

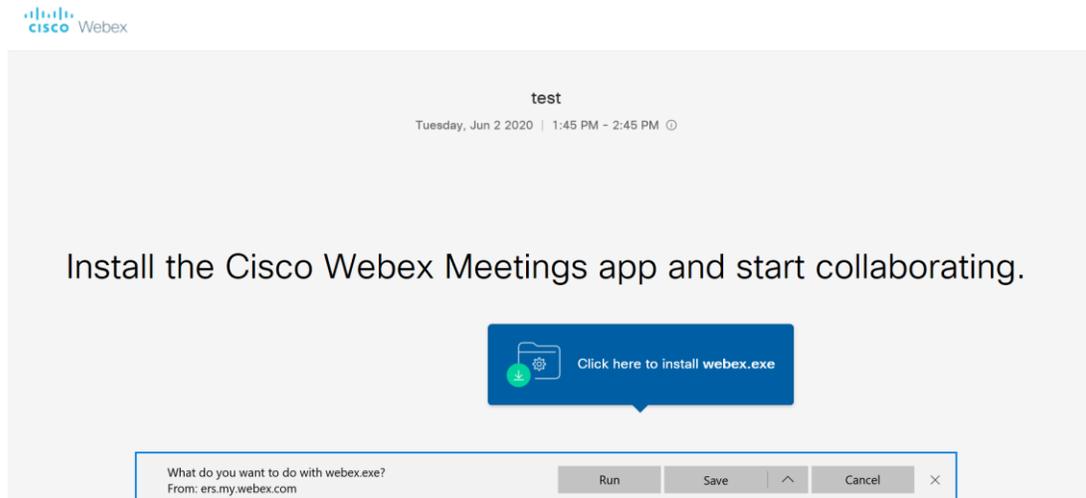
This document outlines some basic instructions to join a Cisco WebEx meeting.

Click on the link for the meeting in the meeting invitation (the link will look something like this):

<https://ers.my.webex.com/ers.my/j.php?MTID=m28e019c46f25b36c1cb81ad7c165868c> (sample link)

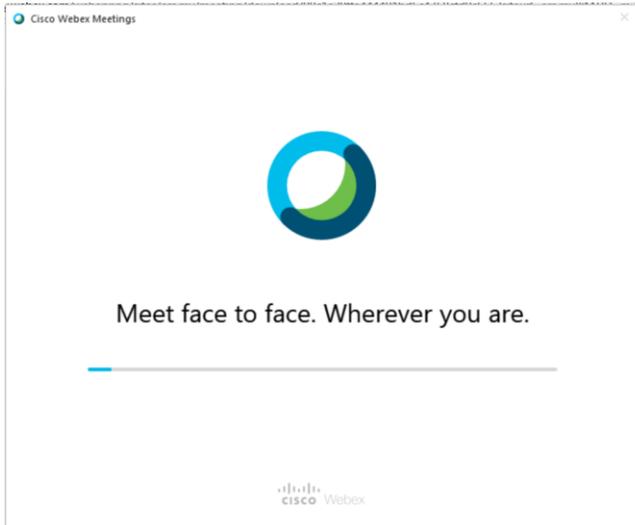
If it is not a link for you, please copy and paste that row into your browser.

The internet browser will open and you will get a screen that looks like this.

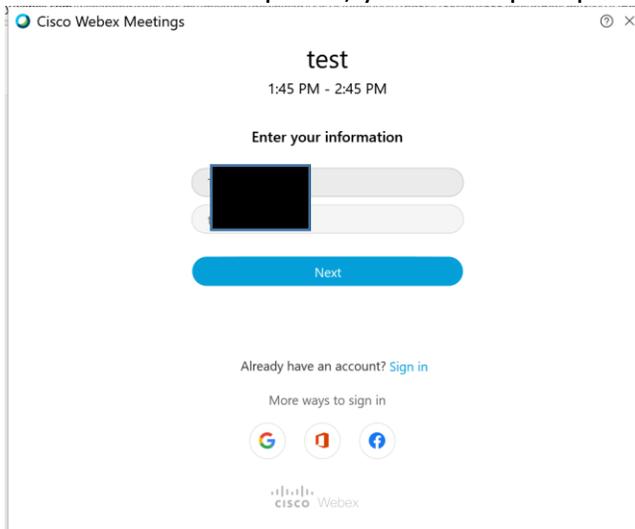


Click on **Run**

The screen will change to the following as it install an app:



Once the installation is completed, you will be prompted for a name and email address:

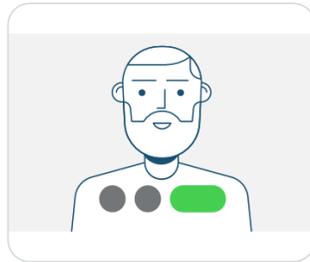


Enter the information and click **Next**

You will see this screen about a “preview”

New Audio and Video Preview Window

Now you can check and adjust your audio and video settings before you join the meeting.

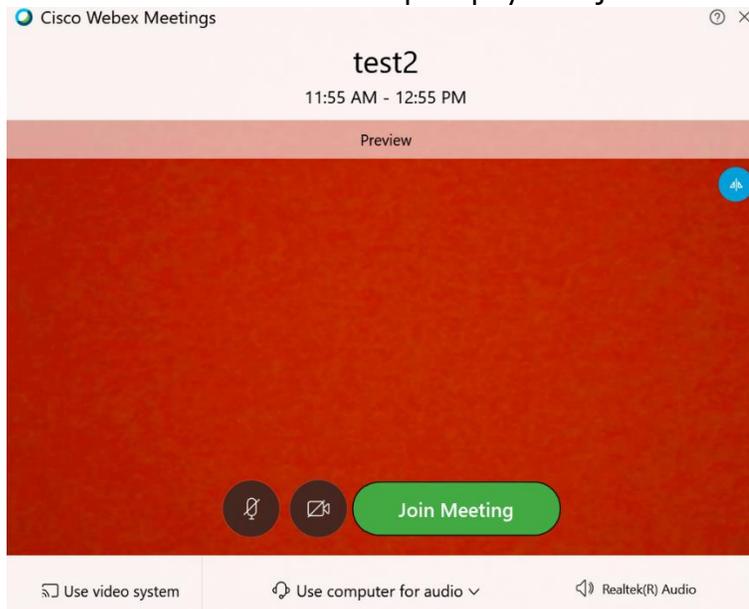


Show me what's new

Skip

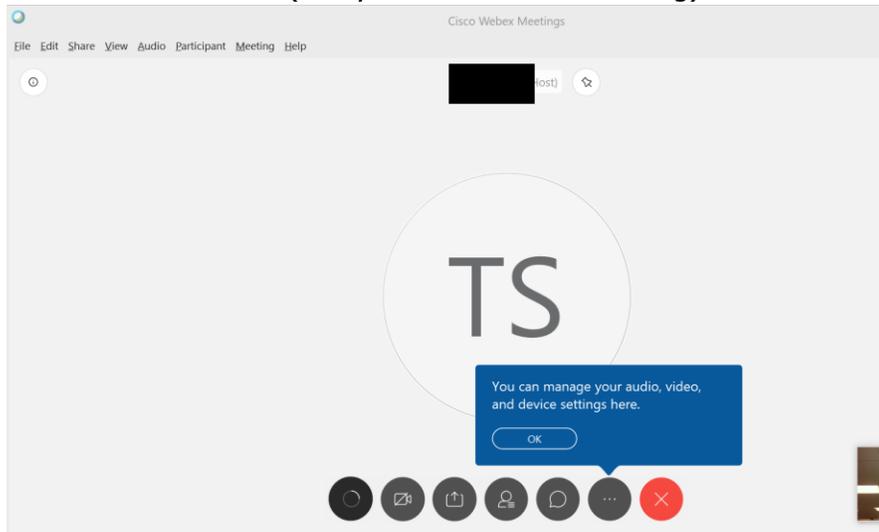
Click **Skip** (unless you want to do a walk-through)

You will be taken to a screen that will prompt you to join the meeting:



Click on **Join Meeting**

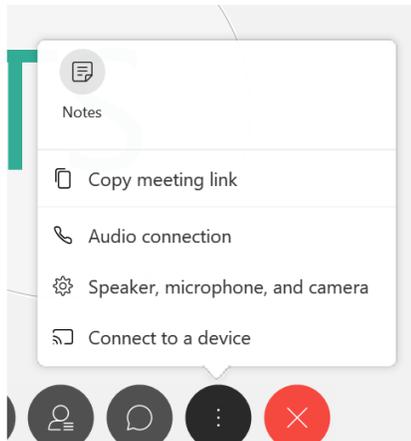
You will then see this screen (and you will be in the meeting)



To end the meeting, you simply have to **X** out.

The menu you see at the bottom will disappear, but will reappear if you hover your mouse in the bottom part of the screen.

If you need to test/adjust your audio/video settings, click on the ... in the menu



Select **“Speaker, microphone, and camera”**

You will be taken to this screen, where you can change settings and/or test your speaker and mic:

