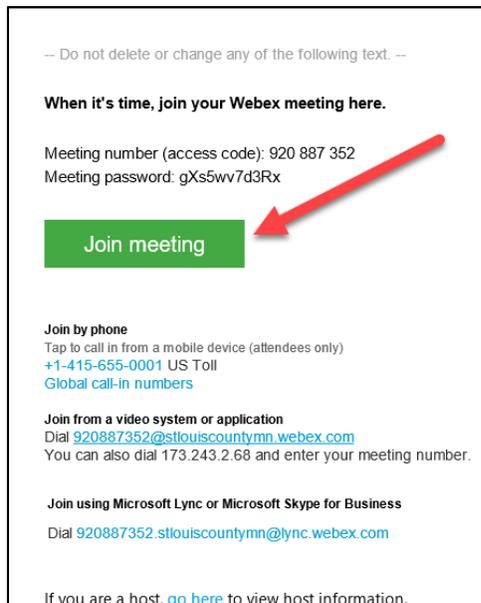


Open the meeting invite in your email.

Click on the green **Join Meeting** button.



Depending on the internet browser you are using, you may be asked to install an add-on to join the meeting. Please follow the prompts to download, or use the link to run as a temporary application.

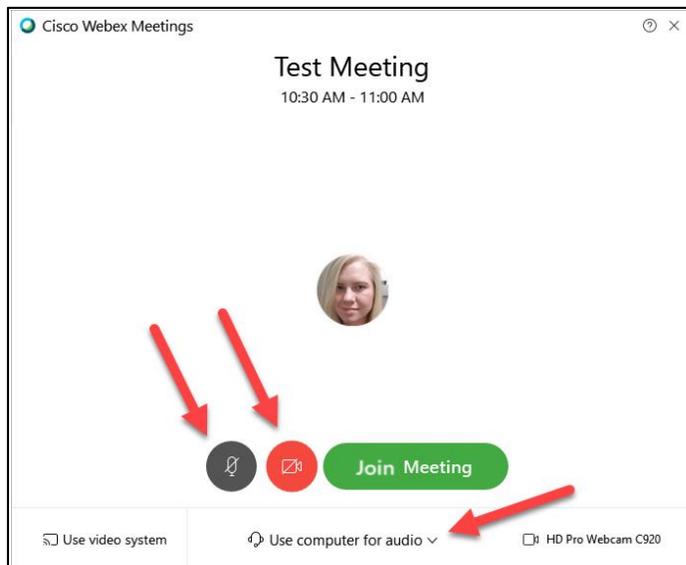
After you do that:

On the window that opens (see image below for what the window looks like):

The **microphone icon should be black**. If it is not, click on it once to turn it black.

The **video camera icon should be black**. If it is not, click on it once to turn it black.

A black icon means that the video or audio is NOT muted. (You can always mute these after you join the meeting if needed, too.)



Click the center button on the bottom of the screen to choose how to connect your audio.

If you have a microphone/speaker embedded in your computer, you can choose “Use Computer for Audio”. If you want to join by phone, pick “Call me at” and enter your phone number. WebEx will call you, you just need to answer the phone and press 1 when prompted.

If you want to connect video from a webcam, click in the bottom right corner to choose your video.

After you have made sure your microphone and video icons are the correct color, and after you have chosen how to connect your audio, click the green **Join Meeting** button.