First Time User of Cisco Webex meetings
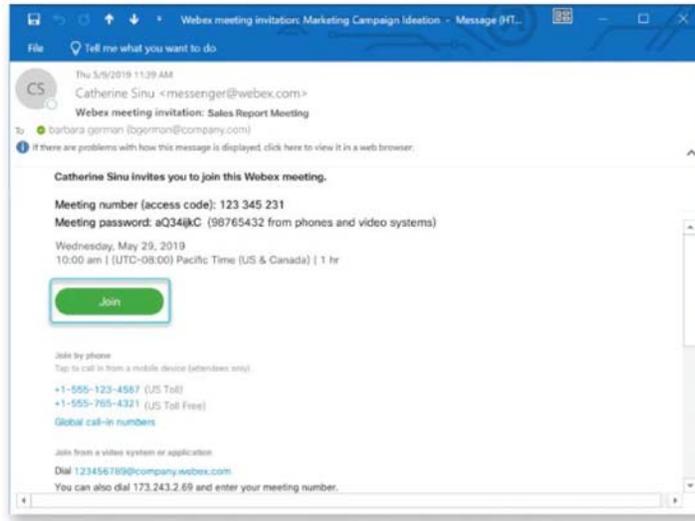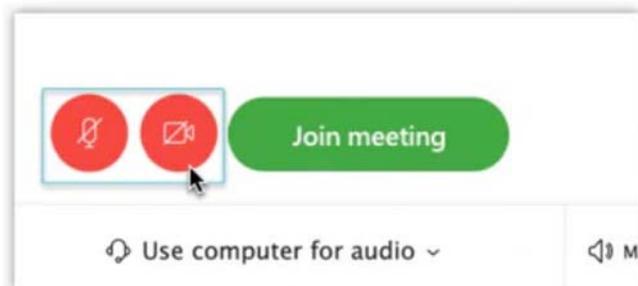
1. Join by Computer:
   a. When you join a meeting for the first time, you <u>do not</u> need to download the desktop app to join the meeting (just close that option).
   b. If you have an invite to join a Webex meeting, the web browser app automatically opens when you click **Join**
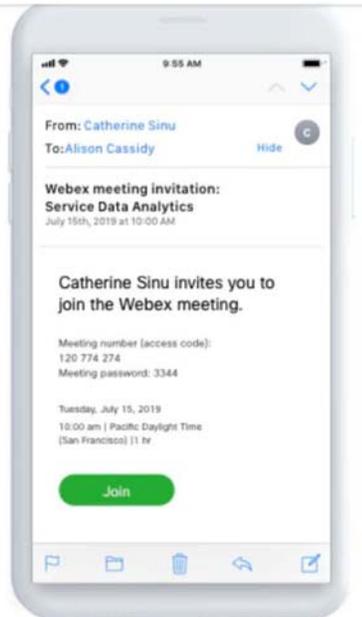

   i. Check your Audio and Video.
      1. If you want to join the meeting with your audio muted, click **Mute my microphone** . You'll see when your microphone is muted. Click **Unmute my microphone** when you want to speak in the meeting.
      2. If you want to join the meeting with your video turned off, click **Turn off my video** . You'll see when your video is turned off. Click **Turn on my video** when you want to show your video.

2. Join by Phone
   a. Before you call in, you will want to write down 1) the call-in number, 2) the meeting number (access code), and 3) the meeting password.

   b. If you have internet on your phone:
      i. Tap on the https://link, it will take you to this screen with two options...

      ii. Tap call: (join the meeting by phone ONLY).
          1. If you have a smart phone, your phone will list all the numbers separated by "*" which will dial the number, the meeting code and the passcode automatically for you. IF this is the case, just tap your "call" button and after the phone registers all the numbers you will be admitted into the meeting.
          2. If your phone only dials the meeting number, you will need to enter the meeting password—it's in the email invitation—follow the prompts.
      iii. Tap "Join via installed app", this will prompt you to Download to install the Cisco Webex Meetings app and join the video conference