

# Small Side Meeting Room Instructions

**WebEx username:** sidemeetingietf1

**Password:** Wicklowroom4!

**Name:** Side Meeting 1

**Email:** sidemeetingietf1@gmail.com



Chromebook will be on and logged-in to the Side Meeting Personal Webex account. If not logged in, please use login credentials above, select *Join Personal Meeting* and *Start*.

## Joining the meeting

Click on the link: <https://ietf.webex.com/meet/sidemeetingietf1>. To control the meeting from your own computer, join WebEx from your device and use the Chromebook to change your role to “host”. Alternatively, you can manage the meeting via the Chromebook.

## Recording

To record the meeting, you should log in via your own computer as the meeting host. Record button is in the bottom menu. After you press Record, it will ask where you want to save the recording. Choose a location on your own computer.

## Ending the meeting

Host should stop recording. The recording may not be immediately available. If using your own computer to manage the meeting, choose the red button with the X to leave the meeting (this will make the chromebook automatically the host). Important: make sure to “leave” the meeting and NOT “end” the meeting.

## Audio or Display Issues

If you have issues with audio, verify the settings in Webex are set to the following: **Speaker:** Meeting Owl 3: USB Audio, **Microphone:** Default - Meeting Owl 3: USB Audio and **Camera:** Meeting Owl Camera. If you have issues with the display, verify the Chromebook is set to Mirror Built-in display. You can find this in Settings/ Displays. **Projector:** Use projector remote and press “Auto Setup”.



To use Zoom or Microsoft Teams, login to your account from the in-room Chromebook with icons located at the bottom of the screen. Share from slides online, or have another participant share from their own computer. Logout of account when meeting concludes.