

Webex Instructions

The Helmuth Plessner Society's conference *Public Use of Reason* is taking place on the 24th and 25th of March in 2021. In this document you find a step-by-step instructions for downloading the Webex Client and its functions, which you will need for the event.

All participants should download the Webex-App. You can also join via your web browser, but there are more technical problems than with the App.

Before the conference starts, you should have done the download, installation and registration.

On following websites you can find some more useful information for Webex-Meetings: <https://help.webex.com/en-us/n62wi3c/Get-Started-with-Cisco-Webex-Meetings-for-Attendees> <https://help.webex.com/ld-nyw95a4-CiscoWebexMeetings/Webex-Meetings> (at the right top you can also choose your language).

More information about the requirements to join and host meetings, you can find here: <https://help.webex.com/en-us/nki3xrq/Webex-Meetings-Suite-System-Requirements>

If there still is any problem during the conference, please call the **emergency hotline: +49 221/4982-8767**.

1. Download, Installation and Registration

1. Visit the website <https://www.webex.com/downloads.html> and **scroll down to the very end to install the old version (= Webex-Meetings)**. Select the program which fits your system (Windows or macOS) and click „Download for...“.
2. Follow the installation instructions.
3. Open the program Webex-Meetings.
4. Insert your e-mail. You will get an verification e-mail with a code, which you have to insert into the field at Webex.
5. Define a password and in the following step a user name (the name is shown during the meetings).

2. Access to the Conference-Meetings

1. Please make sure that the program Cisco Webex-Meetings is started.
2. A few days before the the conference you will get a link. Click on the link to join the meeting. (If the programm does not start automatically, copy the link and insert it into the field „Meeting Information“ at Cisco Webex-Meeting. A button to join the meeting appears.)