

To sign in as host (RCT user)

The following steps are to be followed by host (RCT User).

(1) First the host have to create a login account in Cisco Webex,

- (a) Click on **To sign in as host (RCT User)** link, a homepage of Cisco Webex opens.



Join | English ▾

Sign in

Next

Don't have a Webex Meetings account? [Sign up](#)

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- (b) Click on **Sign up** link. A new page opens which ask for the Email id for which this account will be created.



[Host a Meeting](#) | [Join a Meeting](#)



Sign up free, it's quick.

No credit card needed. No commitment.

Sign Up

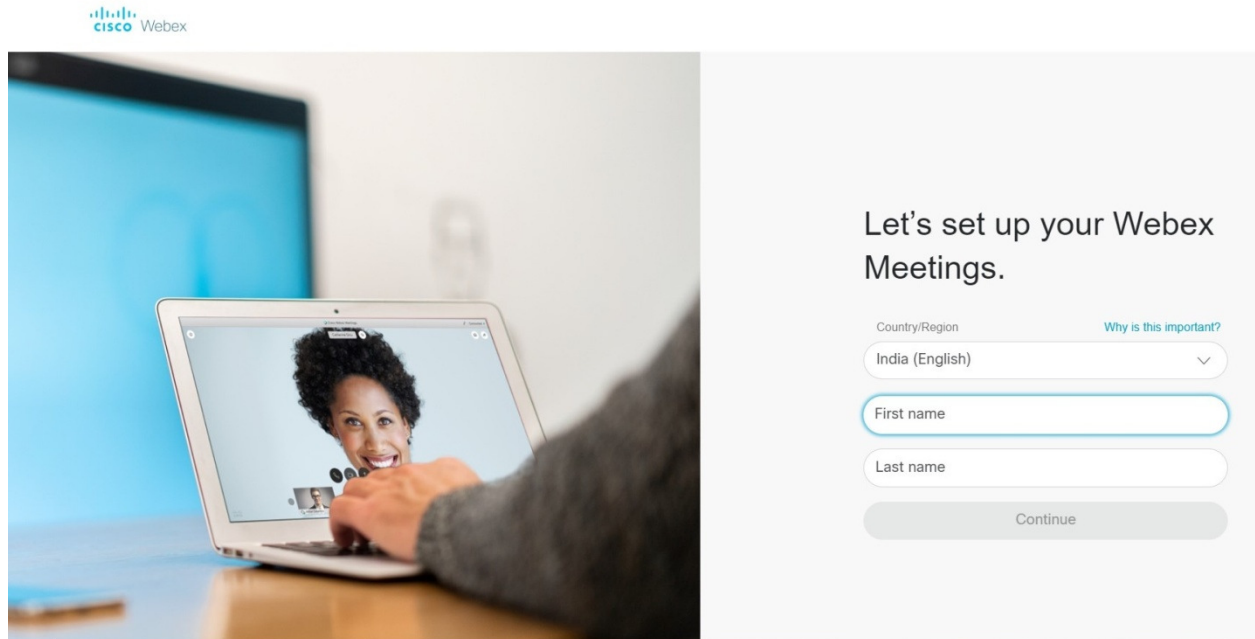
You don't need to sign up for a Webex Account to join a meeting. If you're invited to a meeting or event, [join here](#). Or practice joining a [test meeting here](#).

Your free Webex Meetings plan gives you meetings with 100 participants, HD video, screen sharing, and a personal room. Use it as long as you like.

By clicking 'Sign up' you understand and agree to the [Cisco Terms of Services](#). For more information about Privacy Data visit the [Cisco Privacy Data Sheet](#).

We at Cisco Webex are committed to helping you during these difficult times. We aspire to make Webex the best solution for your remote working needs. We are seeing unprecedented demand for our free sign-ups, and we will strive to maintain the highest quality of audio and video for all our users over the next few weeks. There may be cases where our free users will see degraded service.

After entering the desired E-mail id and clicking the **Sign Up** Button.
A new webpage opens.

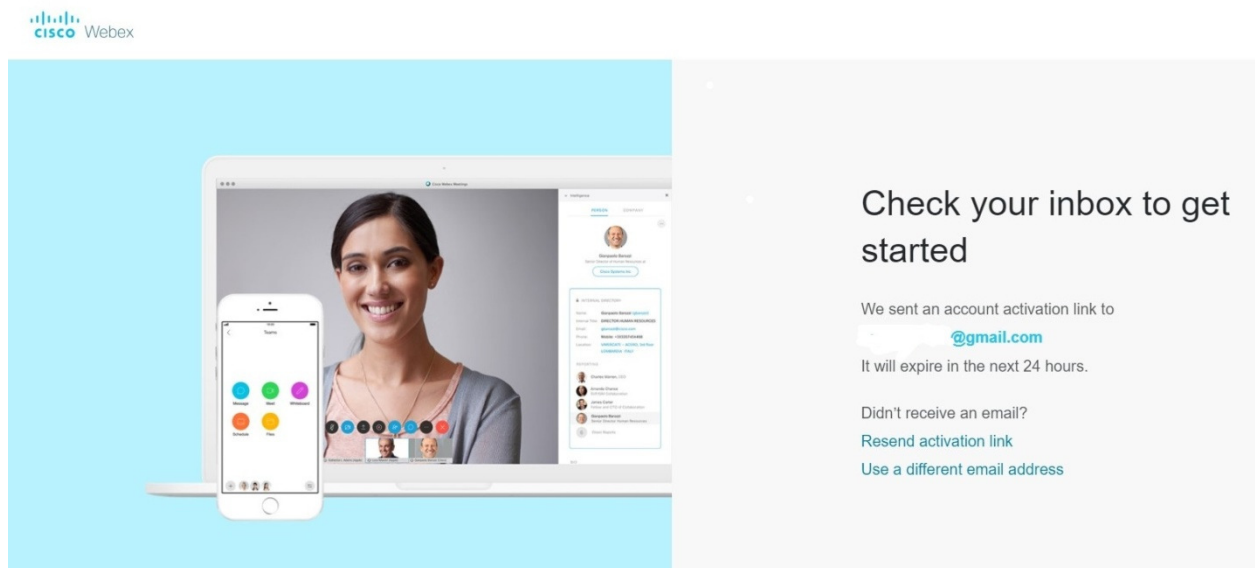


Select Country/Region as India(English)

Select First Name as RCT

Select Last name as RCT Location i.e. Delhi, Mumbai, Jaipur etc. for which RCT the account is to created.

Then Click **Continue** Button.



An account activation link is sent to the entered email id.

Open the email received from Webex.

Click on **CREATE PASSWORD** Button to create a password of Webex Account.

A new page will open where the RCT user have to enter new password and same password in confirm Password option.

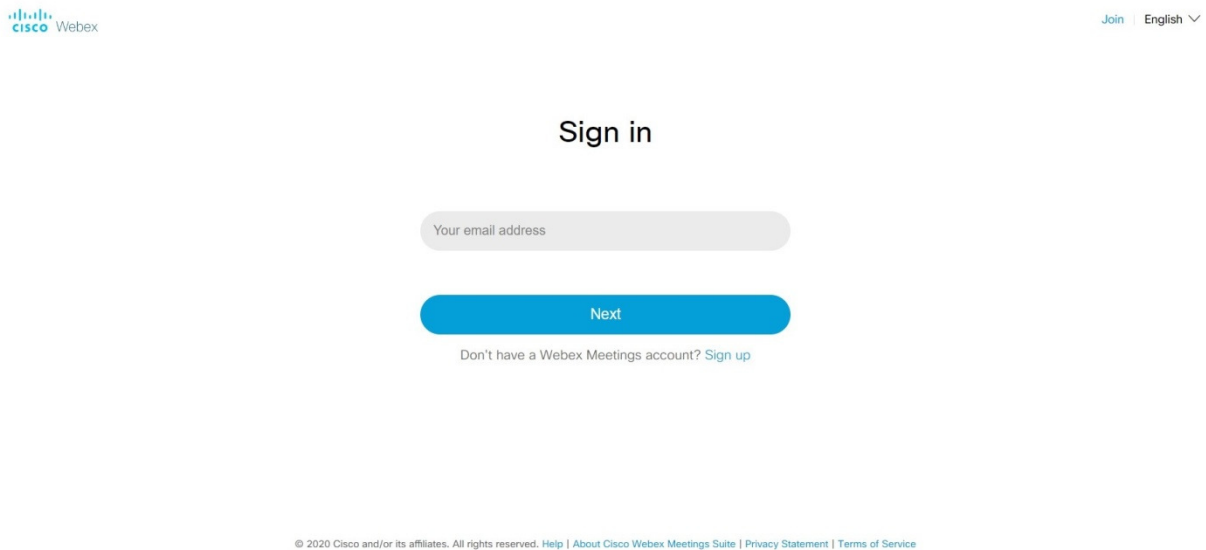
Then a email is received from Webex as

You have successfully changed your password.

Now your account in Cisco Webex is created.

(2) How to login and create/Schedule a meeting in webex.

(a) Click again on **To signin as host (RCT User)** link, a homepage of Cisco Webex opens.



The screenshot shows the Cisco Webex Sign in page. At the top left is the Cisco Webex logo, and at the top right are links for "Join" and "English" with a dropdown arrow. The main heading is "Sign in". Below it is a text input field labeled "Your email address". Underneath the input field is a blue "Next" button. Below the button is a link: "Don't have a Webex Meetings account? Sign up". At the bottom of the page, there is a small copyright notice: "© 2020 Cisco and/or its affiliates. All rights reserved. Help | About Cisco Webex Meetings Suite | Privacy Statement | Terms of Service".

Then entered the desired email id and password and click **NEXT** Button. Then you are logged into Webex.

A new page with following option is available.



The screenshot shows the Cisco Webex meeting options page. At the top, there is a grey button with a dropdown arrow and the text "More ways to join". Below this are two buttons: a green "Start a Meeting" button with a dropdown arrow, and a grey "Schedule" button. A horizontal line is visible below the buttons.

Upcoming Meetings

Then click on **Schedule** Button

A new page opens, where the user have to add

1. [Meeting topic](#).
2. Can change the default [Meeting password](#).
3. Set the [Date and time](#) of Meeting.
4. Add the email id of Guest i.e applicant, Applicant Advocate, Respondent Advocate etc who want to join the meeting in [Attendees](#) field.
5. Then click [Start](#) Button.

The screenshot shows the 'Schedule a Meeting' interface. On the left is a navigation sidebar with options: Recordings, Preferences, Insights, Support, Downloads, and Feedback. The main form area is titled 'Schedule a Meeting' and includes a 'Meeting templates' dropdown set to 'Webex Meetings Default'. The form fields are: Meeting type (Webex Meetings Pro 3 Free), Meeting topic (empty), Meeting password (VPysVMY93P3), Date and time (Monday, May 18, 2020 9:10 pm), Duration (1 hour), Location (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi, Recurrence (unchecked), Attendees (Separate email addresses with a comma or semicolon), and a 'Show advanced options' dropdown. At the bottom are 'Cancel', 'Start', and 'Save as template' buttons.

Email to the desired Guest is sent for the scheduled meeting along with details of meeting, date and time.

The screenshot shows an email titled 'Webex meeting invitation: RCT Meeting' from RAHUL JOSHI. The email content includes a calendar card for May 18, a meeting agenda for RCT Meeting on May 18, 2020, and a response section with 'Yes', 'Maybe', 'No', and 'More options' buttons. The meeting details include: Meeting number (access code): 581 661 225 and Meeting password: 4JmDYmw6MB3 (45639696 from phones and video systems).

If Host want to share the meeting details with attendees on Mobile, then they can click the photo of the email and share to attendees whatsapp account.

To sign in as Guest (Applicant/Respondent User/Advocates/Others)

Following steps are to be followed:-

(1) The Guest (Applicant/Respondent User/Advocates /Others) have to open their email account and click on the link to join meeting at desired date and time to take part in the hearing of their case on their Laptop/desktop PC.

or

Open the webex App on their mobile/Tablet and enter meeting number and Password to join meeting as per the details shared on their whatsapp account at desired date and time to take part in the hearing of their case.

(2) Enter the meeting number and Password.

Then the Guest (Applicant/Respondent User/Advocates/Others) are connected to the desired meeting.