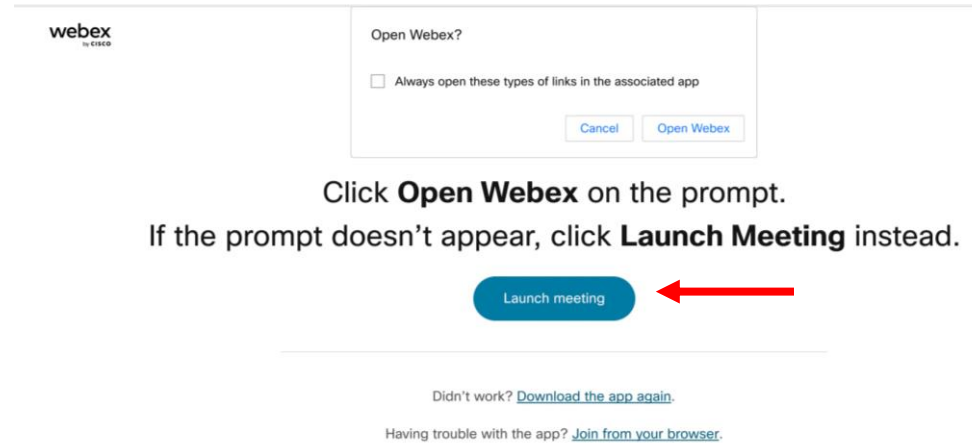
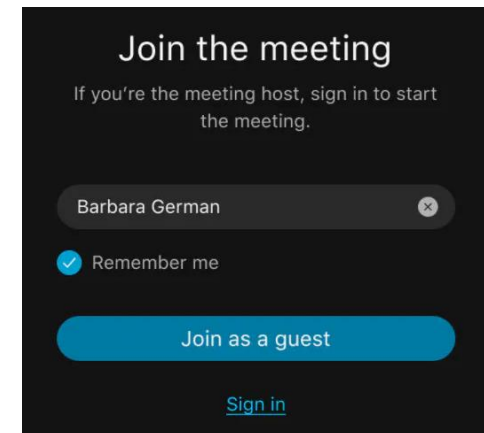


# Webex Meetings Manual

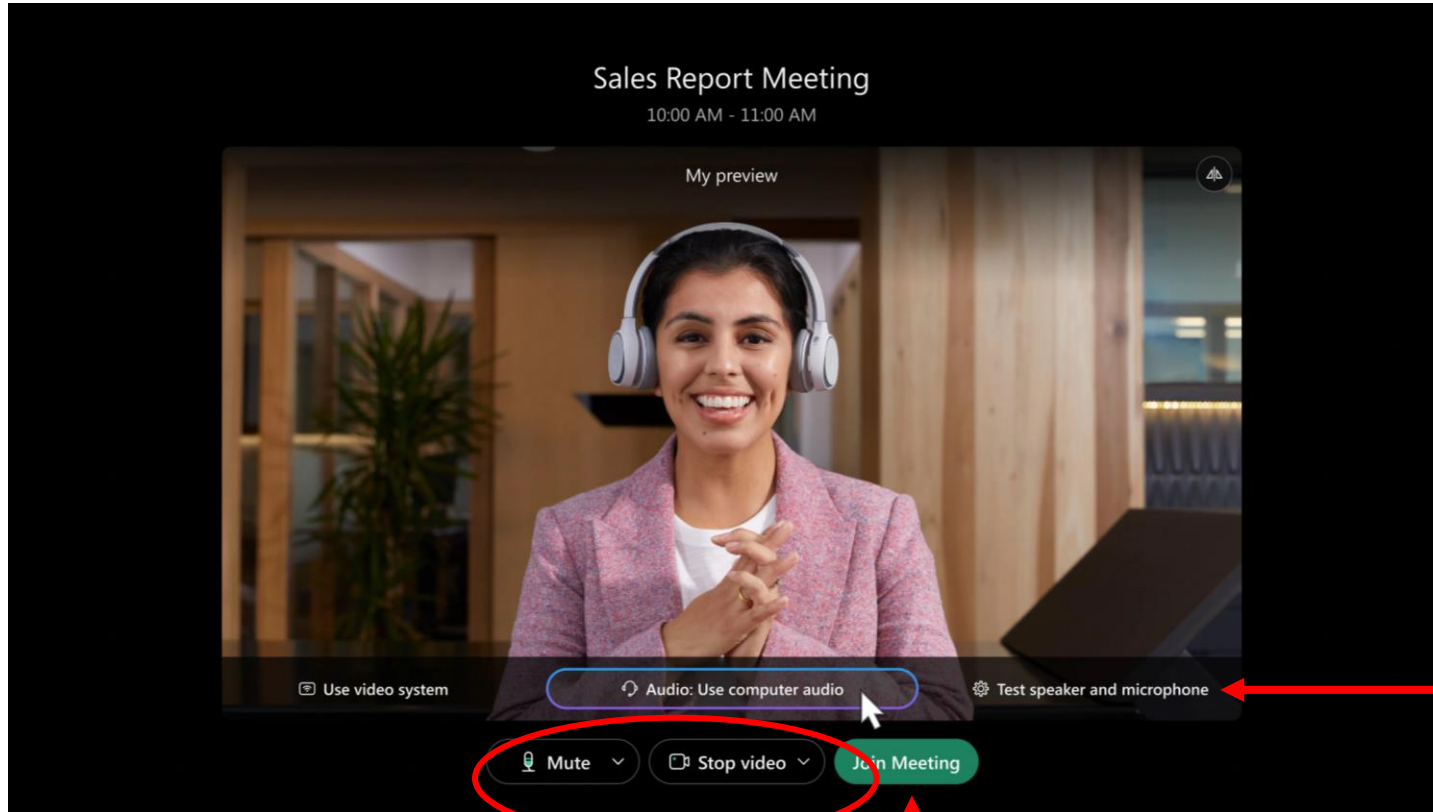
1. Download and install the Meetings desktop app from the following link: <https://www.webex.com/downloads.html>
2. Click on the link of the conference. A new tab will open in the default browser. There choose the option “Launch Meeting”



3. The Webex app will launch and the you can sing-in or join as a guest.
4. Enter your name as you want it to appear in the meeting



## 5. Prepare for the meeting

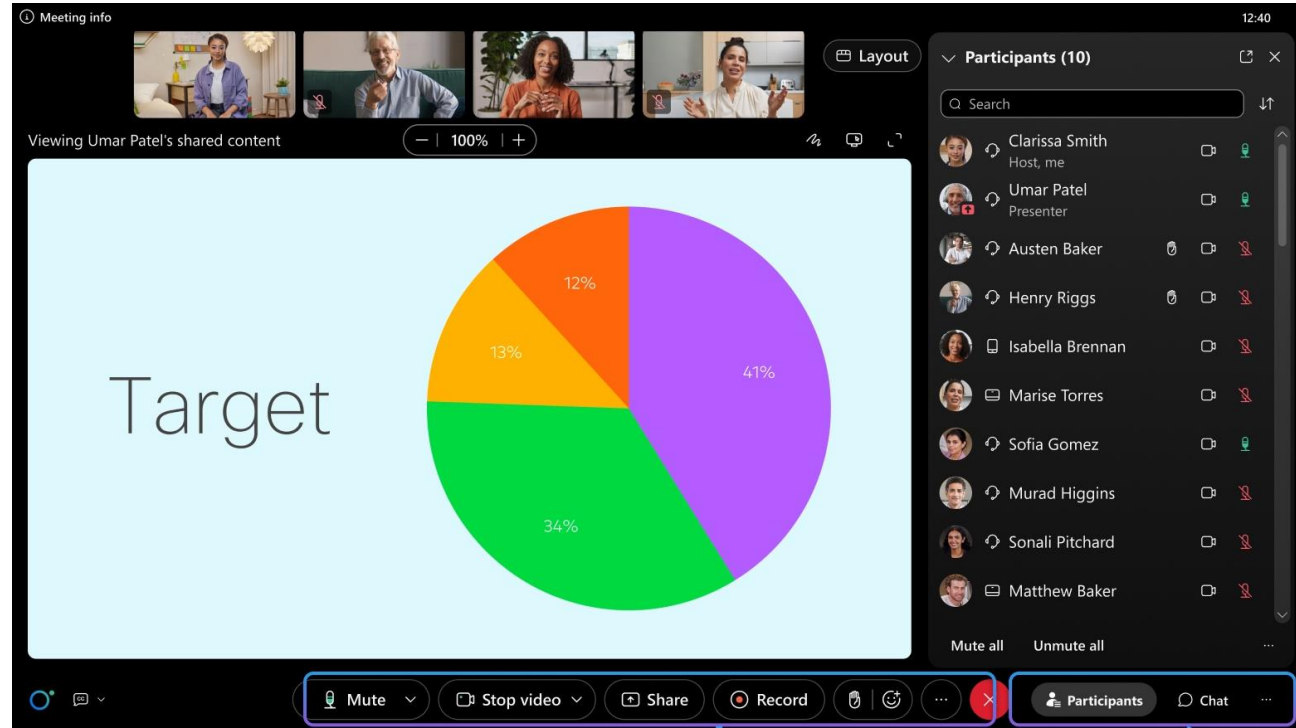


Test your microphone and speaker before entering the meeting

When everything is ready press "Join Meeting" in order to join

Microphone should be muted and camera should not be active

A typical session will have the following form



At the bottom of the window, users will have the following options.  
Some of these options may be disabled from the admin.

