



WebEx Meeting Instructions

1. Click on Join Meeting.
2. Depending on your browser, follow the prompts on the screen to install the WebEx Meetings application.
3. When the download completes, WebEx will open.
4. When the meeting starts, you will automatically be placed into the meeting lobby.
5. Ensure that your video feed is **off**  and your microphone is **muted**. 
6. Confirm your audio source using the dropdown menu.
 - a. **Use computer for audio** – uses your computer’s speakers to play meeting audio
 - b. **Call In** – provides a dial-in number to call from a landline, cell phone, or other telephone
7. Click the green **Join Meeting** button to join the meeting

Join Meeting

8. You are now in the meeting.