

# How to use meeting place and webex.

<p>1.Attend a Meeting from Your Phone</p>	<ol style="list-style-type: none"> <li>1. Call the MeetingPlace Number (27621).</li> <li>2. Enter the meeting ID(Profile Number of the Meeting Host) and press #.</li> <li>3. If prompted, record your name and press #.</li> </ol>	<p>The MeetingPlace number can be dialed in by any external participants by dialing the full PSTN number (+254 20 762 7621), then go through the steps.</p>
<p>2.Start a Meeting from Your Phone</p>	<ol style="list-style-type: none"> <li>1. Call the MeetingPlace Number (27621).</li> <li>2. Press 3, then #.</li> <li>3. Enter your profile number, then #.</li> <li>4. Enter your profile PIN (Meeting Place audio PIN), then #. If you do not have this information, the obtain it from ICTS/Helpdesk</li> <li>5. To start your meeting now, select option 1. Depending on your profile settings, it will be an immediate or reservationless meeting.</li> <li>6. Follow the voice prompts.</li> <li>7. Provide meeting participants with the MeetingPlace phone number (27621), the meeting ID (your Profile Number)</li> </ol>	<p>The MeetingPlace number can be dialed in by any external participants by dialing the full PSTN number (+254 20 762 7621), then go through the steps.</p>
<p>3.Sign in to Cisco WebEx and Setting Your Profile PIN</p>	<p>Staff signing on to webex site for the first time should do the following:</p> <ol style="list-style-type: none"> <li>1. Open a web browser and enter the WebEx site address: <b>unonmp.webex.com</b></li> <li>2. On the Cisco WebEx Welcome page, select <b>My WebEx</b>.</li> <li>3. Enter your username and password, and then select <b>Log In</b>.</li> <li>4. When prompted to set your Profile PIN for your MeetingPlace Audio Conferencing account:             <ol style="list-style-type: none"> <li>a. In the New Profile PIN field, enter a numeric PIN.</li> <li>b. In the Confirm Profile PIN, re-enter the numeric PIN.</li> <li>c. Select <b>Submit</b>.</li> </ol> </li> </ol>	<p>When you update your Profile PIN, your Cisco WebEx profile is synchronized with your Cisco Unified MeetingPlace profile.</p> <p>Please contact ICTS Servicedesk for any assistance regarding the username and password.</p>
<p>4.Join a Meeting from an Email Invitation</p>	<p>Staff wishing to attend a WebEx meeting from an email invitation can do the following:</p> <ol style="list-style-type: none"> <li>1. From your email application, open the meeting invitation.</li> <li>2. Select the <b>Meeting URL</b> link to join the meeting.</li> <li>3. If prompted, sign in with your profile information.</li> </ol> <p><b>Note</b> If you are the meeting host, your meeting will start after you sign in.</p> <ol style="list-style-type: none"> <li>4. If required, enter the meeting password and click <b>Join</b>.</li> <li>5. Once you are placed in the web meeting room, you can join the audio portion of the meeting by dialing the call-in number 27621, and following the audible prompts</li> </ol>	<p>If dialing the number from outside the campus, then the full number (+254 20 762 7621) needs to be dialed.</p> <p>When prompted for your Attendee ID, enter the Attendee ID so that your audio presence is merged with your web presence in the conference participant list.</p>

<p>5. Join a Meeting from Cisco WebEx Meeting Center</p>	<p>Staff wishing to attend a WebEx meeting from the Cisco WebEx site can do the following:</p> <ol style="list-style-type: none"><li>1. Sign in to the WebEx site <a href="http://unonmp.webex.com">unonmp.webex.com</a>.</li><li>2. Select the <b>My WebEx</b> tab to quickly find the meetings that you are hosting and the meetings to which you have been invited. The <b>Daily</b> tab is selected by default. To see another view, select the <b>Weekly, Monthly, or All Meetings</b> tab.</li><li>3. Select the desired meeting. <b>Note</b> If you are the meeting host, select <b>Start</b>.</li><li>4. If required, enter the meeting password and click <b>Join</b>.</li><li>5. Once you are placed in the web meeting room, you can join the audio portion of the meeting by dialing the call-in number 27621, and following the audible prompts.</li></ol>	<p>If dialing the number from outside the campus, then the full number (+254 20 762 7621) needs to be dialed.</p> <p>When prompted for your Attendee ID, enter the Attendee ID so that your audio presence is merged with your web presence in the conference participant list.</p>
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