

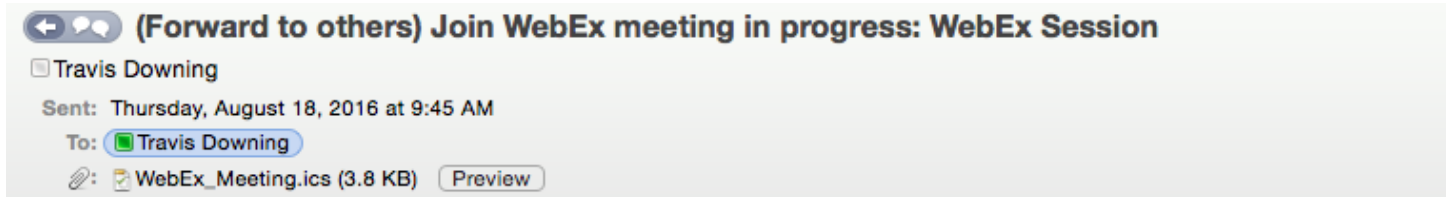
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# JOINING A WEBEX SESSION

## STEP BY STEP INSTRUCTIONS ON JOINING A WEBEX SESSION

WebEx is browser based software, as such if you change browsers from one session to the next you may be prompted to download the software. Updated versions of Firefox and Google Chrome work best. WebEx does work on Mac operating systems but you will need a version of at least 10.10.5 (OS X Yosemite)

1. You will receive an email titled **Join WebEx Meeting in Progress**. Click the Green **Join Meeting** link inside of it.



You can forward this invitation to others.

Hello,

My WebEx meeting is in progress.

### WebEx Session

Thursday, August 18, 2016

9:45 am | Eastern Daylight Time (New York, GMT-04:00) | 1 hr

Meeting number: 737 101 414

Meeting password: cite

[Join Meeting](#)

### Can't join the meeting?

IMPORTANT NOTICE: Please note that this WebEx service allows audio and other information sent during the session to be recorded, which may be discoverable in a legal matter. By joining this session, you automatically consent to such recordings. If you do not consent to being recorded, discuss your concerns with the host or do not join the session.

2. It may prompt you to fill out your email address and name (put whatever name you want to be seen as inside of the room). Click **Join**.



### Jeffrey Chesnut's Personal Room

Friday, September 1, 2017 | 9:24 am Eastern Daylight Time (GMT-04:00) | 1 hour | ● Started

Host: Jeffrey Chesnut [Add to my calendar](#)

▶ More information

Your name:

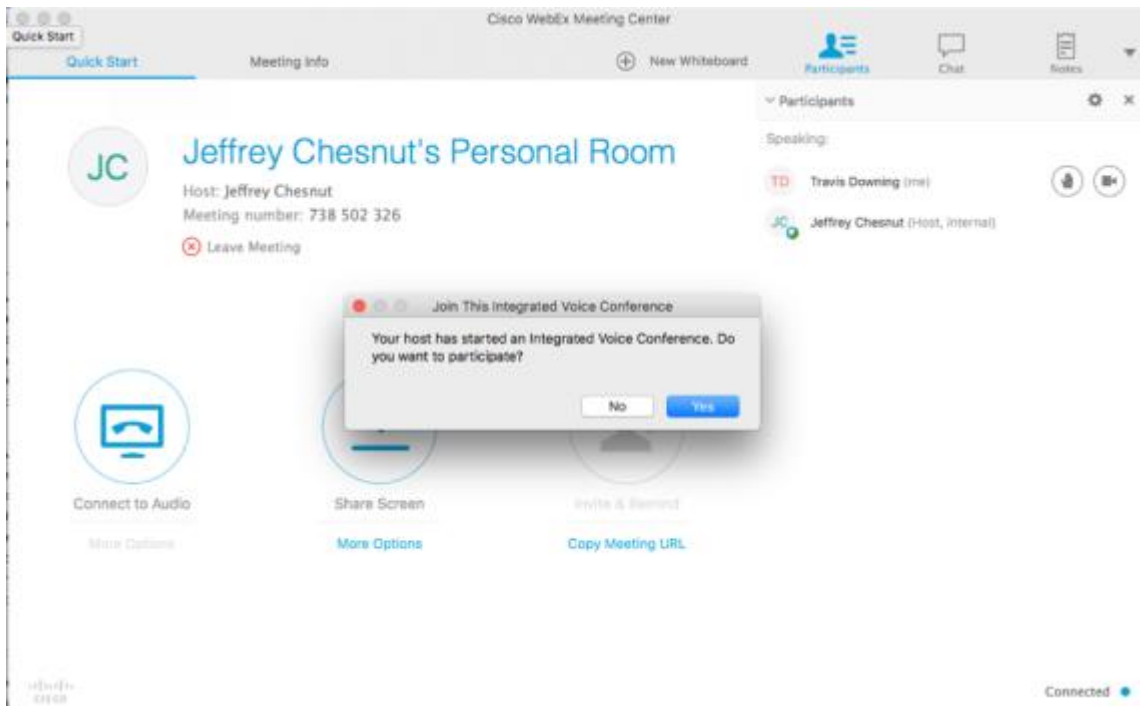
Email address:

Remember me

If you are the host, [start your meeting.](#)

By joining this meeting, you are accepting the [Cisco WebEx Terms of Service and Privacy Statement.](#)

- 3. If you haven't used WebEx on your current computer it will prompt you for a download, follow the instructions on the screen to obtain the WebEx software. It is Web Browser specific and is best to use an up to date version of **Firefox** or **Google Chrome**.
- 4. Upon joining the room you will receive a pop up that says **Your Host has started an Integrated Voice Conference. Do you want to Participate**, hit **yes**.



5. After that it should show you your speaker and microphone settings window. Test to make sure your speakers are working and you have the correct microphone selected then hit **OK**. Keep in mind, **as long as this window is open they will not be able to hear you**.



6. At this point your screen should look something like this (gold arrows added for clarity). Click on the **Red Unmute Button** to the right of your name to unmute your microphone. If you would like to share video click on the **camera** button to the right of your name.

