



Video Calls on a Laptop

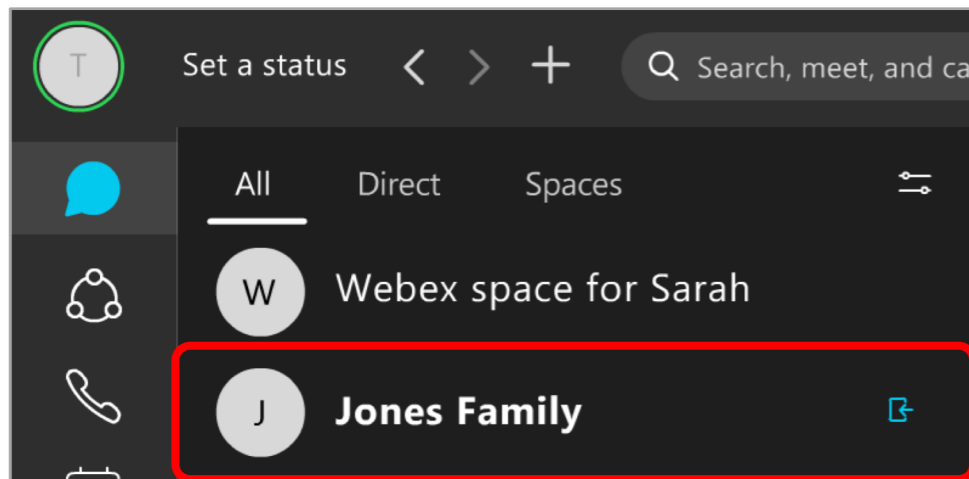


The first time you sign in to **Webex**, you will see that you've been added to a family space. You can start a call or join an incoming call in the space at any time.

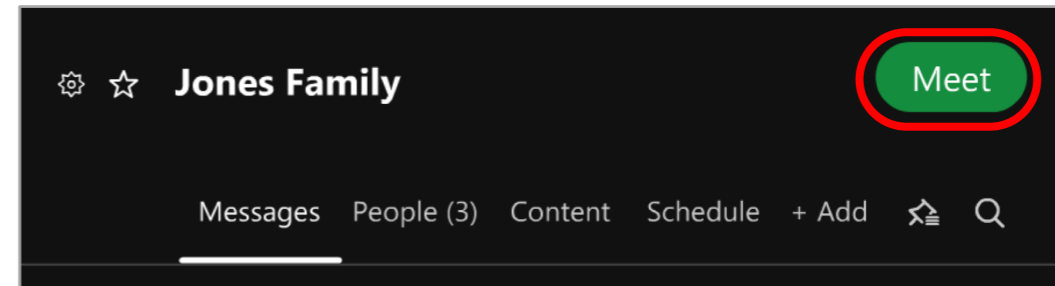
Should your loved one be unable to speak we recommend one family member visit in the space at a time to allow one-on-one time.

To start a video call:

1. Click the family space name to open it.



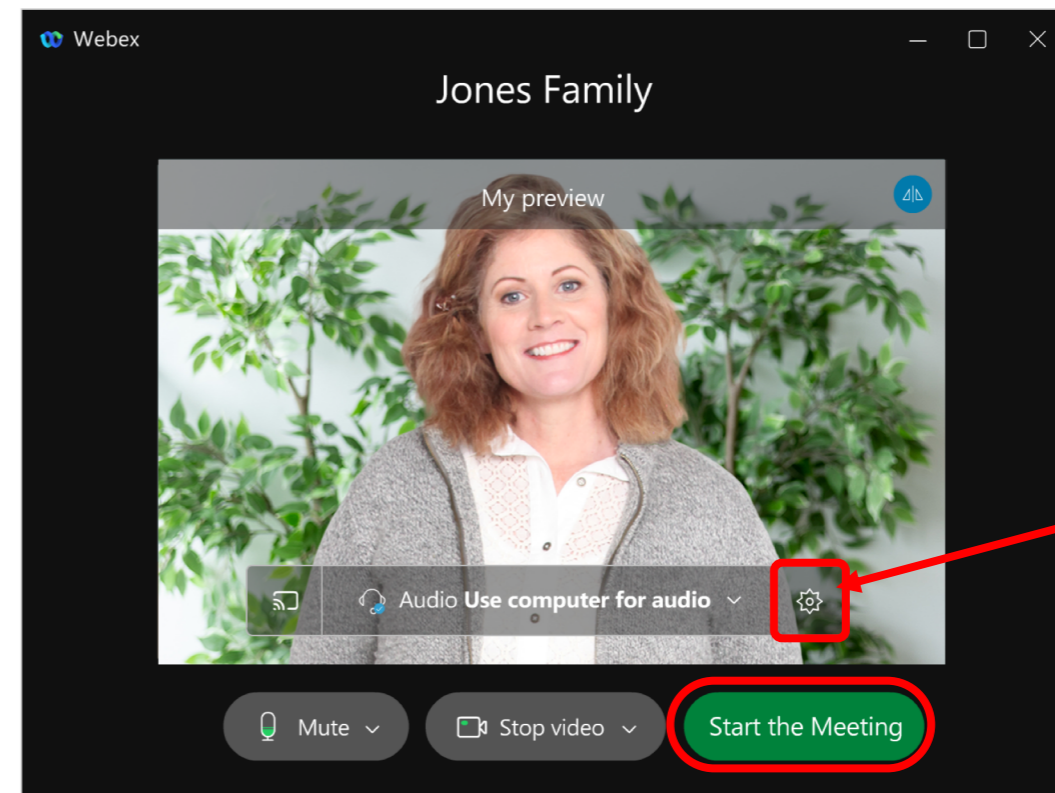
2. Click the green **Meet** button inside the space.



3. A new window will open with your video preview and audio options.

This allows you to set up your video and audio settings before starting the call.

4. Click the **Start the Meeting** button when you're ready to start the family video call.



Click here to select which speaker, microphone and camera you want to use for the video call.

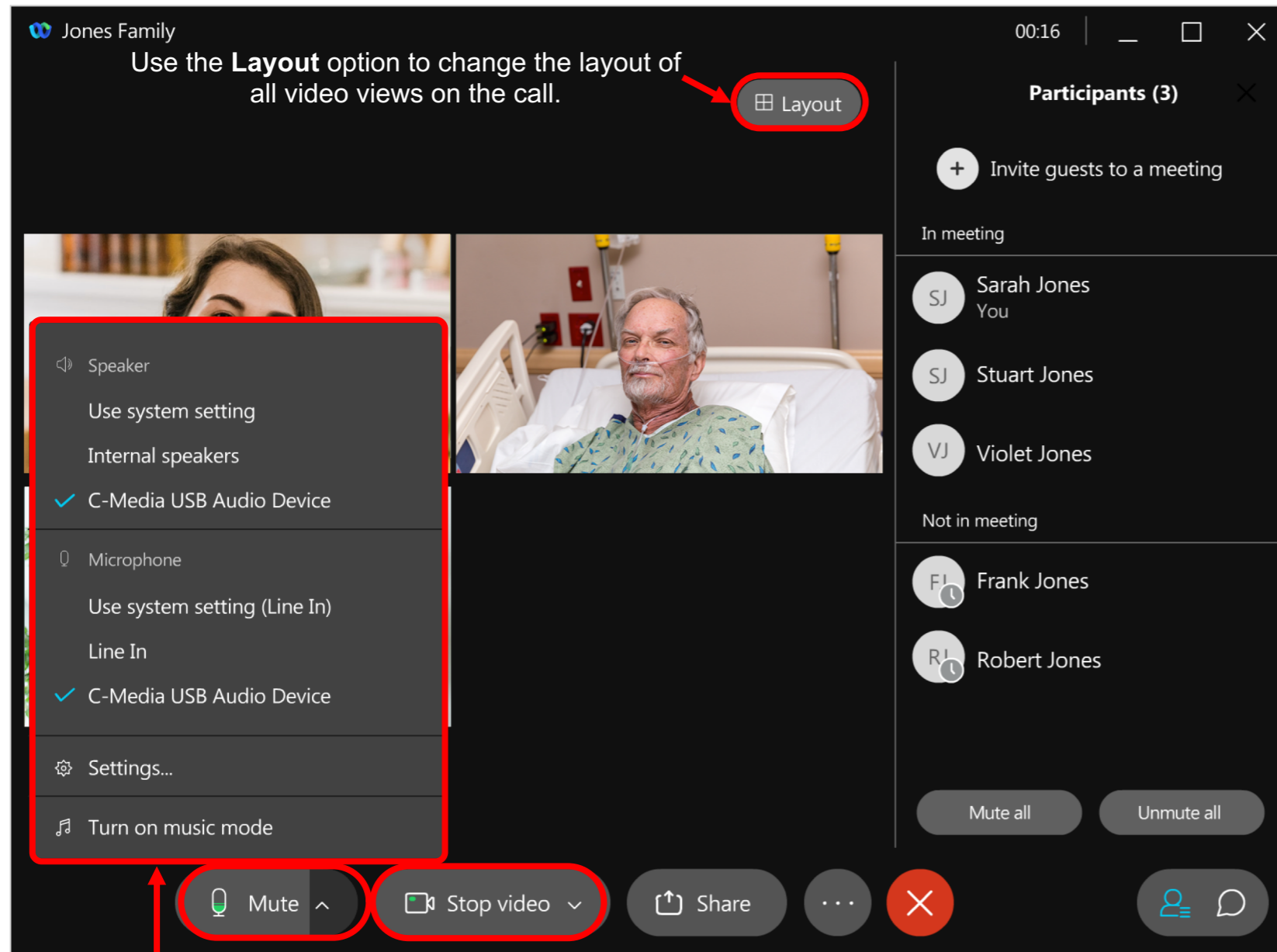


Video Calls on a Laptop



The video call will start and all family members will be notified on their Webex app.

Your screen will show “**Waiting for others to join...**” until your family members join you.



Check your chosen microphone and speaker volume whilst on a call by clicking the arrow next to the Mute option.

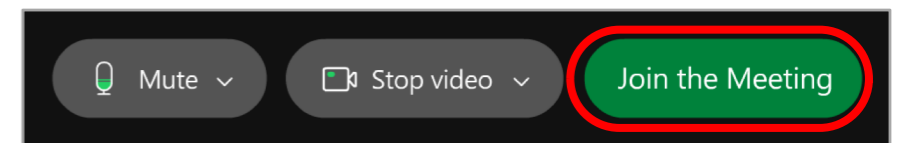
Check that your microphone is on.

Check that your camera is on.

If one of your family members starts a call in the family space, you will see a pop-up in the bottom right of your computer screen.



Click on the pop-up to join the call, or click the **Cross button** to dismiss it.



Set up your video and audio settings and click **Join the Meeting** to join the family video call.