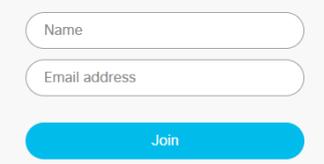
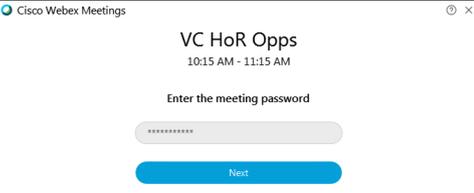
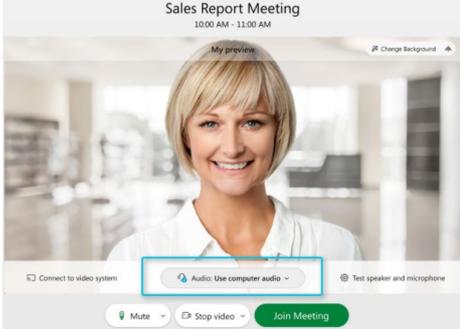
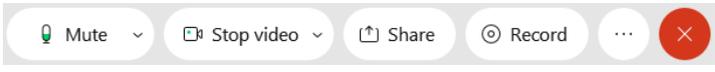


Joining a Webex videoconference meeting - Committee

<p>You will receive a Webex link for the day's proceedings.</p> <p>The password will be sent in a separate email.</p>	<p>https://aph.webex.com/aph/j.php?MTID=m61a1ebbc2364de035e1f7096a7a4ee6a</p>
<p>Select Open Cisco Webex Meeting.</p> <p>During your first log-in the "Always allow aph.webex.com to open links of this type in the associated app" box will appear at the top of the screen near the URL line. If you tick the box then this message will not appear during subsequent log-ins.</p>	<p>Open Cisco Webex Meeting?</p> <p>https://aph.webex.com wants to open this application.</p> <p><input type="checkbox"/> Always allow aph.webex.com to open links of this type in the associated app</p> <p style="text-align: right;"> <input type="button" value="Open Cisco Webex Meeting"/> <input type="button" value="Cancel"/> </p>
<p>Enter your name and an email address. Any email address is acceptable.</p>	
<p>Enter the password that was sent in a separate email and select Next.</p>	
<p>This is the image that the other participants will see. For optimum framing please keep the camera at eye level.</p> <p>Ensure that your background is neutral and that you are centred with a "head and shoulders" shot before selecting Join Meeting.</p>	
<p>Moving the mouse across the image will bring up a menu bar of icons.</p>	
<p>Selecting the microphone icon on the far left will toggle between Mute and Unmute. Keep it muted (the icon will appear red) at all times when you do not have the call.</p>	
<p>Selecting the video icon that is second from the left will toggle between Stop video and Start video. It will appear red when it is turned off. Please turn it off if you are walking away from your computer for a short time.</p>	
<p>To leave the session select the red X from the far right on the bar of icons then select Leave Meeting.</p>	
<p>Limit the number of software applications that you have running on your PC during the videoconference.</p> <p>Mute all devices in the room during the videoconference including televisions, radios and phones.</p>	