

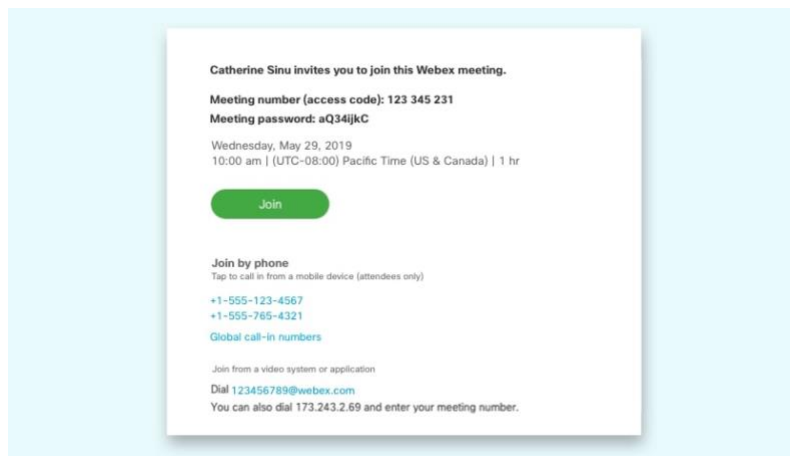
Cisco Webex Meetings Guideline

Join a meeting

Staff who registered to the session/event, will get a meeting invitation in their email. They can use it to join a meeting in different ways, like from their computer, mobile device or phone. Their invite includes the options available to you for that particular meeting.

We advise to use a computer, to be able to see the trainer and the presentation they are presenting.

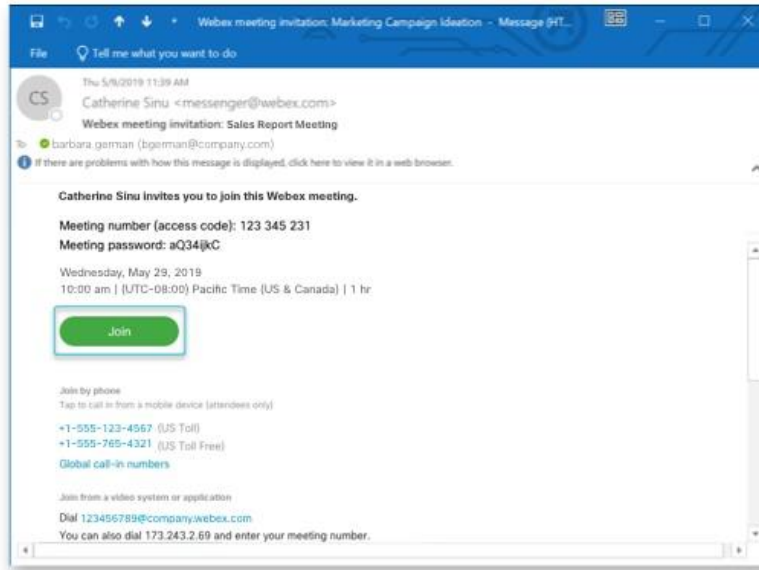
When they receive an email invitation to a Webex meeting, it'll look something like this.



When you join a meeting for the first time, you're prompted to download the installer file to install the desktop app on your computer. If you can't or don't want to download the installer, you can still join the meeting using the web app instead. You don't need to install anything using the web app, and it launches in your web browser.

If you have an invite to join a Webex meeting, the desktop app automatically downloads when you click Join. If you don't have a Webex account, don't worry. It's easy to join and participate in the meeting as a guest.

1. Click Join in your email invitation to join the video conference.



2. Click the installer file to install the Cisco Webex Meetings app. On Windows, click Webex.exe. On Mac, click Webex.pkg
3. Enter your name and email address and click Next.
4. Enter the meeting password—it's in the email invitation—and click Next.
5. Click Show me what's new for a quick tour or select Skip.
6. Click Join Meeting.
7. When you leave the meeting (Leave > Leave Meeting), the Cisco Webex Meeting app opens on your desktop.