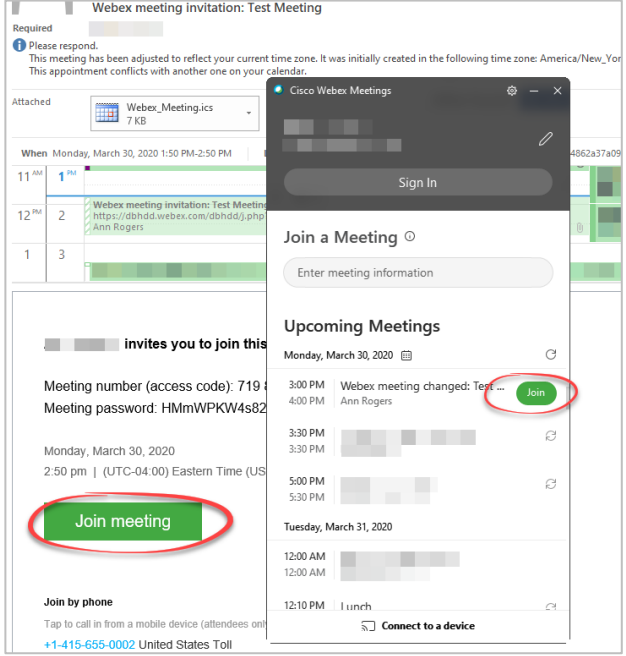
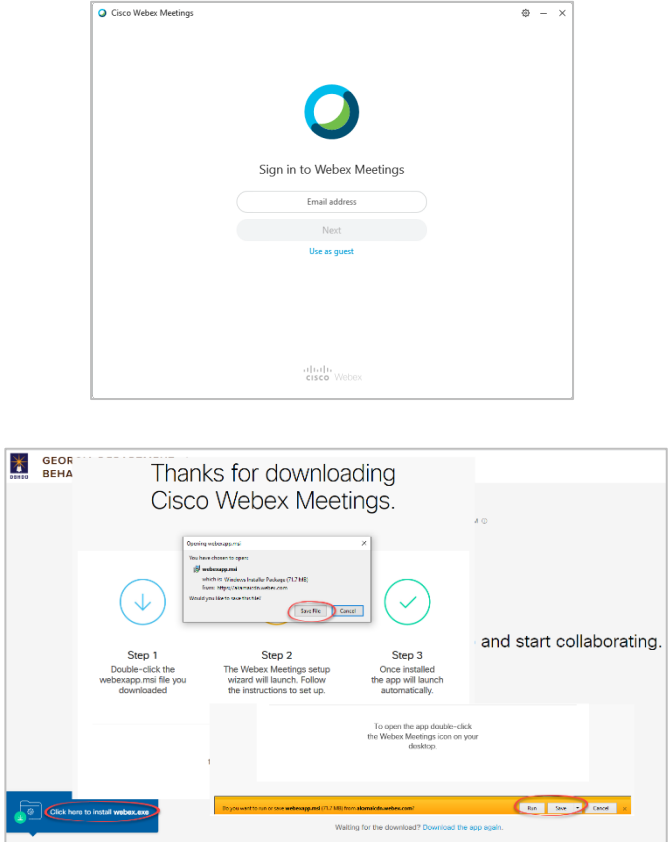
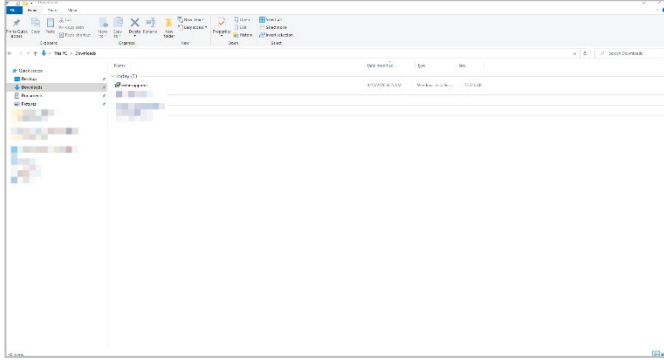
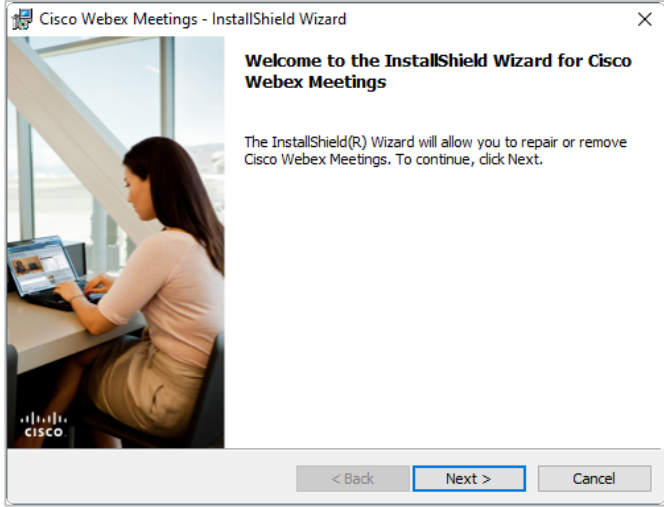


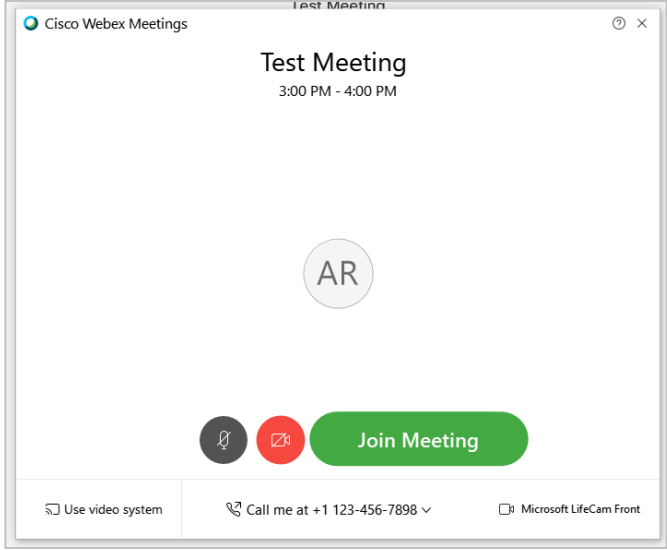


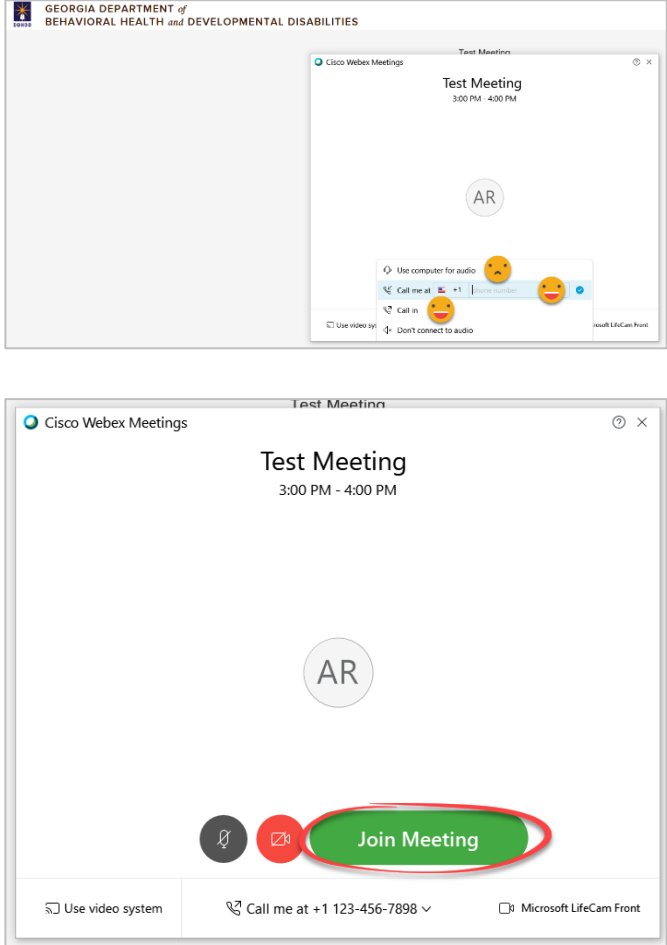
Joining a WebEx Meeting

Step	Action	Visual
1	<p>Locate the meeting information in your Outlook calendar, email or on the WebEx application panel and click on the green Join Meeting or Join button.</p>	
2	<p>Are you a first time WebEx user?</p> <p>If yes, continue with Step 2. If no, proceed to the next step.</p> <p>a) Enter your email address and name, and then select Join Meeting or Join.</p> <p>Result: The Cisco WebEx Meetings desktop app installer downloads. Depending on which Browser you use, the WebEx application might not download automatically. If</p>	






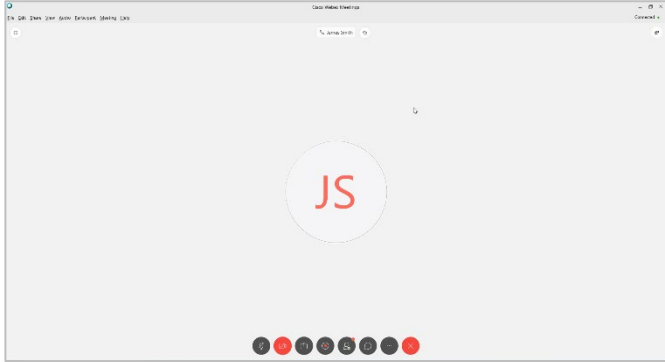
Joining a WebEx Meeting

Step	Action	Visual
	<p>you get a popup, click the save or run option.</p> <p>b) Locate the installer, and double-click the executable (.exe) file.</p>	
	<p>c) Follow the installation steps and accept any Terms of Service and Privacy Statements presented.</p>	

Joining a WebEx Meeting



Step	Action	Visual
	<p>Result: The WebEx meeting window and Audio and Video Connection dialog box appear on your screen.</p>	
<p>3</p>	<p>Select the Call me at +1 option from the dropdown list. You may use either the, Call In option or the Call me at +1 option.</p> <p> Do not use the Use computer for audio option because it may cause audio disruption.</p> <p>If you decide to call in, turn off any speakers in your meeting space to avoid audio disruption.</p> <p> Regular long-distance phone charges may apply if you call from a home or cell phone.</p>	

Joining a WebEx Meeting

Step	Action	Visual
	<p>If you select the Call me at +1 option, enter your phone number into the provided space, and click the Join Meeting button again.</p>	
4	<p>After connecting to the meeting, you can edit your settings by performing any of the following tasks within the icon cluster at the bottom of your screen:</p> <ul style="list-style-type: none"> • Click the  Microphone icon to mute or unmute your phone. • Click the  Camera icon to the right of the microphone icon to turn your camera on or off. • Click the  Share icon to share your screen contents with other meeting participants. • Click the  Participants icon to view a list of the meeting participants. • Click the  Chat icon to type comments for all or selected participants to read. 	



Joining a WebEx Meeting

Step	Action	Visual
	<ul style="list-style-type: none">• Click the  More icon button to view a list of additional available features including polling and notes.• Click the  Leave Meeting icon to end the meeting.	