

## Webex conference calling:

When the Webex meeting has been setup you will receive an email with the meeting number and a password. The email also contains a link which you can click to join the meeting and for this you can use your email address and the password from the email to log in.

Having clicked on the link, you will be given the option to download the Cisco Webex Meeting program if you have not previously installed the program. There is also the option to use a temporary extension to your browser to run the meeting (see attached screenshot) if you don't want to download the program. To allow time for downloading/testing I will begin the meeting at 14:30 and anyone that want to log in can do so from then.

If the link doesn't work, you can also go to the Webex site (<https://www.webex.com/>) and click Join. This should open a Join by number window - here you can type the meeting number from email, give your name and email address and the password also from the email.

If you are using Google Chrome and have the problem that FlashPlayer crashes, this might be solved by using a different Browser.

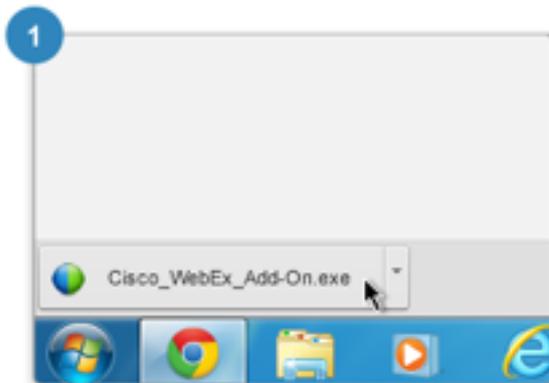
Having joined the meeting, you will need to choose your audio option. On the quick setup tab to the left, click below the audio button to see a list of options including Call from computer (see attached). Here you can test your speakers and microphone. Once you have checked this you will need to click connect in order to be heard. On the right there is a panel showing the video feed from the other participants. Next to your name, click on the video camera icon to share your video. Below the video feed is a Chat area, and here you also find a link to the audio controls.

In order to share your desktop it is necessary to be 'the presenter'. You can request this ability from the host, or other participants. Your desktop and video will then be shared to all participants.

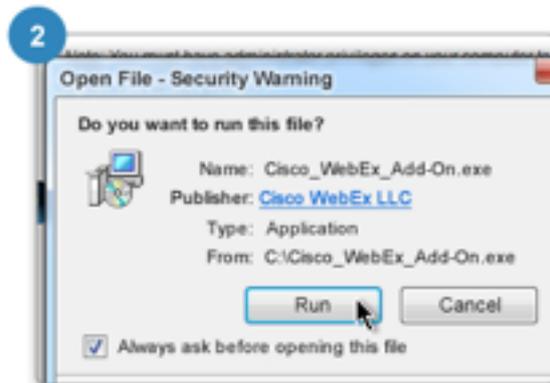
To leave the meeting, find the leave meeting button on the quick start tab.

## Step 2 of 2: Install WebEx

Follow these steps to install Cisco WebEx:



Open the `Cisco_WebEx_Add-On.exe` file.



Select **Run**.

Still having trouble? [Reinstall WebEx](#) or download and [run the temporary application](#) to join this meeting immediately.

Quick Start

Meeting Info

+ New Whiteboard

# Testing meeting

Host: Tauscher

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Audio Connection X

-  Call Me  
The meeting will call you.
-  I Will Call In
-  Call Using Computer  
[Test computer audio](#)

More



Share Screen

...



Invite & Remind

Copy Meeting URL