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