Webex Meeting first steps manual
What do you need?

**Equipment:**
- quiet room
- internet connection minimum for HD video 2.5 Mbps (Receive) and 3.0 Mbps (Send)
- headset with microphone is recommended (integrated sound catches noise)

**Webex software:**
- Webex Meeting offer possibility to use Webex webpage without installing the software but we recommend the native app. Please ask Administrator of your computer to install the Webex Meeting
- Available for macOS and Windows operating systems.

https://www.webex.com/downloads.html

- Available for iOS and Android operating systems.

**Webex meeting invitation:**
- You receive a Webex meeting invitation by mail before the virtual training.
- To join the training you have 2 options:

  1. Click on the Join meeting button and webpage will automatically open your preinstalled Webex Meeting app. You have to fill in your user name and mail address on the first login. This is the easiest way how to connect.

  ![Join meeting button](image)

  2. The other option is to open the Webex Meeting app and to input the access codes (meeting number and password) manually. Follow the instructions below:
Click on the Use as guest button on the Sign in screen.

Fill in the meeting number (access code) and meeting password and we can start.

Meeting number (access code): XXX XXX XXX
Meeting password: XXXXXXXX
ABB Robotics Czech Republic - Training Center in Prague:

In case you have any technical problems during the virtual training such as internet outage, blue Windows screen or other, just write a mail or call us (contacts are included in the welcome mail) and we will help you to solve them.

We also recommend you to install the Webex Meeting on your phone or tablet and to switch to one of these devices if any technical troubles occur on your computer. This will enable you to continue with the training.

We are looking forward to see you in our virtual classroom.

Team of ABB Robotics Training Center in the Czech Republic