

Declaring Your Name and Affiliation in WebEx

(MUST DO IT BEFORE YOU ENTER THE MEETING)

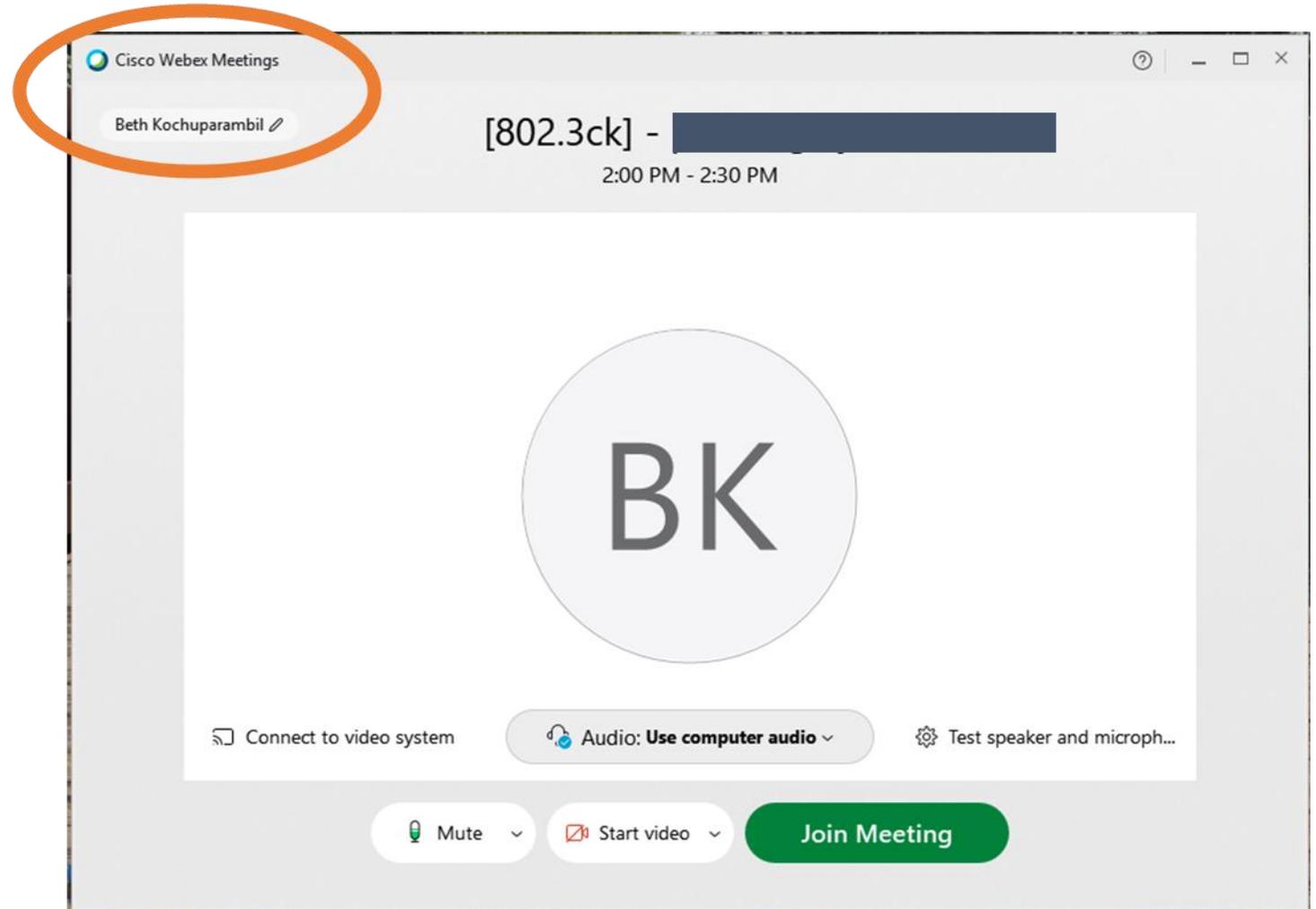
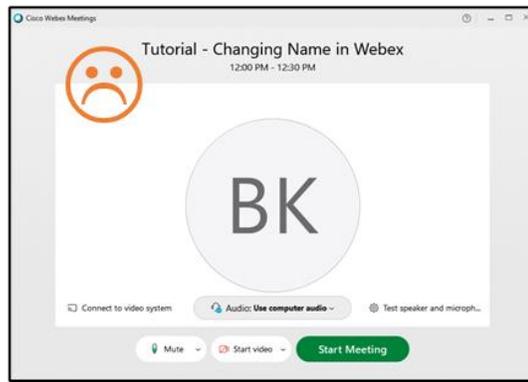
Not an official tutorial, just sharing my experience as a user

Beth Kochuparambil, Cisco

10/12/2020

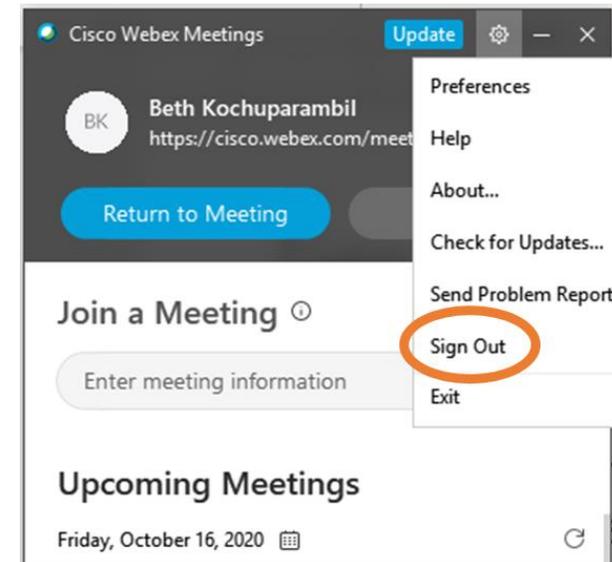
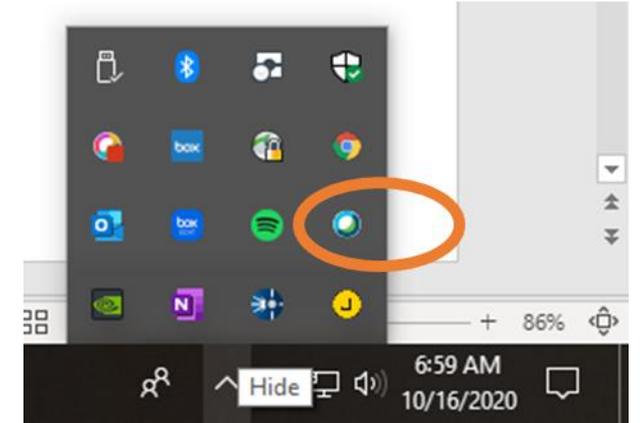
Edit Name as You Enter...

- When you click “Join” from the calendar invite, you may see a window like this to test your audio.
- Then again, sometimes that doesn't work. This functionality only exists when you are not logged into Webex Meetings and are joining a meeting as a guest user via the Webex Meetings desktop application.



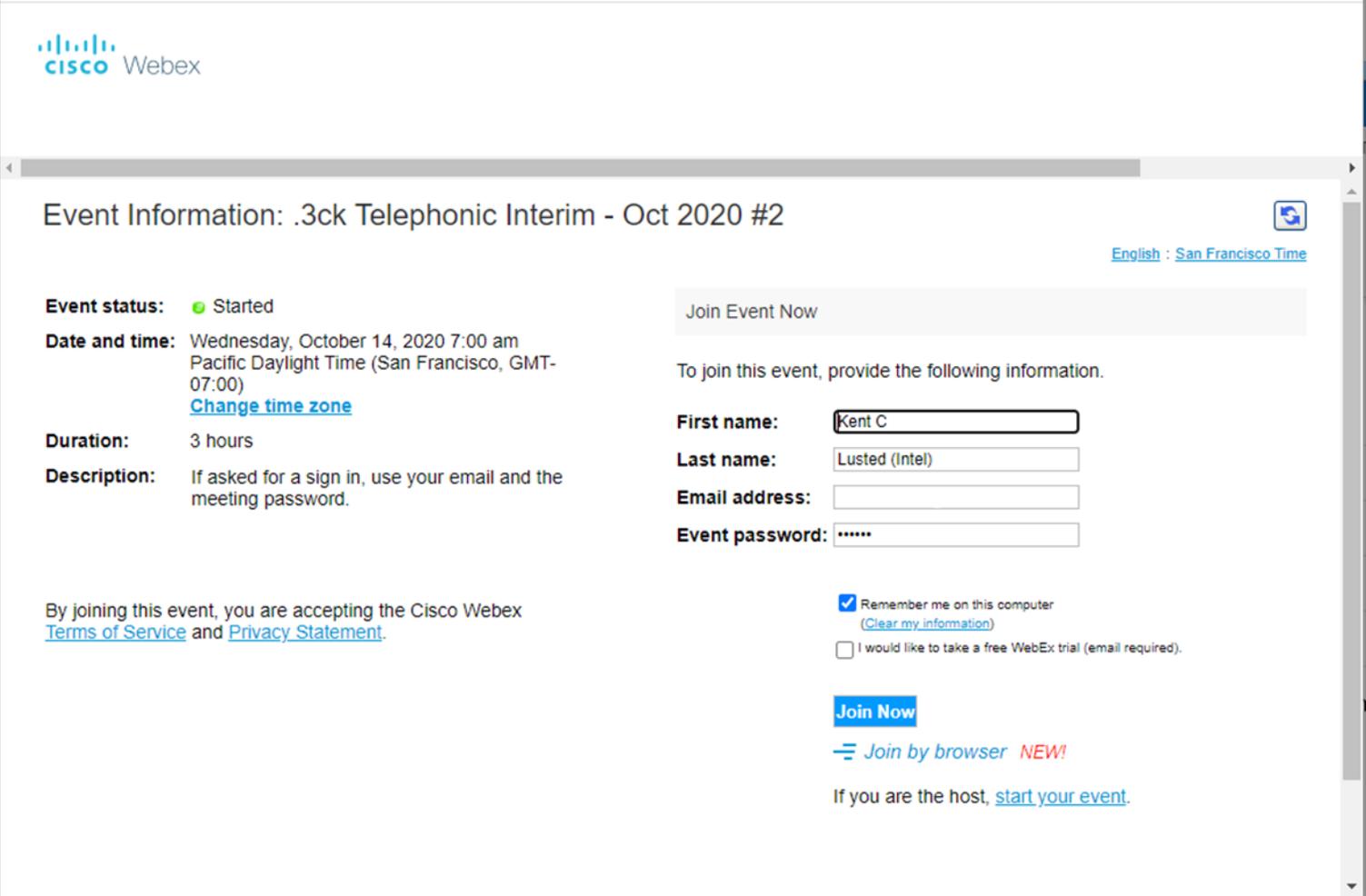
Sign Out of Your WebEx Instance/App

- Again, you only get asked to fill in your name if you are a guest... try signing out.
 - Click on the webex app on the bottom right corner – sign out
 - Search your computer apps – sign out
 - Clear your browser cache



Edit Name as You Enter...

- Another alternative you may see if the meeting was set up WebEx Events. Enter your affiliation here as part of your last name.



Event Information: .3ck Telephonic Interim - Oct 2020 #2

English : [San Francisco Time](#)

Event status: ● Started

Date and time: Wednesday, October 14, 2020 7:00 am
Pacific Daylight Time (San Francisco, GMT-07:00)
[Change time zone](#)

Duration: 3 hours

Description: If asked for a sign in, use your email and the meeting password.

Join Event Now

To join this event, provide the following information.

First name:

Last name:

Email address:

Event password:

Remember me on this computer
[\(Clear my information\)](#)

I would like to take a free WebEx trial (email required).

[Join Now](#)

[Join by browser](#) **NEW!**

If you are the host, [start your event](#).

Changing Your WebEx Account Profile

- If you're not a guest to the webex app, then you likely have a webex account.
- Modify the name on your webex profile.
- Go to webex.com

The screenshot displays the Cisco WebEx user interface. At the top right, the user's name 'Beth' is shown next to a dropdown arrow. A menu is open, listing several options: 'My profile 1', 'My contacts', 'My computers', 'Meet Now Setting', 'My reports', and 'Sign out'. The 'My profile 1' option is circled in orange. Below the main navigation area, the user's profile is visible, including a circular avatar with the initials 'BK' and the name 'Beth Kochuparambil'. Below the name, there is a button labeled 'Edit My Profile 2', which is also circled in orange. The interface includes a search bar at the top, a sidebar with navigation icons, and a section for 'Upcoming Meetings' at the bottom.