Trimley St Mary Parish Council Webex

Before the meeting

To join via the web you need a connected device that has speakers, a microphone, a camera, and a screen. This might seem obvious but not all desk top computers have all these accessories attached.

Although you can join via a web browser such as Explorer, Firefox or Chrome, taking a full part will involve downloading and installing an app – when this is installed and configured it will make joining future meetings a doddle.

When you click the link below it will take you to the correct meeting room for the public meeting of Trimley St Mary PC. After clicking the link follow the instructions on screen. You will be prompted to:

- Download an app – there will be link to the appropriate app store depending on what device you are using.
- Please install this app – depending on your security settings this may require you to grant permission for the app to install.
- It should then open a details screen. Please enter YOUR name and email address, this is so you can be identified in the meeting.
- This will then connect to the meeting room. If you are doing this before the meeting is online you may get a message telling you "No Meeting in Progress" or similar, this is fine, you are done for now.

Issues you may encounter.

The app will attempt to discover and use your microphone and camera, you may have to grant permission for this. The app may discover what it thinks is a camera but isn't (it's complicated) so you will get no image. Please click on or tap the bottom of the window and select setting, (button with three dots) you can select all the correct audio video devices from the menu that opens here.

During the meeting

- For an online meeting to work smoothly, and to ensure everyone gets an opportunity to speak there are a few rules:
- Only one person can speak at once – when lots of people try to speak at the same time no one can hear anything. The meeting moderator will invite anyone who "Raises their hand" (See below for how to do this) to speak when it's their turn. Anyone who persistently interrupts will be removed from the webex meeting.
- Please keep your microphone muted when you are not addressing the meeting, this cuts down massively on background noise and improves the experience for everyone. To Mute / Unmute your microphone either:
  - Click/tap the button with a picture of a microphone

- On a PC you can also
  - Hold <Ctrl> and press <M>
  - Hold the Space Bar down while speaking to temporarily unmute your microphone.
- If you encounter issues with the meeting freezing / losing connection, jerky video/audio, turning off your video will reduce your data usage and improve the quality of the call for you. You will still be able to see the other participants.

Help on how to use the Webex App on a mobile device can be found here: https://help.webex.com/en-us/p3t8bg/Use-the-Cisco-Webex-Meetings-Mobile-App#Interact-During-Webex-Meetings-from-a-Mobile-Device Or view a video here: https://www.youtube.com/watch?v=zK3TIXsgosU

Help on how to use webex on a PC can be found here: https://help.webex.com/en-us/n62wi3c/Get-Started-with-Cisco-Webex-Meetings-for-Attendees or view a video here: https://www.youtube.com/watch?v=XbSizTDAES4