

## CLICK HERE TO ACCESS THE MEETING

1. Participants may need to download and install WebEx Desktop App before the meeting so that there is no delay in connecting to the meeting on time.

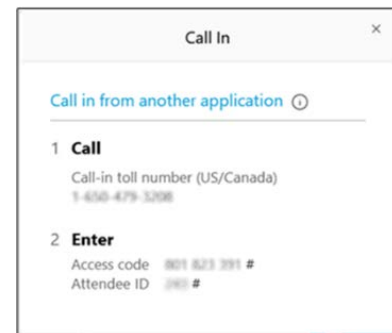
Windows: <https://akamaicdn.webex.com/client/WBXclient-40.2.7-7/webexapp.msi>

Mac: <https://akamaicdn.webex.com/client/WBXclient-40.2.7-7/mac/intel/webexapp.dmg>

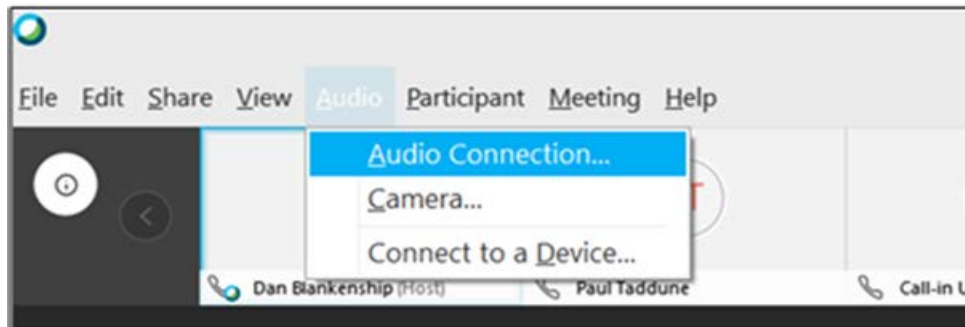
2. Participants should choose to “Call in” at the bottom of the window and then click the “Start Meeting” button.



3. After joining the meeting you will be presented with the call in number, access code, and attendee ID.

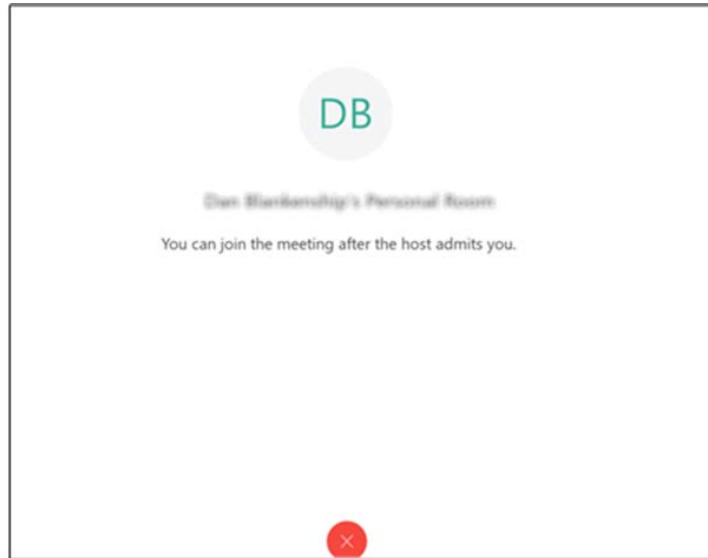


4. If a user accidentally connects audio through their computer, they can go to the “Audio” menu at the top of their screen and select “Audio Connection...”

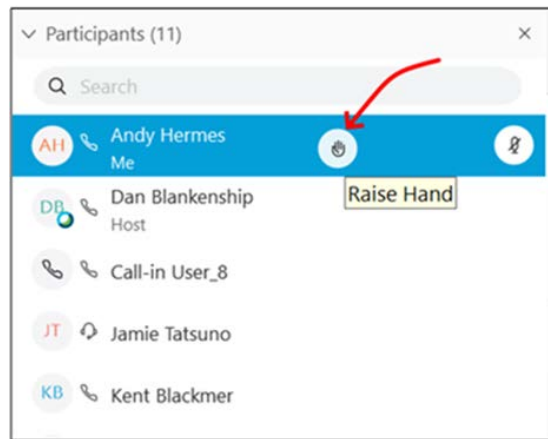


They can then chose to call in and they will be shown the instruction from step 3.

What attendees will see when they are put into the lobby:



How to raise their hand during the meeting to comment:



How to mute/unmute and turn on/off video.  
These controls are at the bottom of your screen:

