## 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.

to me 👻	er@webex.com>	) minutes ago) 🛛 🛧 🔸
Jun 8 Tue	Meeting Test View on Google Calendar When Tue Jun 8, 2021 4:25pm – 5:25pm (CST) Where https://moe-tw.webex.com/moe-tw/j.php?MT ID=mfd73f68b2b7d3881714328e563e41fdc Who	Agenda Tue Jun 8, 2021 3:20pm <u>TestMteeing</u> 4:25pm Meeting Test No later events
	Yes Maybe No	
	More options	

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



## Sign in to Webex Meetings



- 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





Sign in to Microsoft Outlook to view all of your meetings.

S Connect to a device

6. Enter the metting password.

## Enter the meeting password

Meeting passw	ord	
******		
	Most	
	INEXT	

A:25 PM - 5:25 PM	
Tornect to video system	Test speaker and microphone
Unmute ~ Ex Stop video ~ Join meeting	)
8. Start Video conference meeting on WEBEX app.	
Cisco Webex Meetings 👘 🛞 Meeting Info 👘 Hide Menu Bar 🔿	Connected $\bullet$   - $\Box$ $\times$
<u>File Edit Share View Audio &amp; Video Participant M</u> eeting <u>B</u> reakout Sessions <u>H</u> elp	

**IOP USER** 

Host, me

🛿 Unmute 🗸 🖾 Start video 🗸 🖆 💿 😅 …

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7. Confirm the microphone headset and video Web Camera.