How to Join Cisco Webex Meeting Video Conference Room

1. **When you receive the conference notice mail , if you have not installed the WEBEX app software, please click the link, and the webpage will instruct you to install the software.**
2. **If you already installed WEBEX software, please open WEBEX software and enter the conference ID and conference password.**

3. **After installing Webex APP software, select [Use as guest]**

4. **Change Display Name: Select the pen icon on the upper left to modify your name. The displayed name can only be modified before join to the Webex meeting.**

5. **Fill in the conference ID to join the meeting**
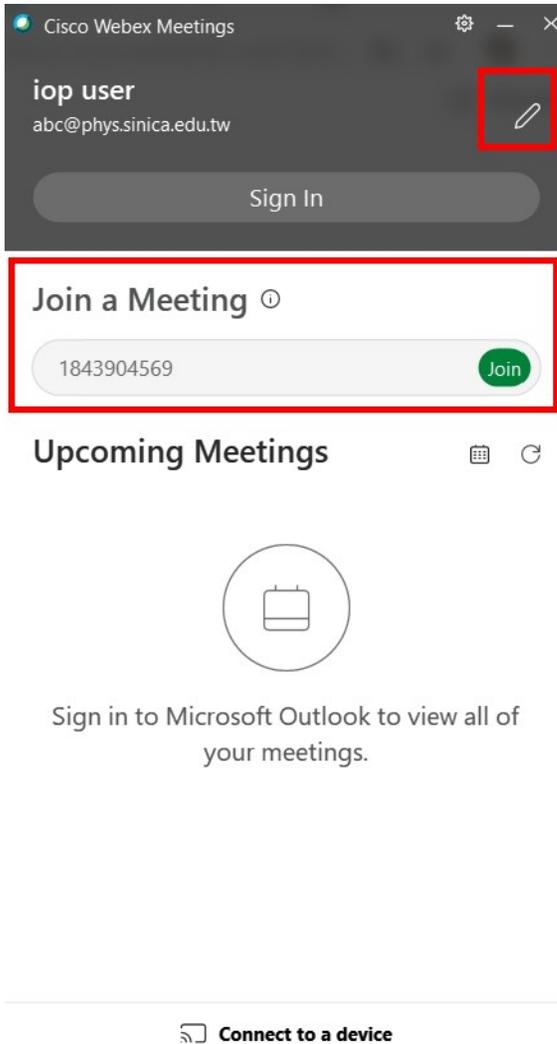
6. **Enter the metting password.**

7. Confirm the microphone headset and video Web Camera.

Meeting Test

4:25 PM - 5:25 PM

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Connect to video system   Audio: **Use computer audio** ∨   Test speaker and microphone

Unmute ∨   Stop video ∨   Join meeting
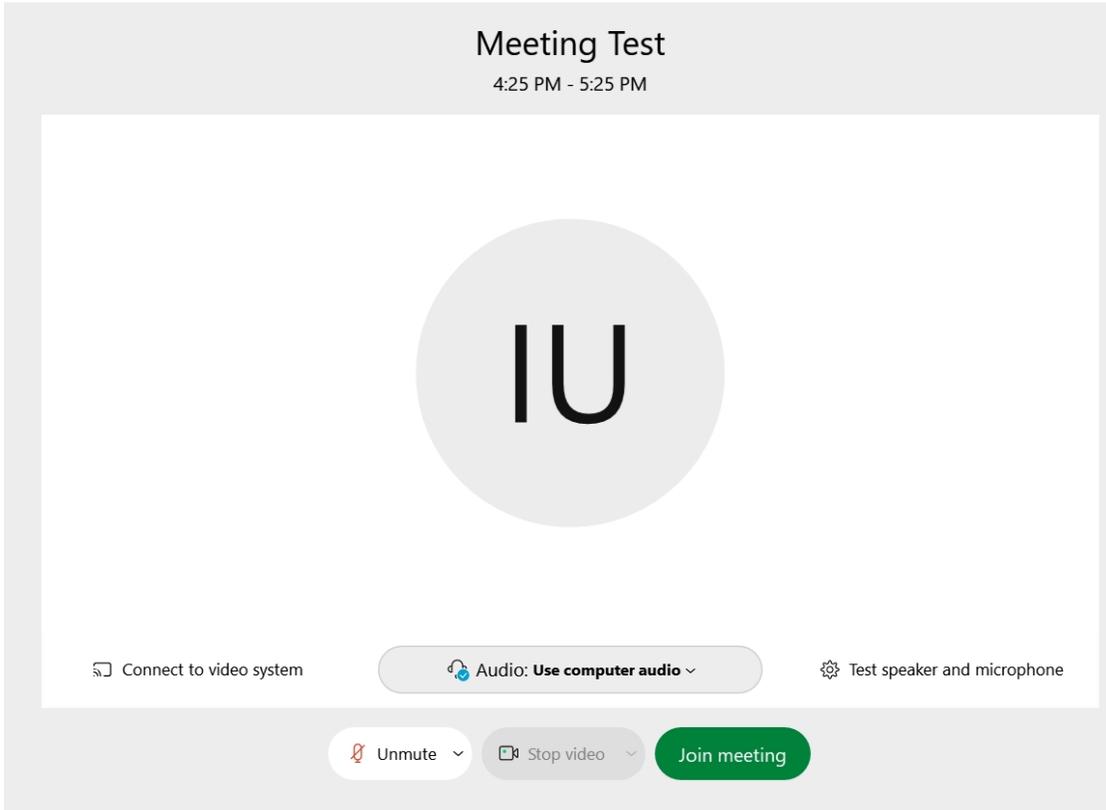
8. Start Video conference meeting on WEBEX app.

Cisco Webex Meetings | Meeting Info | Hide Menu Bar ∧   Connected ● | — □ ✕

File Edit Share View Audio & Video Participant Meeting Breakout Sessions Help

IOP USER

Host, me

Unmute ∨   Start video ∨