

How to join WebEx

Guidelines

STEP 1: To join a WebEx meeting for the FIRST time, click on the link that has been sent for the webinar.

Download the WebEx Desktop App (which will be asked automatically by the system after you click “Join the meeting”). If you cannot download it [join meetings using 'Run a temporary application'](#).

STEP 2: You will see the screen as bellow. Fill out your COUNTRY name and your e-mail.

▶ More information

Your name:

Email address:

| **NEW!**

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

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

STEP 3: Test your AUDIO and VIDEO

The third step will be to check audio and video settings. As it will be the first time you connect audio and video to WebEx, a window will pop up and the system will invite you to verify your audio settings (this test can also be used at any time in the future if you are unable to hear others or be heard). **As a FIRST CHOICE, please select:**

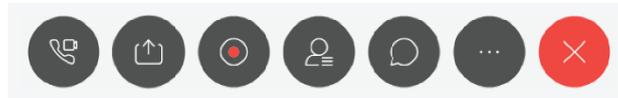
Select Audio Connection

Use System Setting (Realtek ...

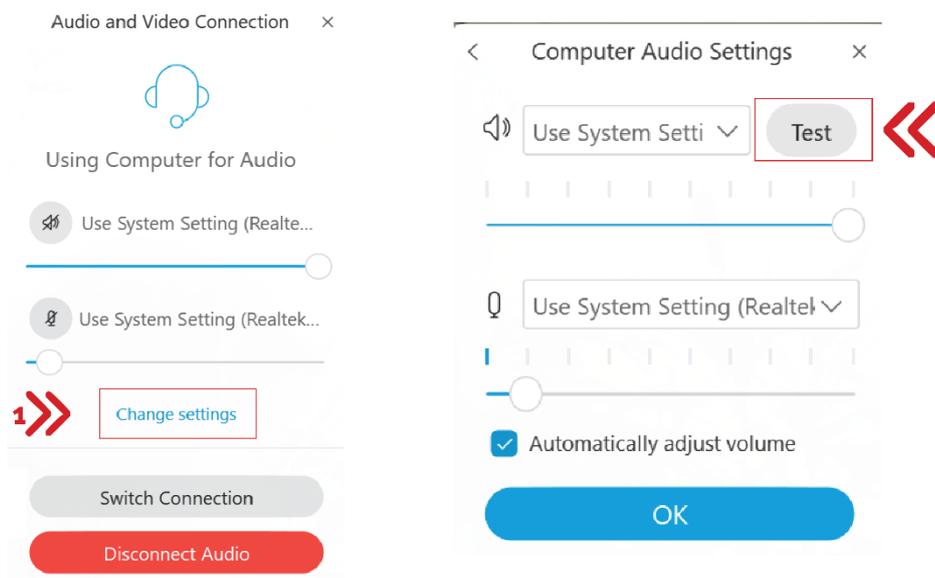
Use System Setting (Realtek ...

[More options](#)

If the platform does not recognize your audio device and you cannot hear or be heard, please go to the settings (three dots located in the control panel) and choose: **Audio Connection**.



If you press “Change settings” (1) you will be able to change sound and microphone devices and test them.



We hope you learn and enjoy your participation at the webinar.