SAICM AND UCT COMMUNITY OF PRACTICE GUIDANCE DOCUMENT

Welcome to the SAICM/UCT CoP!

All discussions will be held in **_Cisco WebEx_**. After joining the CoP via the SAICM knowledge management website, you will begin to receive communications from the University of Cape Town team regarding the CoP/s you have signed up for.

Before each discussion you will receive an email from UCT with a _WebEx_ link to **REGISTER** for the next upcoming discussion. Once you have registered for the discussion you will receive an email with a **calendar invite** containing a link to the discussion, the meeting ID and passcode. _Accept_ the calendar invite to make sure the discussion is in your calendar. On the day of the discussion **click the link** that says, _"Join Now"_, or simply click the link in the calendar invite and you should be taken into the discussion.

NOTE:
➢ If you are having trouble registering, please check the browser you are using.
➢ Make sure your browser is not blocking the registration window from popping up when you click on the registration link.
➢ If you are having issues, please switch to a different browser (i.e. if you are using Google Chrome and you are unable to register, please try Firefox or Internet Browser).

**If you have not received an email with the link, make sure you are signed up for a Community of Practice or send an email to:** **uctcops@outlook.com**

BELOW ARE THE VISUAL STEPS FOR HOW TO JOIN THE WEBEX MEETING:

Below is an example of the CiP CoP email you may receive for an upcoming discussion – all CoP emails will follow the same format and structure.
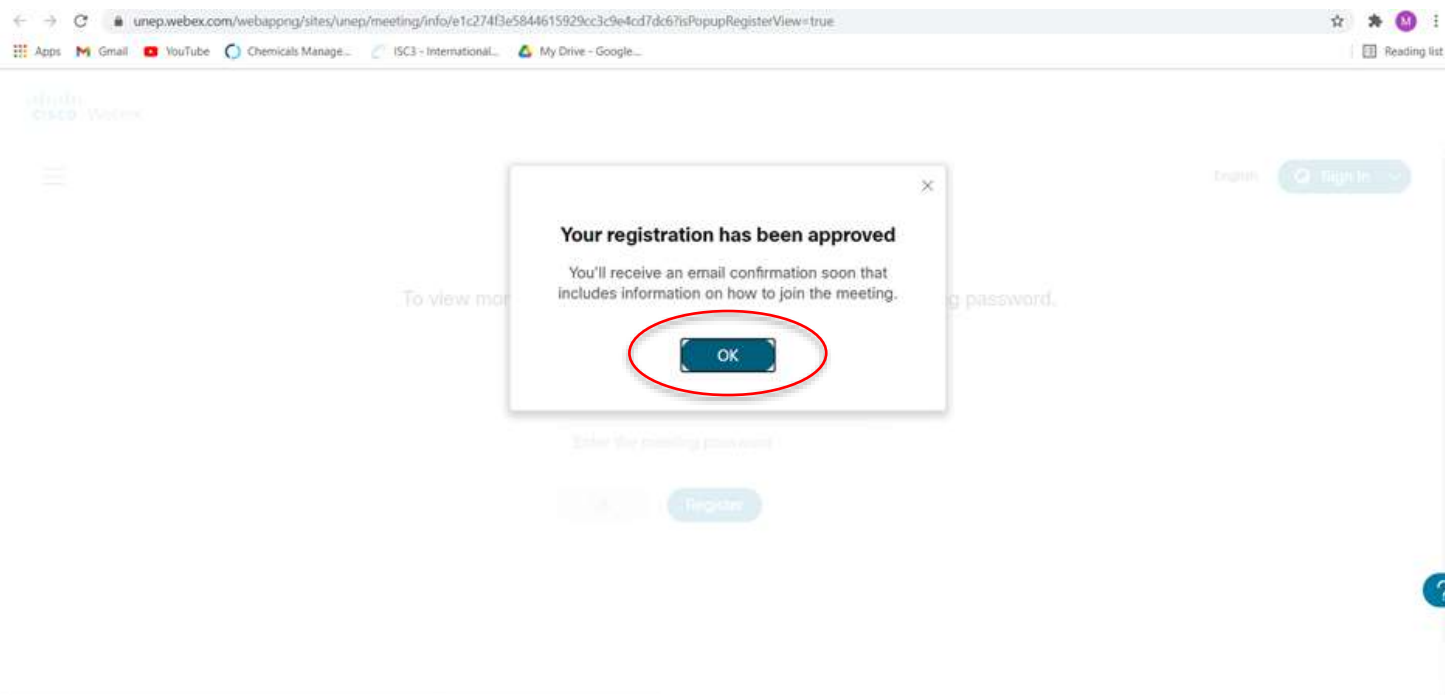
STEP 1. Click on the WebEx link in the email under "LINK FOR REGISTRATION" (circled in red).
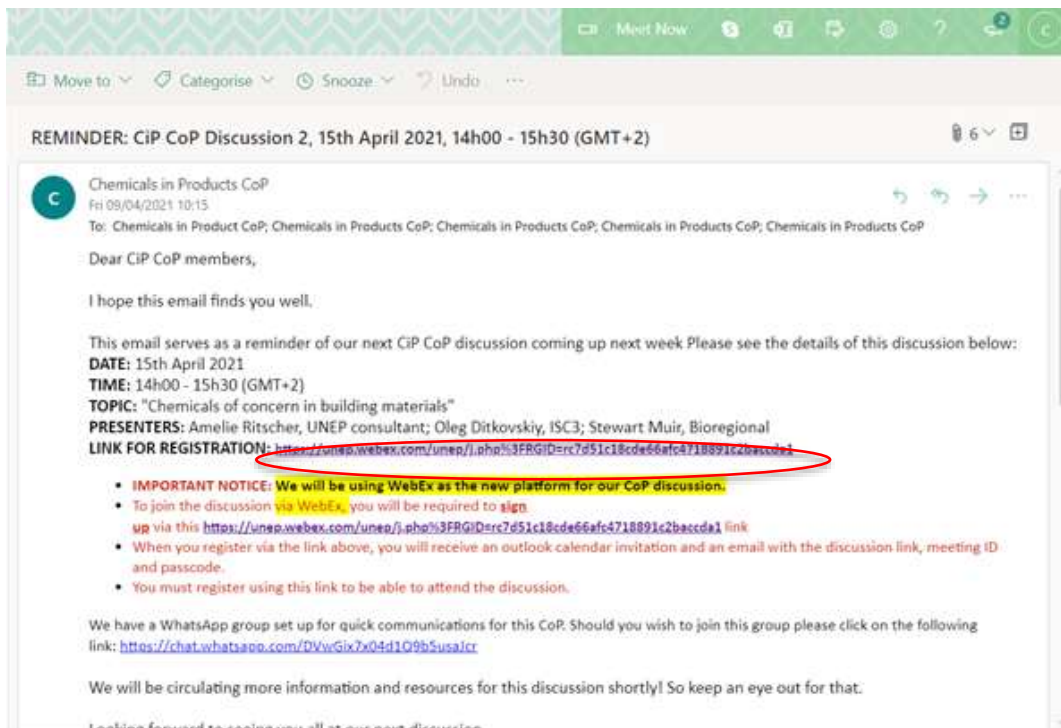
STEP 2. You will be redirected to a registration page. Fill in the required details and click "Register".
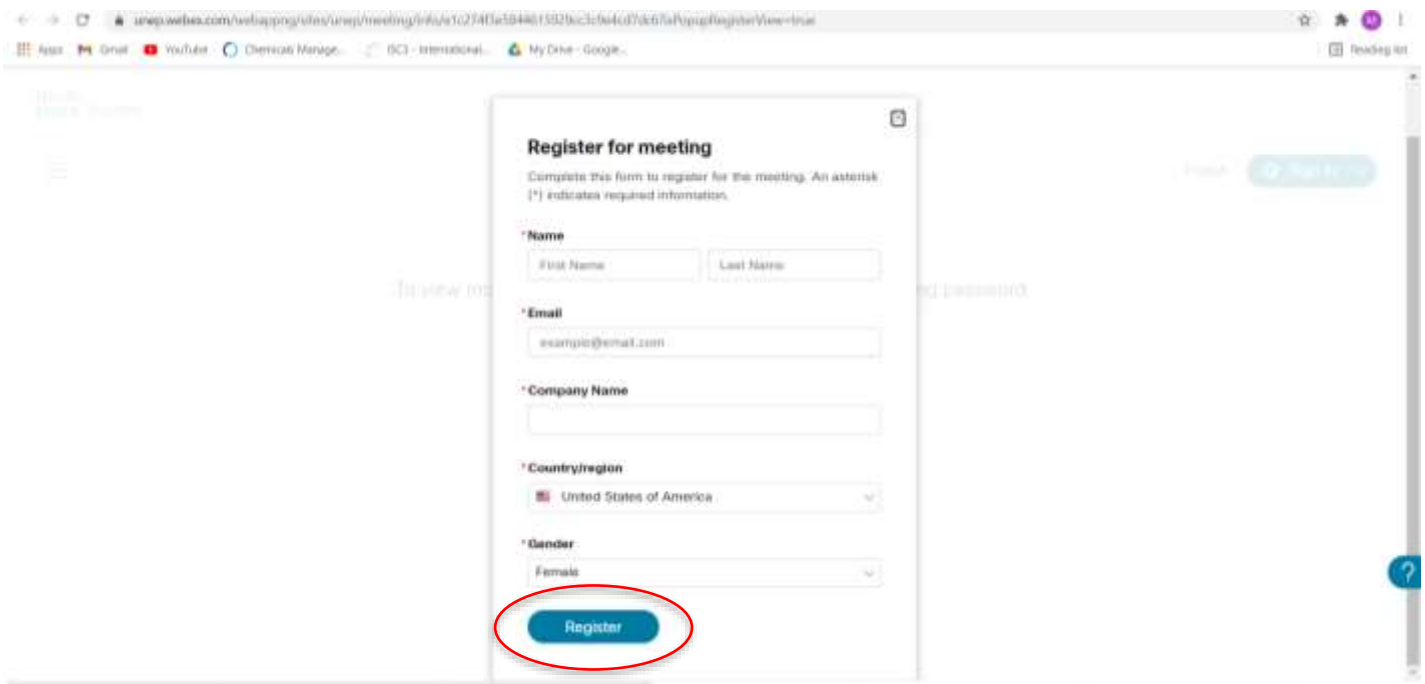
STEP 3. Once you have clicked "Register", you will receive a message like the one below

If you see the above screen, **click "OK"**

STEP 4: You will now receive an email in the inbox of the email address you registered with that will contain **a calendar invite** to the discussion, **a link to the discussion**, the **meeting ID** and the **passcode** of the meeting (as seen in the screenshot below). If you are using **Outlook**, RSVP "Yes" on the calendar invite to put it into your calendar. If you are using **Gmail**, download the ".cal" attachment in the email and click "Accept" on the meeting invite that comes up in the email to add it to your calendar.

For Outlook:
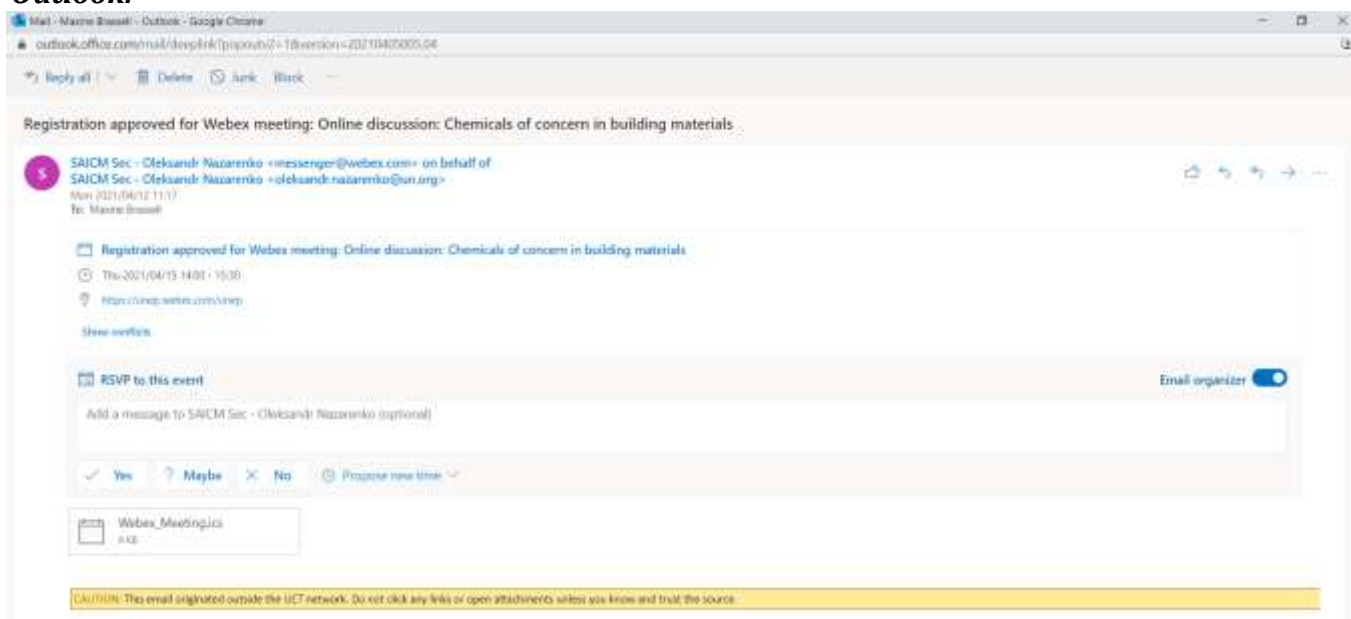
Registration approved for Webex meeting: Online discussion: Chemicals of concern in building materials

Your registration for this Webex meeting has been approved.

Thursday, April 15, 2021
5:00 AM | (UTC-07:00) Pacific Time (US & Canada) | 1 hr 30 mins

Join meeting

More ways to join:

Join from the meeting link
https://unep.webex.com/unep/j.php?MTID=mdd255fdb9d81c559c4b948f53483412e

Join by meeting number
Meeting number (access code): 182 803 4509
Meeting password: miDeNAHW392

Tap to join from a mobile device (attendees only)
+1-408-418-9388,,1828034509## United States Toll

Join by phone
+1-408-418-9388 United States Toll
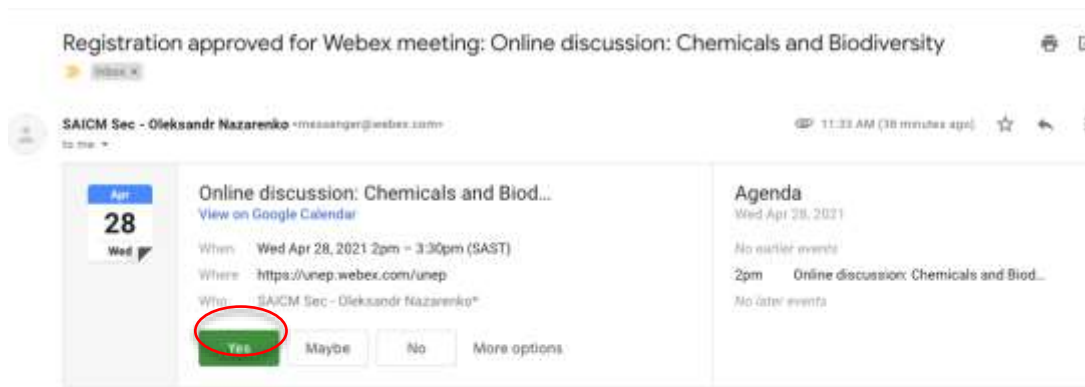Global call-in numbers

Join from a video system or application
Dial 1828034509@unep.webex.com
You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business
Dial 1828034509.unep@lync.webex.com

For Gmail:

STEP FIVE:
On the day of the discussion, click on the "Join meeting" button, or the meeting link, and enter in the meeting number and password to join the discussion!
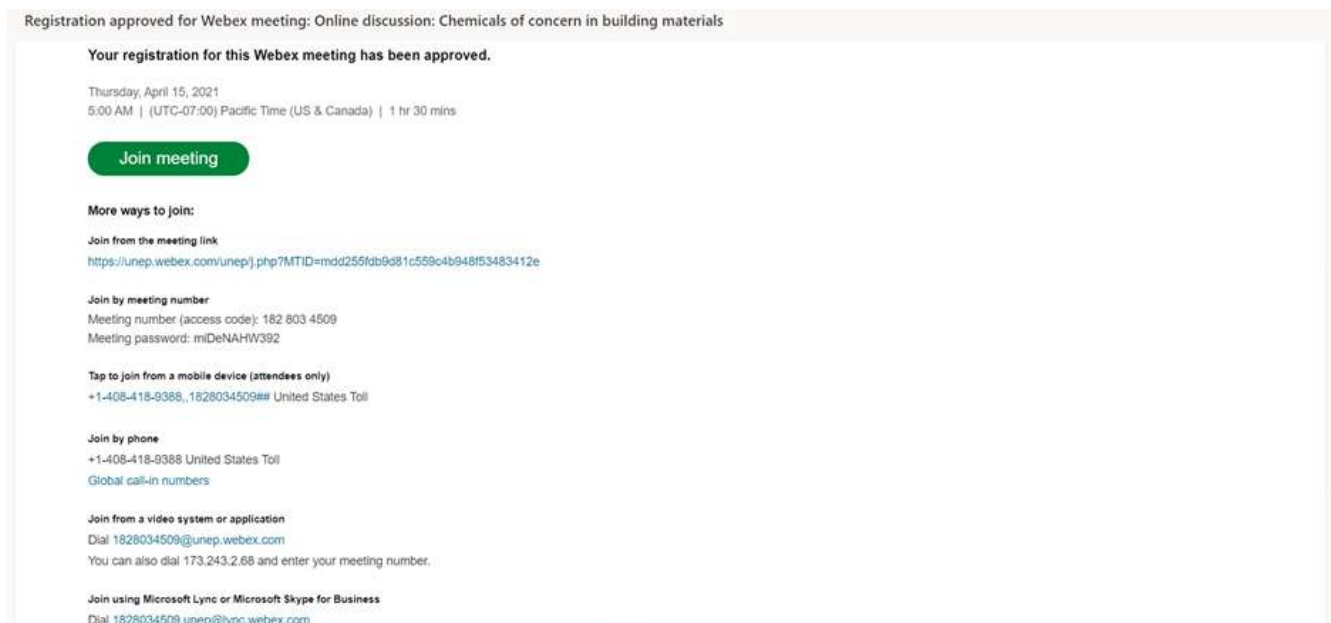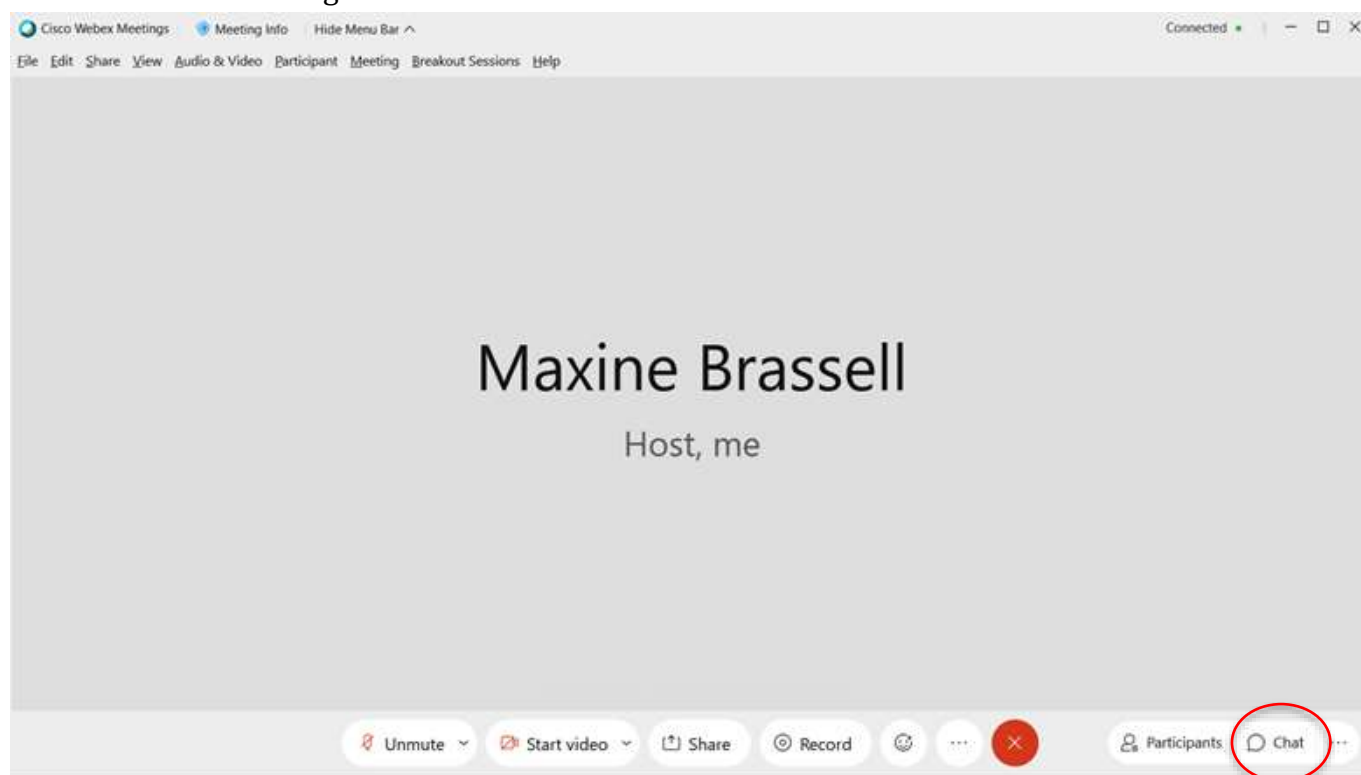

Meeting link

Meeting number
Meeting password

STEP SIX: Once you are in the discussion, **please introduce yourself in the chat** (provide your name, organisation an country you are from)! The chat can be found next to the participants button, which should at the bottom right of the screen.

NOTE: *Please keep your microphone muted and your video off.* Only the presenters and facilitator will use their microphones and videos for majority of the discussion.

Still struggling to access the discussion or the chat section, have a look at the below troubleshooting steps to see if it helps:

TROUBLESHOOTING STEPS:

1. If you are not getting the "Registration" page once you have clicked on the link, please make sure the browser you are using is not blocking the pop-up. You can check this by looking at your browser settings OR try joining the discussion using a different browser (i.e. If you are using Google Chrome and you cannot register for the discussion, try using FireFox instead).
2. If you have not received a confirmation email of your registration with a link, please email uctcops@outlook.com
3. If you join the meeting and you are unable to connect to audio or video and are not able to hear anything in the meeting, leave the meeting and rejoin the meeting in a different browser (i.e. If you are using Google Chrome and cannot connect to audio or hear anything, try rejoining using FireFox).