WebEx guidelines for TSN TG meetings at the mixed-mode September 802.1 Interim
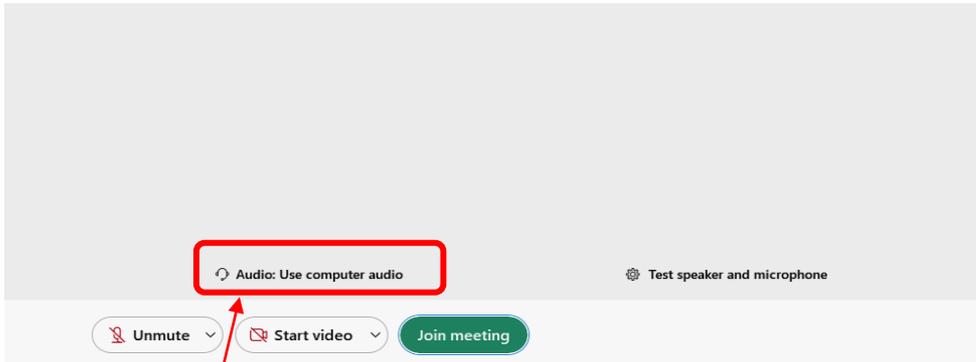
János Farkas
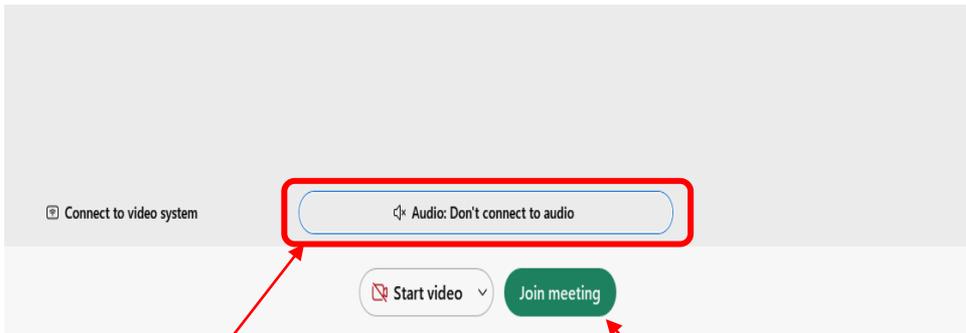
IEEE 802.1 TSN TG Chair

Mixed-mode WebEx guidelines

- Please join WebEx on-site too
  - **DO NOT connect to the audio** if you are on-site
    - After you **accept** the IEEE SA terms
    - Before you **click join meeting**
    - Change your audio: 🔇 Audio: Don't connect to audio
- All presenters present via WebEx
- Single queue via WebEx
- WebEx is used both by on-site and remote participants to
  - Present
  - Queue at the mic: **+q** or **-q** in the WebEx chat
  - See the screen
  - Chat (*not part of the meeting*)
- Remote participants, it would be nice to turn your video on when presenting, speaking

Yet to join

or

Already joined

Select: "**Audio Use Computer Audio**"

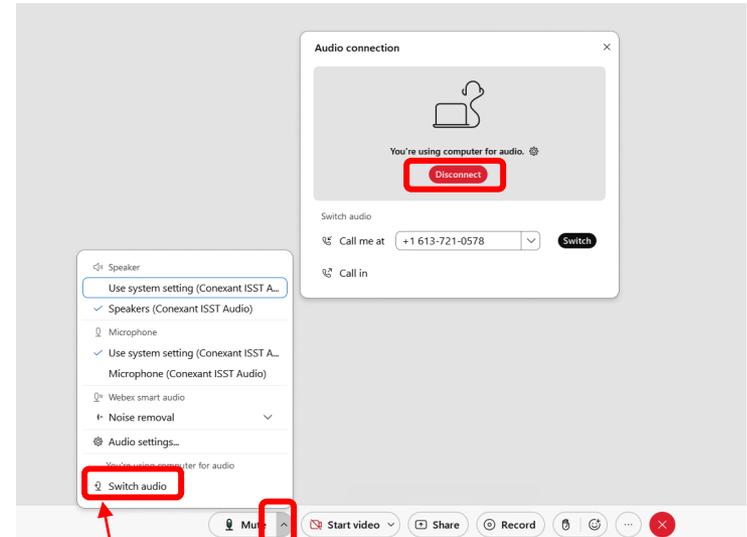From the selection choose:
"**Don't Connect to Audio**"

Once completed: join meeting

Click on: **^**
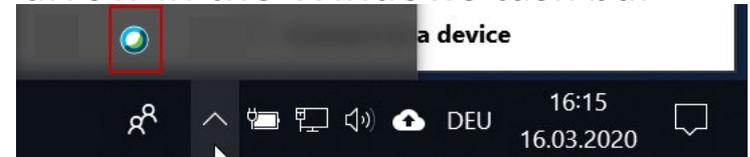Select: "**Switch audio**"
Select "**Disconnect**"

WebEx guidelines

- Please mute yourself when you are not speaking

- Please put yourself into the queue "at the mic" via the Chat, e.g.: "+q" or "-q"

- Please provide your information
  - First and last names
  - Affiliation, after your last name, e.g.,
    in square brackets
  - (may provide them in the Chat window)

- Changing your data in Webex
  Step 1
  - Go to the "Display hidden icons" arrow in the Windows task bar

  - Right-click on the Webex icon and select "Open Cisco Webex Meetings"

  Step 2
  - In the Webex Windows that opens, Click on the pencil icon* next to your display information

(*) May need to Exit Webex via the cog wheel and restart the desktop Webex app to see the pencil icon. May also need to log in as guest.