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 conduct a tele-seminar using your laptop.

PLEASE USE AN ETHERNET CONNECTION IF AT ALL POSSIBLE.

WiFi connections almost always result in poor call quality and laggy video.

1. On the seminar webpage (http://cesg.tamu.edu/fish-bowl-seminar-series/) click on the Webex logo link for the seminar that you wish to join

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.

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. I will now make you the presenter. You will see:

14. Click on the **small arrow** next to **Share Application** to get a list of applications. Chose your PDF viewer or Power Point. It will take a few seconds to start. Here is an example of me sharing a Power Point Presentation.
15. At any point, if you take your mouse near the green bar on the top, you will get a set of drop-down control options as shown below:

![Image of drop-down control options]

16. When you are done with the meeting, you can click on **Stop Sharing** above. This will return you to the home screen, as shown below.

![Image of home screen options]

17. You can now click on **End Meeting** (or Leave Meeting) at the bottom of the screen.

Thank you for participating in a virtual meeting. You can contact me for help by calling me at 979-458-0094.