WebEx guidelines for TSN TG meetings at the mixed-mode September 802.1 Interim

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Mixed-mode WebEx guidelines

• Please join WebEx on-site too
  • **DO NOT connect to the audio** if you are on-site
  • After you **accept** the IEEE SA terms
  • Before you **click join meeting**
  • Change your audio:

• All presenters present via WebEx
• Single queue via WebEx
• WebEx is used both by on-site and remote participants to
  • Present
  • Queue at the mic: +q or -q in the WebEx chat
  • See the screen
  • Chat (**not part of the meeting**)  
• **Remote participants**, it would be nice to turn your video on when presenting, speaking
Yet to join

Select: “**Audio Use Computer Audio**”

From the selection choose: “**Don’t Connect to Audio**”

Once completed: join meeting

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Already joined

Click on: ^
Select: **“Switch audio”**
Select **“Disconnect”**

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WebEx guidelines

• Please mute yourself when you are not speaking

• Please put yourself into the queue “at the mic” via the Chat, e.g.: “+q” or “-q”

• Please provide your information
  • First and last names
  • Affiliation, after your last name, e.g., in square brackets
  • (may provide them in the Chat window)

• Changing your data in Webex
  Step 1
  • Go to the "Display hidden icons" arrow in the Windows task bar
  • Right-click on the Webex icon and select "Open Cisco Webex Meetings"

  Step 2
  • In the Webex Windows that opens, Click on the pencil icon* next to your display information

(*) May need to Exit Webex via the cog wheel and restart the desktop Webex app to see the pencil icon. May also need to log in as guest.