WebEx from a desktop or laptop

Before the Meeting

- ✓ **Install WebEx** software
  1. go to jmu.webex.com
  2. Select: Meeting center>Support>Downloads
  3. Select: WebEx Meeting Center Desktop App
  4. Use administrator credentials to install (if prompted)

- ✓ **Sound** – ensure you are connected
  1. Speakers/headset
  2. Microphone/headset
  *A headset is recommended to prevent feedback

- ✓ **Video** – ensure you have connected a Web cam

- ✓ **Prepare** – shortly before the meeting
  1. choose a quiet place
  2. check computer equipment/connectivity
  3. silence other devices that might interrupt

Joining the Meeting

- ✓ Click the ***Join WebEx Meeting*** link that is in the invitation email or calendar entry
  1. opens in default browser window
  2. install WebEx plug-in if asked (if prompted)
  3. enter name and email address
  4. click ***Join***

In the Meeting

- ✓ **Enable audio**
  1. go to ***QuickStart*** tab at top left
  2. select ***More Options*** under the audio button
  3. click ***Call using Computer***

- ✓ **Enable video –** Click the camera icon next to your name in Participant Panel on the right

- ✓ Use **chat** to alert host to audio/video issues