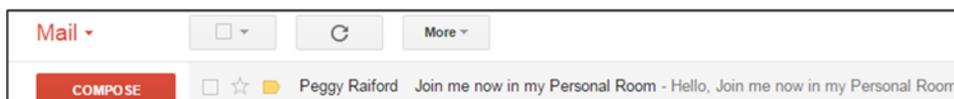


Participate in a WebEx Meeting

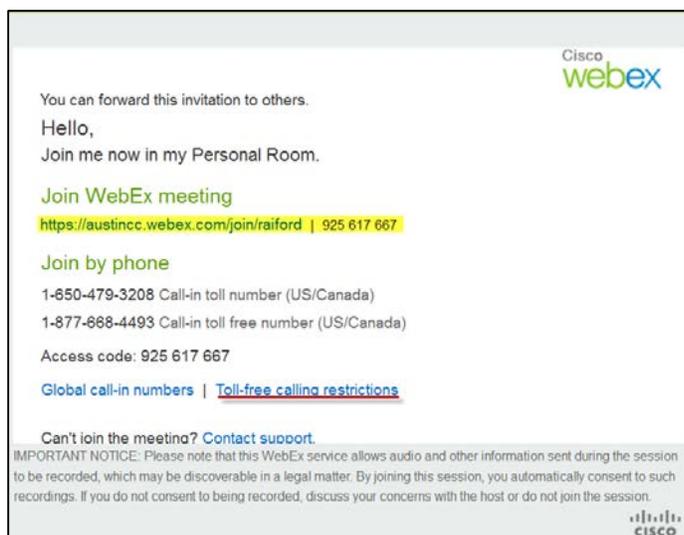
WebEx meetings are virtual online conferencing meetings. Attendees do **not** need a WebEx account to participant in a WebEx meeting. However, the **WebEx Add-On** file must be installed. Participants may “[Test a WebEx meeting on your device](#)” prior to attending. You will need either computer speakers or a headset to hear the audio. Optionally, a microphone is required to participate in the discussion. Some participants choose to use their phone and call the 877 number. Phone charges for data and etc. may be incurred. Chat is available to all participants. Often WebEx meetings are recorded and after the meeting closes a link will be shared with you.

Join a Meeting

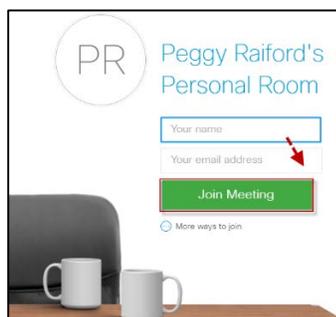
1. An email invitation will be sent to you prior to the start of the WebEx meeting.



2. Click on the link in the email to **Join WebEx meeting**.

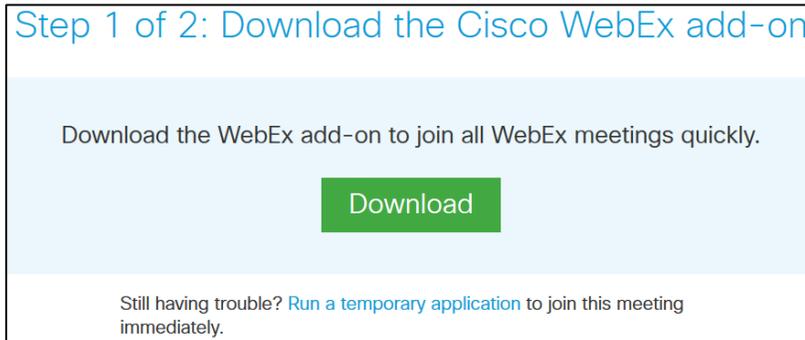


3. Input your name and email and then click the **Join** button.



Install WebEx Add-On

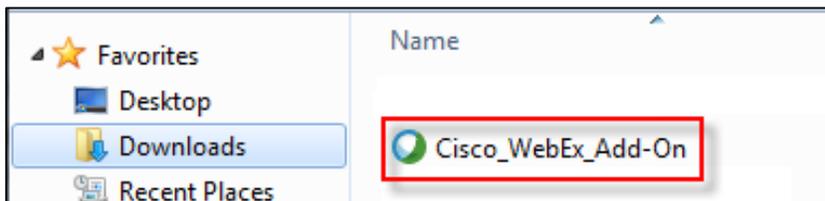
1. If this is the first time you have connected to WebEx, the **WebEx Add-On** will need to be installed. Usually on an ACC computer you will need to save/install the file. On other computers you may just need to accept **Run, Yes or Allow**. If you have already installed the **WebEx Add-On**, skip to **Interface**.
2. To download and save the installation file, click the **Download** button



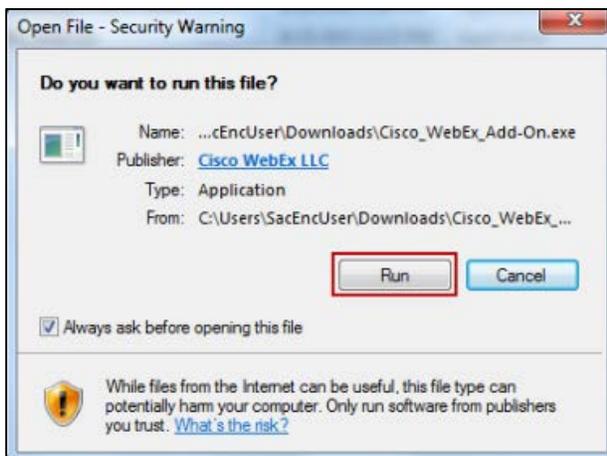
3. Click the **Save File** button in the **Opening Cisco_WebEx_Add-On.exe** window which displays.



4. Save the file to your **Downloads** folder or another convenient location. Browse to the file. Double-click on the **Cisco_WebEx_Add-On** file to begin the installation.



5. In the **Open File – Security Warning** window, click the **Run** button.

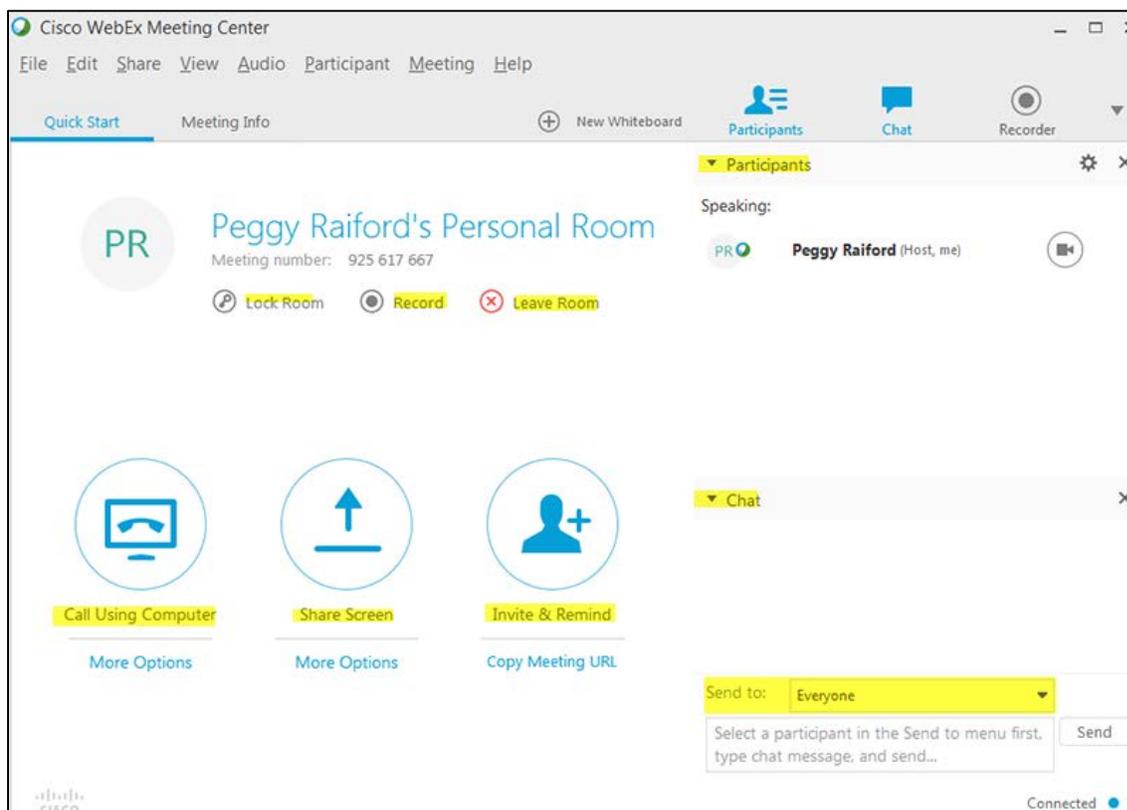


6. A **Preparing your meeting...** message displays until the installation is complete.



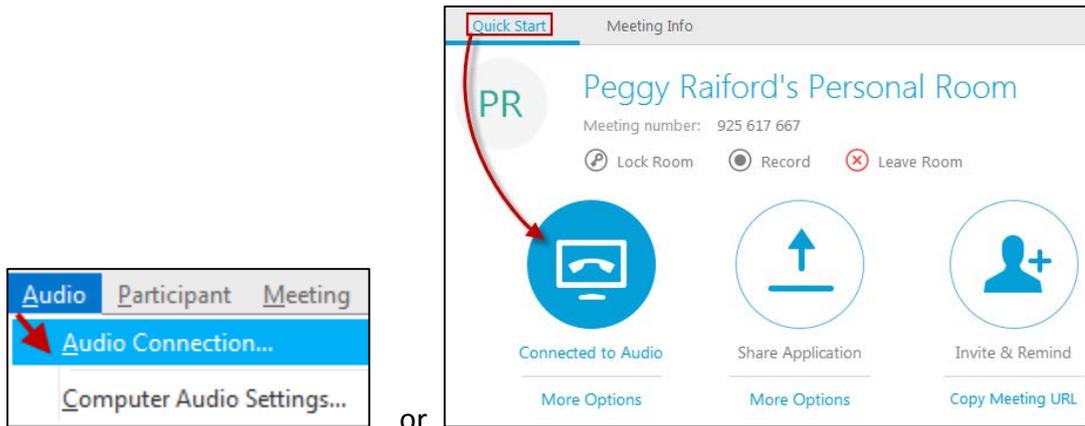
Interface

1. WebEx opens in your browser. You may see the **Quick Start Personal Room** or the presenter's desktop, an application, or file.

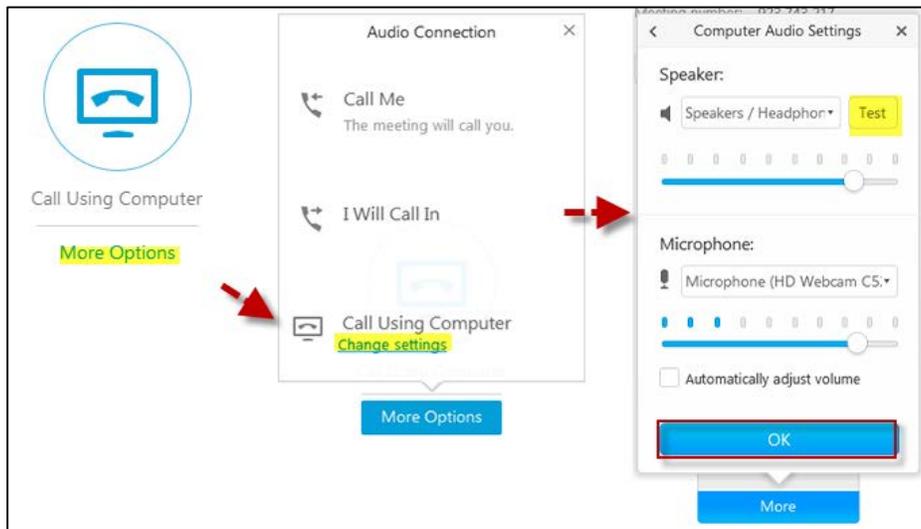


Audio

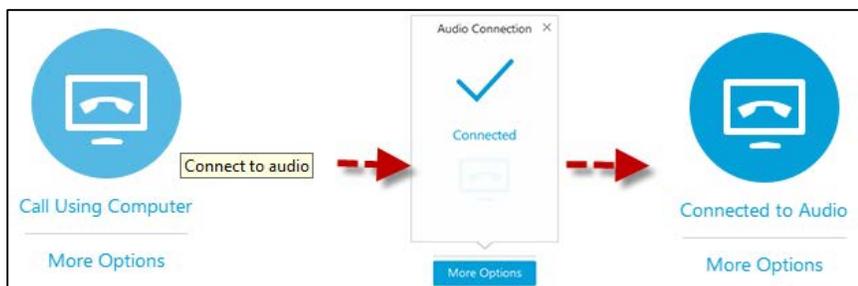
1. Click either **Audio** on the top menu or the **Quick Start Tab** to view the audio option.



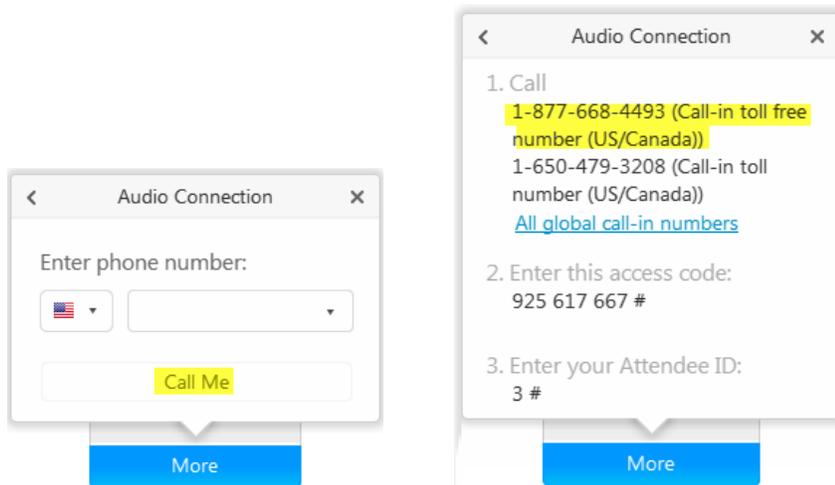
2. To setup computer audio, click on the **More Options** under the bottom of **Call Using Computer** option and then click on **Change Settings**. Select your speaker and microphone from the drop-down lists. Click the **Test** button to the right of **Speaker**. You should hear some music and see the wave in the blue bars. You should see the wave in the **Microphone** blue bar move up/down when you speak.



3. Click on the **Call Using Computer** top section. A window displays stating **Connected** and **Connect to Audio** displays.

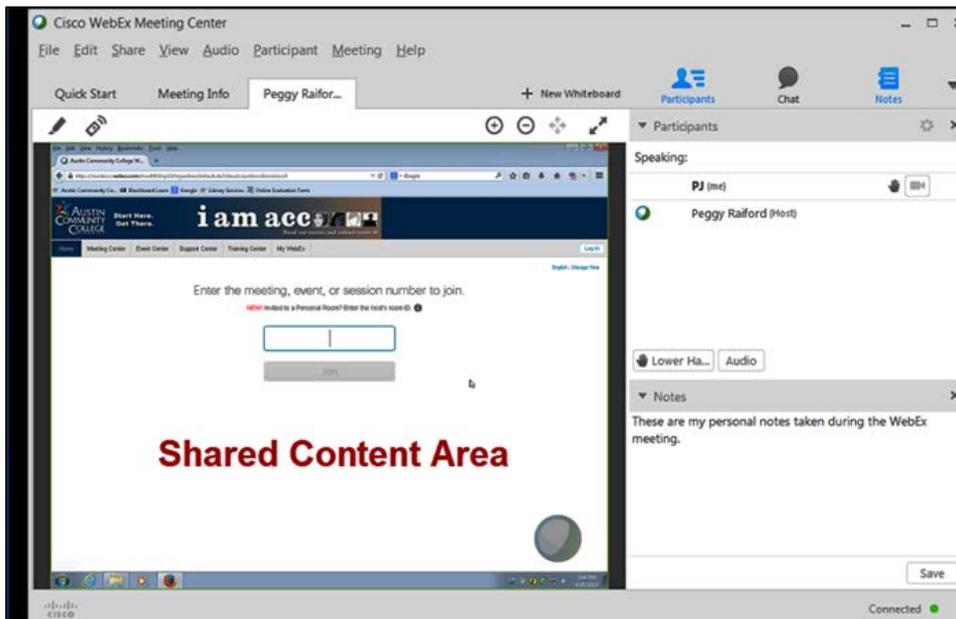


- If you use the phone options, you could incur charges such as data or roaming on your device. You can choose either the **Call Me** option or **I Will Call In Option** using the toll free number.



WebEx Window

- You will view in the WebEx window whatever is shared by the presenter such as a course syllabus or a web site. The presenter may change content during the meeting.



- On the icon menu on the top-right of your computer screen, you can turn on/off your view of the session participants, chat, or notes panels.



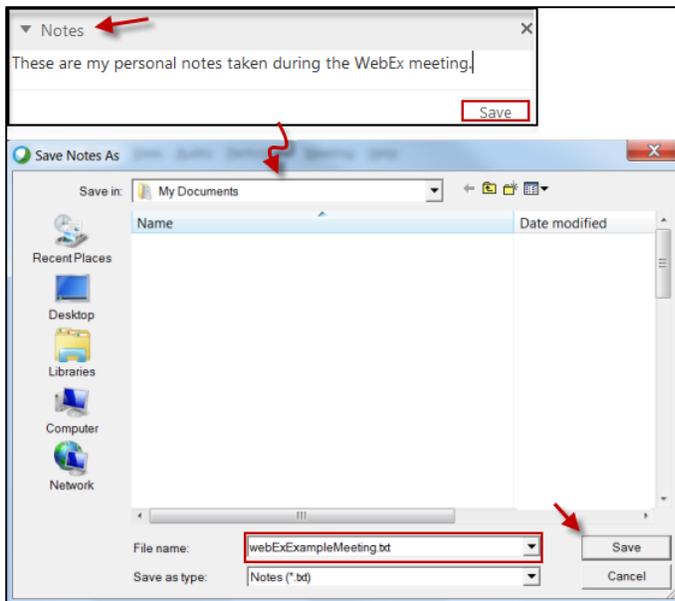
3. A list of participants displays in the **Participant Panel**.



4. To chat, choose the recipient or everyone, type in your message and click the **Send** button.

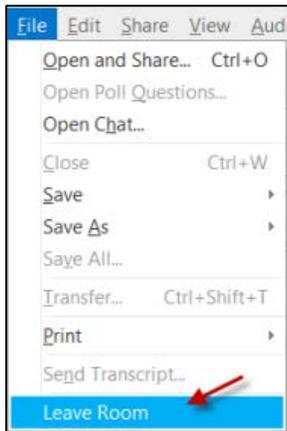


5. Type in information you want to save into the **Notes** panel. Click on the **Save** button on the bottom-right to save your notes to your computer.



Leave Meeting

1. To leave the meeting, under **File** on the top menu choose **Leave Room**.



2. On the **Leave Room** pop-up window, click the **Leave Room** button to complete the exit.

