## SOP to Join Webex Meeting on Grievance Reporting

1. Visit the ECGC website and click on **Customer Grievance.** 



2. Click on the 'Click here for details of Webex meeting on 'Grievance reporting for the stakeholders of ECGC '

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3. The details of meeting i.e., the date and time will appear along with the link to join the Webex meeting.

Click on "Click here" link and the browser will be redirected to the page given in step- 4

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Webex Meetings 2022-23									
	DATE T	IME	WEB LINK						
	17/07/2023 10:3	0 AM Click here for We	Click here for Webex URL ID and Password.						
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4. Click on the Launch Meeting link if you have Webex application installed in your device

## Click **Open Webex** on the prompt.

If the prompt doesn't appear, click Launch meeting instead.



or

Click on Join from your browser link to join the meeting from your browser Click on the Open link in the pop-up windows to join from Webex application installed in your device.

ECGC: Login x Cisco Webex Meetings x +	
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webex	This site is trying to open Webex. https://cegc.webex.com wants to open this application.
	Aiways allow edgewebex.com to open links of this type in the associated app Open Cancel
	Click <b>Open Webex</b> on the prompt.
	Didn't work? <u>Download the app again.</u>
	Having trouble with the app? Join from your browser.

5. Enter your details in the page and click on Next

Enter your information	
Name	
Email address Email address	
Next	
Already have an account? Sign in	
More ways to sign in	
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6. Click on Join Meeting in the right-side bottom corner



7. Allow to use the microphone in the pop-up and select appropriate audio settings from Audio Connections settings. Use "Mute" "unmute" button for mic settings adjustments.



8. Click on start video, if you wish to switch on your system camera.