or copy paste it into your browser.



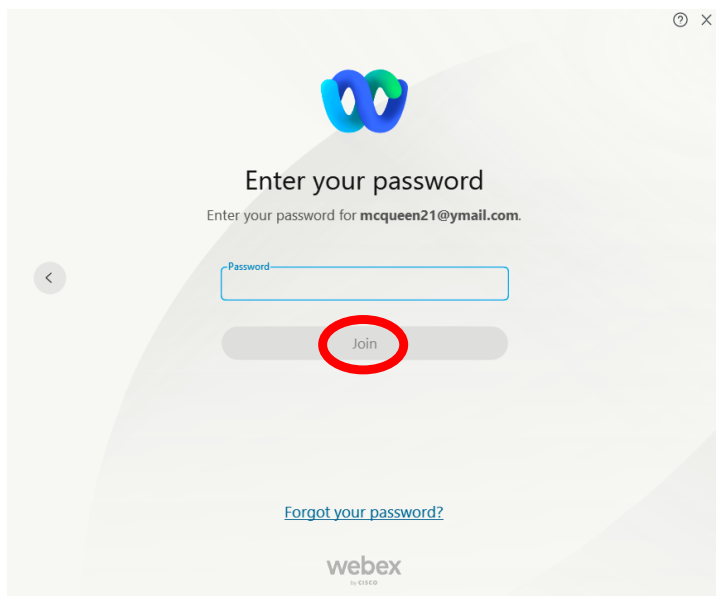
Your webpage will show **Starting your meeting** as shown on the image.



A pop-up will also open requiring you to provide your email address.

! This should be the email address received from the Secretariat when providing you with your user ID and password for the online sessions of this meeting.

Click on **Next**.



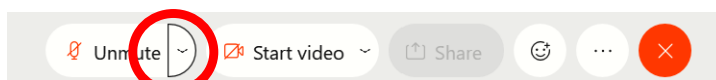
Enter your personal password provided by the Secretariat and click on **Join**.

You will be patched-in to the meeting.

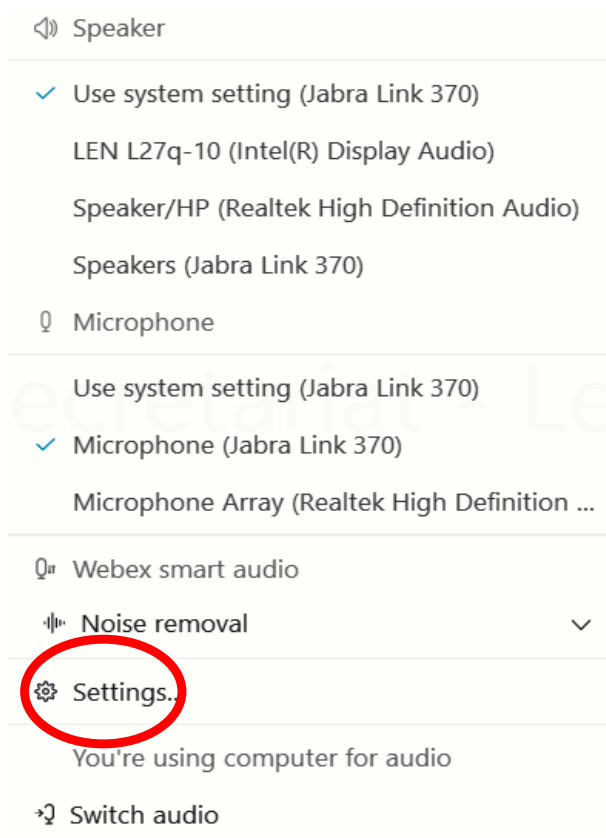


By default, your connection will be enabled via computer audio.

Click on **Join meeting**.

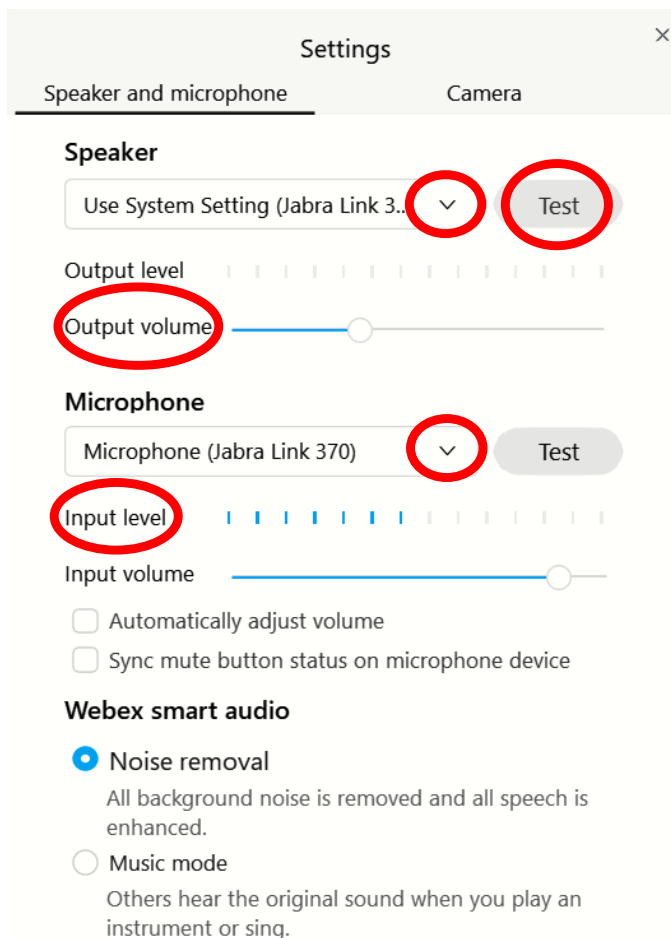


Should you wish to check your audio settings, click on the dropdown icon, as circled to the left.



A pop-up appears.

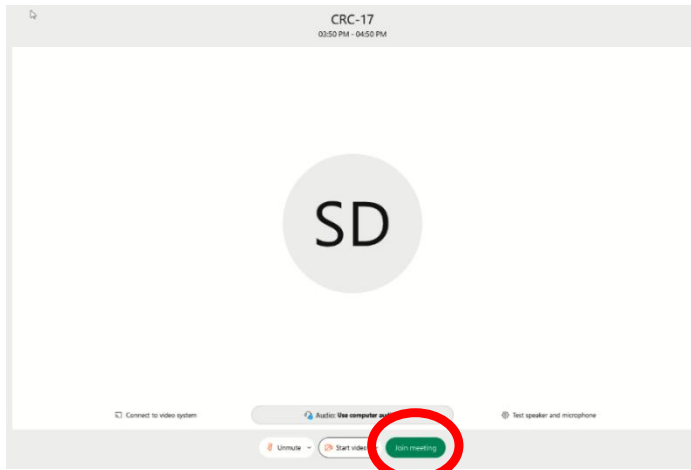
Click on **Settings** (cog icon).



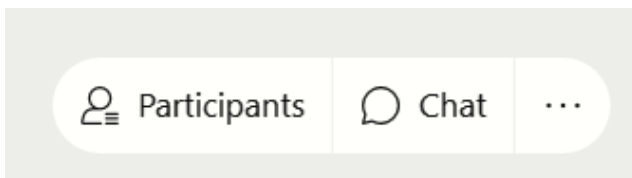
Another pop-up appears.

From the **Speaker** dropdown box, select your device. Click on **Test**, (you should hear a sound and see the **Output level** bar move); From the **Microphone** dropdown box, select your device. Speak up, (you should see the **Input level** bar move).

Once you close the pop-up window, your audio connection will be enabled. At this point, you should be fully connected and see a device icon appear to the left of your name in the **Participants** panel.

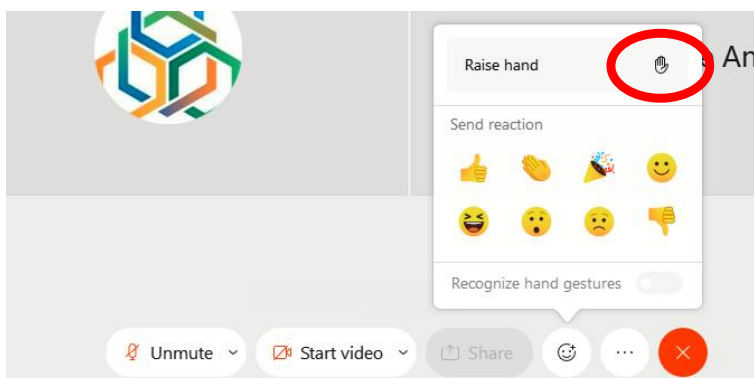


To connect, click on **Join meeting**.

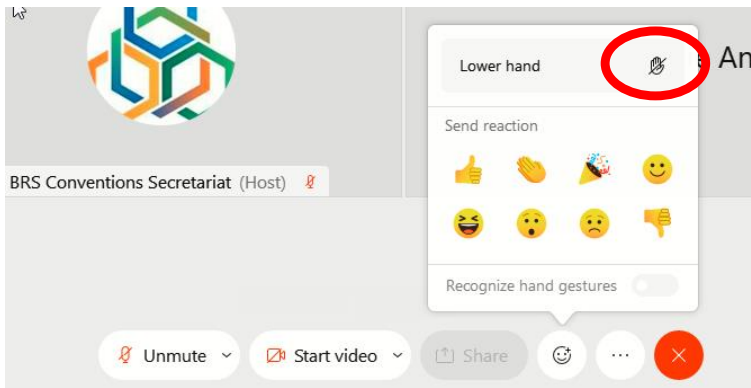


By default, when joining, the **Participants** and **Chat** panels are not visible. To enable them, click on the icons as shown on the left.

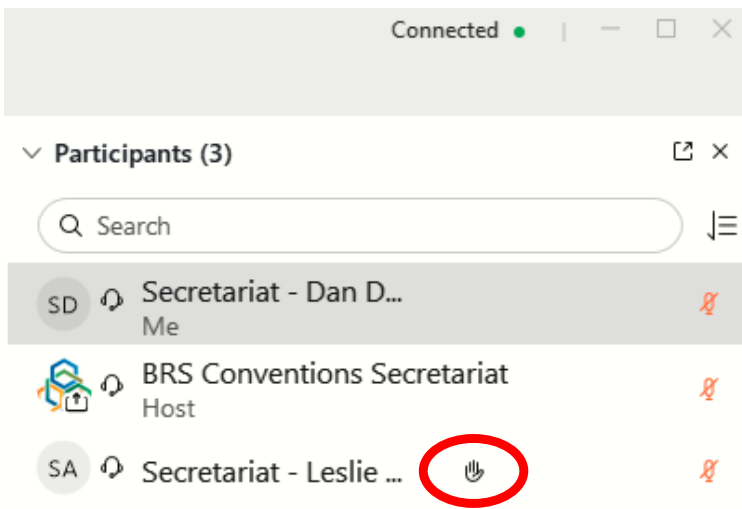
3. Available features of sessions



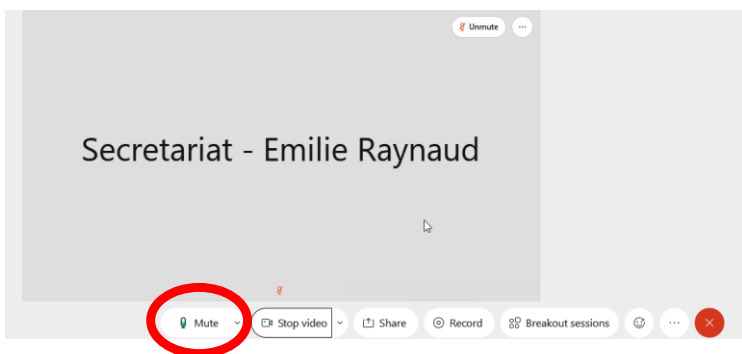
To request for the floor during meetings, click on the **Raise hand** icon. It can be accessed through the emoji icon in the command bar as shown on the image.





Once you have spoken, please do not forget to click on the **Lower hand** icon.

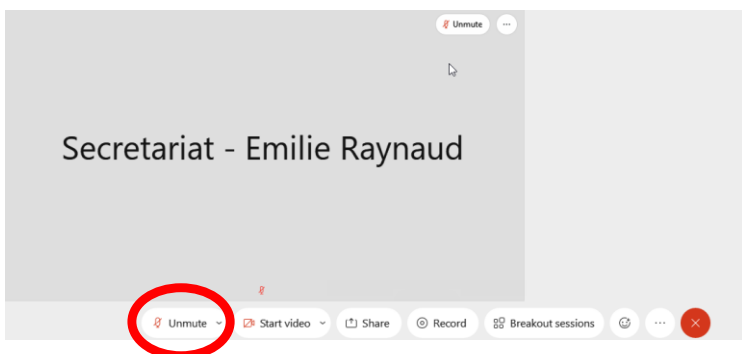


The **Raise hand** and **Lower hand** icons can also be accessed in the **Participants** panel. It is then located at the right-hand side of your name.



Mute or **unmute** your **microphone** by clicking on the microphone icon.

Your microphone is muted when the icon is red , unmuted when it is green .



Once your intervention is over, please click on the **Mute** icon to close your microphone feed.



The **microphone** icon can also be accessed in the **Participants** panel. It is then located at the far end side, to the right of your name.

4. Issues with online sessions

For technical support during a session, please send a message to the **BRS Conventions Host** through the **Chat box** feature.

For any other IT related issue, contact IT support at:

Email: ITsupport@brsmeas.org

Tel: +41 79 203 7614 or +41 22 917 8229.