How to test and join Webex meetings

We highly encourage you to use a laptop or desktop computer for better audio/visual quality. Cell phones and tablets have limited functionality and are not recommended. However, if you must join via cell phone or tablet, you will need to download the Cisco Webex Meeting app.

Note: Google Chrome works best. If you experience issues with technology, clear browser history, cookies, and cache.

TEST WEBEX

Prior to your scheduled orientation, it is important that you test Webex to ensure you can join with no issues. Use the instructions below to join a test meeting via laptop or desktop computer.

1. Join a test meeting **here.**
2. Enter your name and email address, then click **Join.**
3. Your test meeting will load and a pop-up dialog box will appear, click **Open Webex.** You can also select, **Join from your browser** or **Download it now.**
4. A meeting dialog box will appear, click **Join Meeting.** You will be connected via computer. If you prefer to call in, select ••• and switch audio to **Call In**, Webex will provide you with the call-in number and meeting number.
5. At this point, you have joined, and the Webex Meetings client for the test meeting is successfully installed.
6. Click on the **File** menu and choose **Leave Meeting,** click **Leave Meeting.**

JOIN A MEETING VIA WEBEX

On your scheduled orientation date, join using your personal Webex invitation link. Use the instructions below to attend System Orientation via laptop or desktop computer.

1. Access your personal Webex invitation by referring to the email: **You have been scheduled for System Orientation.**
2. Enter your **Legal First** and **Last Name,** and **Email Address,** and then click **Join Now.** No event password is required. *Note: If you are experiencing issues logging in, restart your computer.*
3. The Webex Event will load. You may have to add Webex to Chrome/Firefox or click **Run a temporary application to join this meeting.**
4. After loading, you will have three options for audio (we recommend **Use Computer Audio**):
   - **Use Computer Audio** (connect using your computer's speakers)
   - **Call Me** (Enter your phone number and Webex will call you)
   - **Call In** (Webex will provide you with the call-in number and meeting number)
5. After you select your audio option, click **Join Event.**
6. Once you connect to audio, you will join the event muted. You will not be able to unmute. If you are unable to hear, try clicking on the ••• on the bottom of the screen and select **Switch audio.**
7. Open the chat by clicking **Chat** at the bottom right of the screen. Select **Everyone** within the dropdown of the chat to share your thoughts throughout the day.
8. Q&A will automatically open when you join, or you will need to click **Q&A** to expand the box. If you close it, you can open it again by clicking on the ... icon at the bottom of the screen. Use Q&A to send your questions, they will be answered throughout the day.
9. Once System Orientation is over, click on the File menu and click **Leave Event.**

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