Participating in a Teleseminar

Srinivas Shakkottai
sshakkot@tamu.edu

Welcome to the CESG teleconferencing system! We use Cisco Webex for our virtual meetings. This document will provide a step-by-step procedure for you to participate in a tele-seminar using your laptop.

1. Click on the link that I sent you.

2. The corresponding webpage looks like this:

3. Click on Join.

4. Enter your name. The email ID is irrelevant, and you can enter anything you like, eg. abc@def.com. If prompted for a password, enter “dtra”.

5. Wait for the meeting to start. If prompted, accept the installation of the Java application on your web browser. This might take some time.
6. Now you should see a screen like this:

7. There are two audio options. You can call using a telephone, or you can use your computer if you have a good microphone and speakers available. If you choose to use a telephone, click on **Use Phone**. You will see something like:
8. Otherwise, click on Test speaker/microphone to test your equipment.

9. Select your Speaker and Microphone Settings, and click OK. You will return to:
10. Click on **Call Using Computer**. Now the meeting begins:

11. Click on the **small camera icon** on the top right to start sharing your video.
12. You can choose between multiple webcams if you have different options. To do this, click on the video options gear wheel circled in red below. You can select your camera using the “Capture Device” option.
13. When you are done with the meeting, you can click on **End Meeting** (or Leave meeting) at the bottom of the screen.

Thank you for participating in a virtual meeting. You can call me for help on my cell phone at 217-417-1873.