Coastal Perspectives Lecture Series
WebEx Guidance

**To join the meeting:**
Click on the link in the email you were sent.
A window similar to the one shown on the right should appear.
Click on the “Join Meeting” button.

Note – the red color on the video camera button indicates your video is off. The grey color on the mic indicates you are unmuted (we can hear you).

Move your mouse around the screen to make the buttons on the bottom of the screen appear.

Please mute yourself – this will improve audio for everyone. Turning off your video may improve the quality of the call.

This button lets you control how the windows are set up (where you see video images, slides, and the chat and participant side bars).

See someone you want to say hi to? You can send them a personal chat by clicking on the chat bubble next to their name.

Or you can search for their name and select to send them a personal chat.

To send a message, type in the chat area where you see “Enter chat message here” and hit “Enter” on your keyboard to send the message.

Question for the speaker or moderator? Please send to “Everyone” – that is the channel we will monitor.