

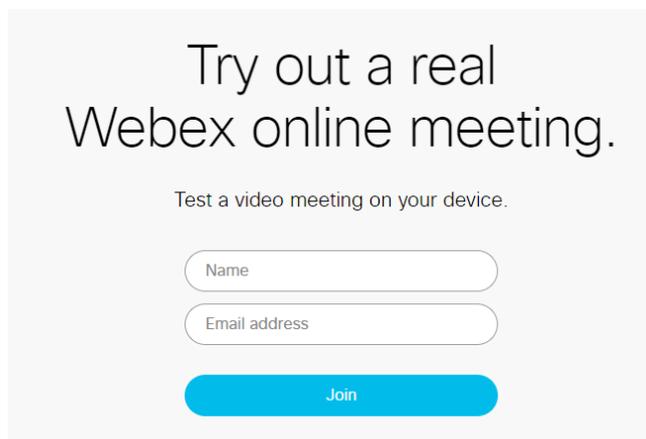
Webex Meetings – Join a test meeting.

1.

Go to <https://www.webex.com/test-meeting.html>

2.

Enter your name and email address, then select **Join**.



Try out a real
Webex online meeting.

Test a video meeting on your device.

Name

Email address

Join

3.

If you already have the Webex desktop app loaded on your computer then it will automatically open and you can proceed to step 7.

4.

Download the app by selecting **Download it now**.

[Download it now.](#)

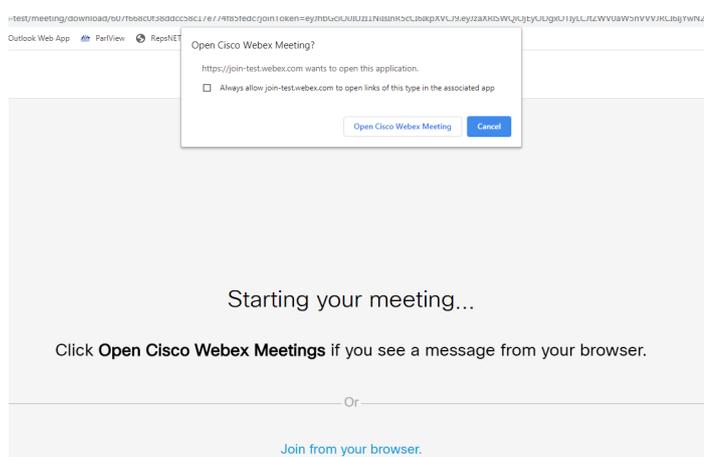
Then install the .exe file



We recommend downloading the app for a more user-friendly experience.

5.

The first time you use the Webex desktop app you will need to select **Open Cisco Webex Meeting** to launch the application.



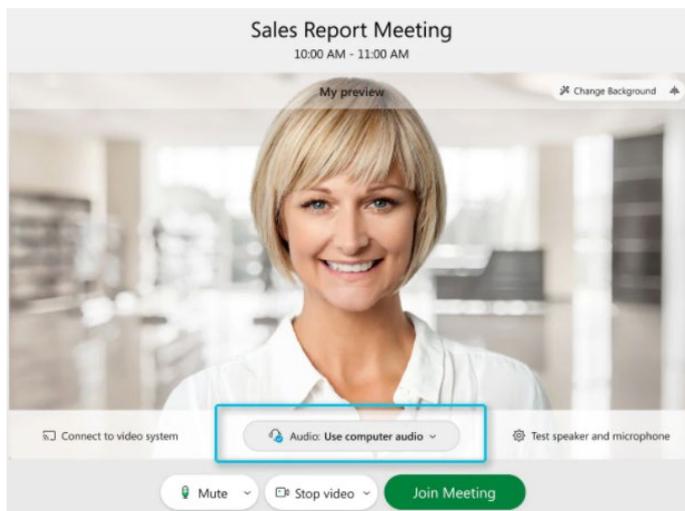
6.

Alternatively you can **Join from your browser** by selecting:

[Join from your browser.](#)

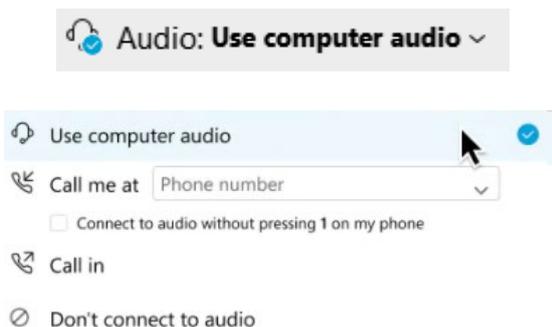
Then proceed to step 7.

This is the image that the other participants will see. Check your framing and ensure there is nothing in the background that you don't want others to see.



This is also the screen where you can check your audio settings.

Select **Use computer audio**.



This is the default setting. It utilises your computer's headset or speakers.

If you want to join with your microphone muted, ensure the microphone is red.



When you wish to speak, select the **Unmute** button.

It will toggle to green to indicate the microphone is active.

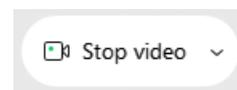


If you want to join with your video turned off, ensure the camera is red.

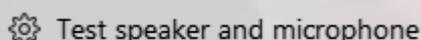


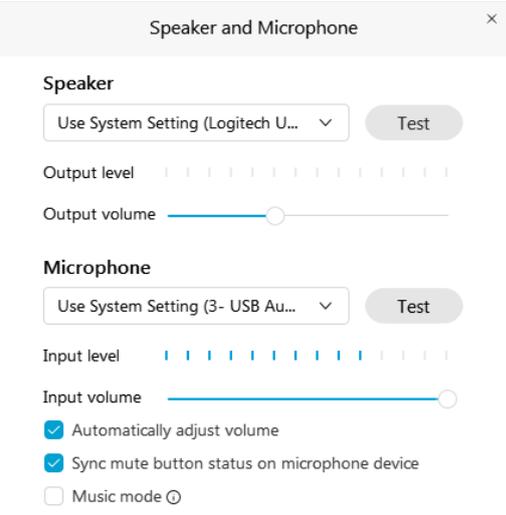
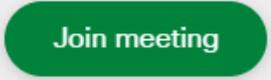
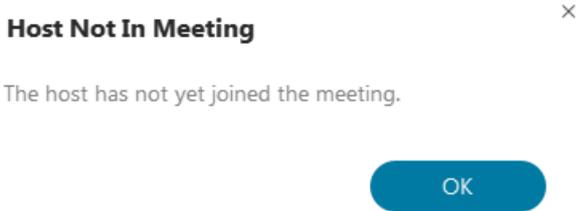
To start your video select the **Start video** button.

It will toggle to green to indicate the camera is on.



To test the functionality of your speaker and microphone, select **Test speaker and microphone**.



12.	 <p>Select the Speaker Test button and Webex will play a sound.</p> <p>The Output level will indicate the volume of your speaker/headphones.</p> <p>Selecting the Microphone Test button will record your voice which will then be replayed.</p> <p>The Input level will indicate the volume of your microphone.</p>
13.	<p>Select Join meeting button.</p> 
14.	<p>Select OK on the Host not in meeting prompt.</p> <p>Please note: This prompt will not appear if you join via the web browser.</p> 
15.	<p>The control bar is at the bottom of the screen.</p> 
16.	<p>Select the participant's icon to show a list of participant's on the right hand side of the screen.</p> 
17.	<p>When you are finished, select the  then select Leave Meeting.</p> 