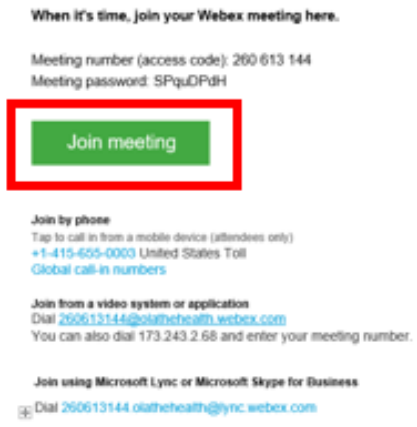


WebEx Cheat Sheet

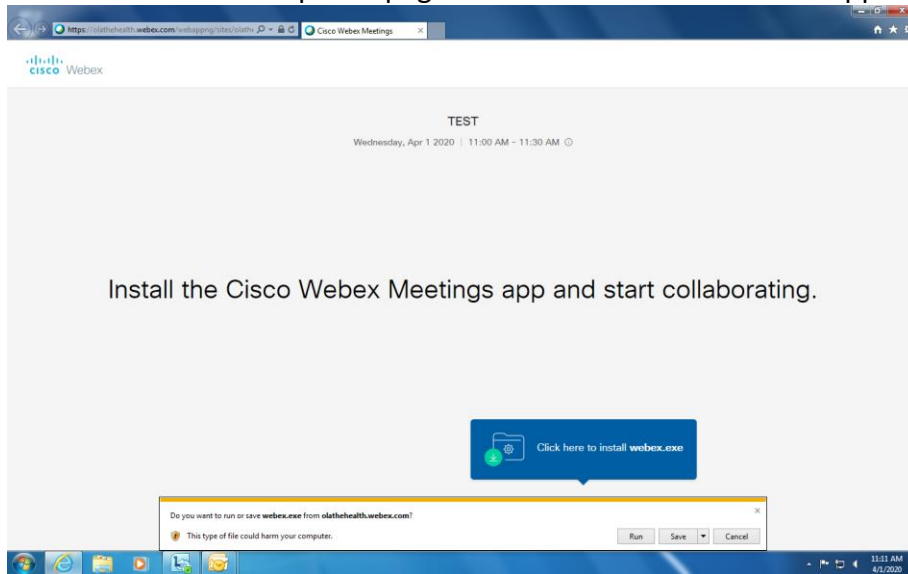
Join WebEx from your laptop

Join a WebEx from Email

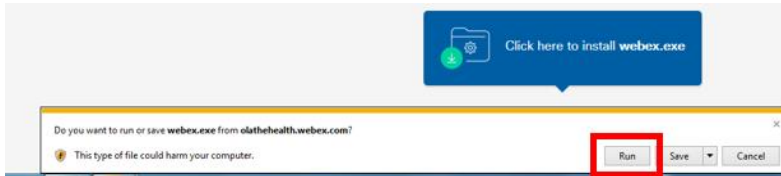
1. *Open* the email from your provider/doctor
 - a. If you do NOT see it in your inbox, please check your junk email or call the doctor's office
2. In the meeting body you should see a WebEx meeting similarly formatted to the image below. *Click* the Join meeting button



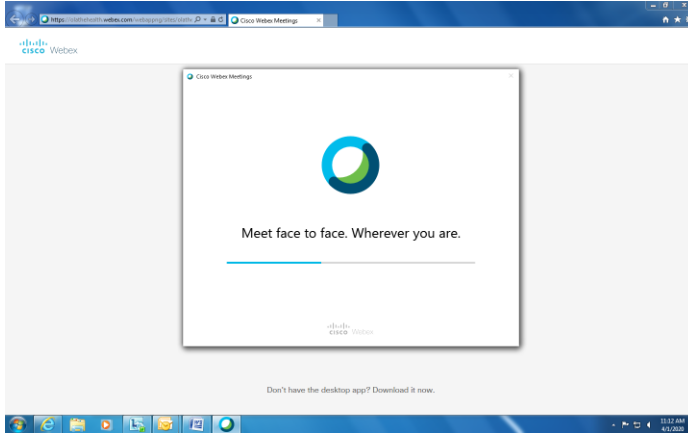
3. This will launch an internet explorer page and ask to install the WebEx application



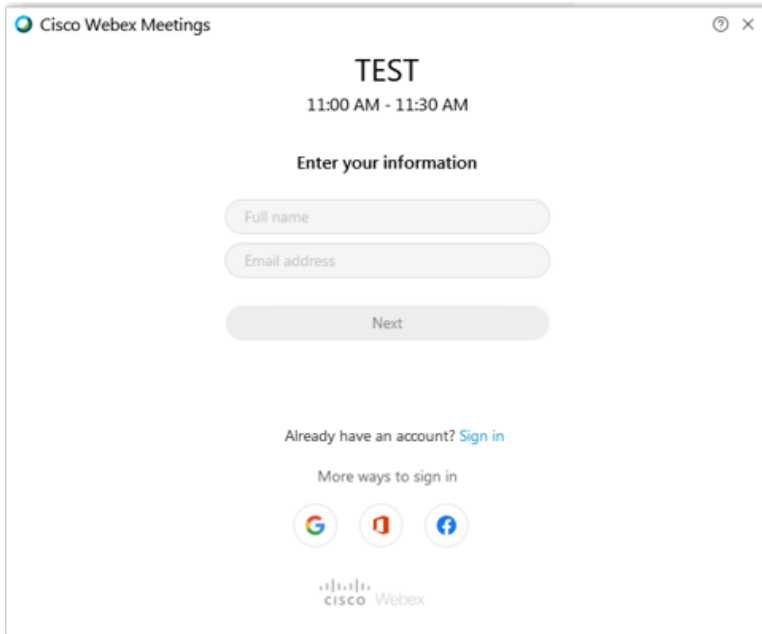
4. *Click* on the Run button



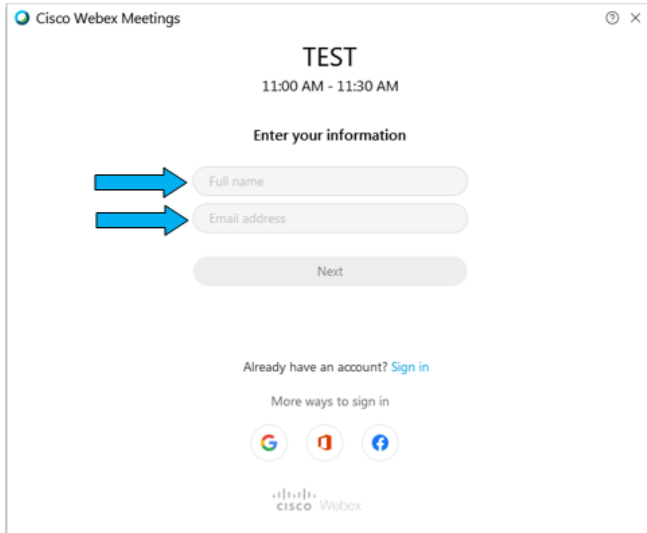
5. The Webex application will then load



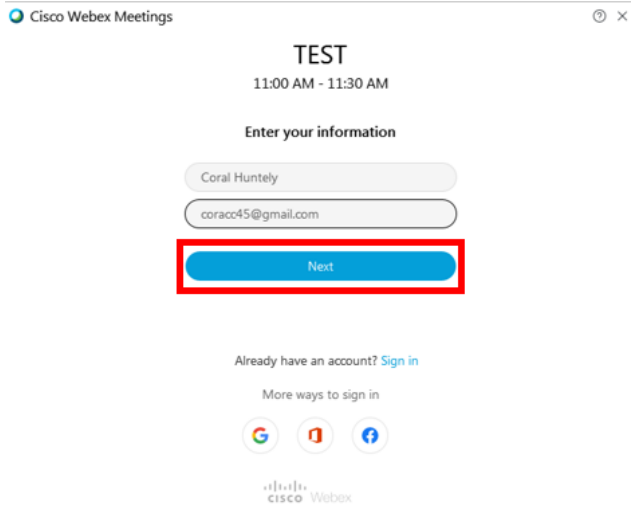
6. When Webex has loaded, you will see the sign in screen below



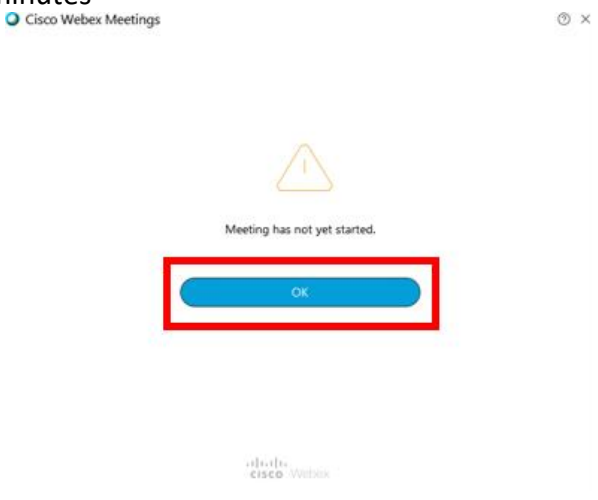
7. Using your keyboard *type* in your first and last name into the first box and your email address into the second box



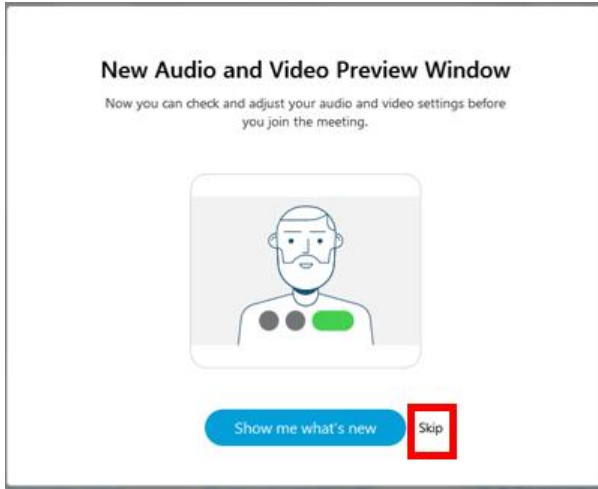
8. Click on the next button



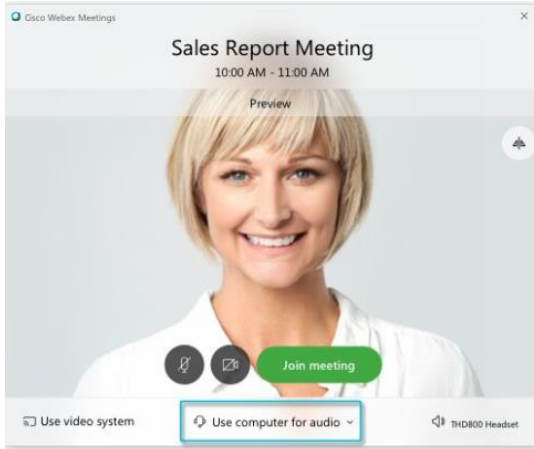
9. If the provider has not started the meeting you will see the following message. Click okay and wait ~5 more minutes





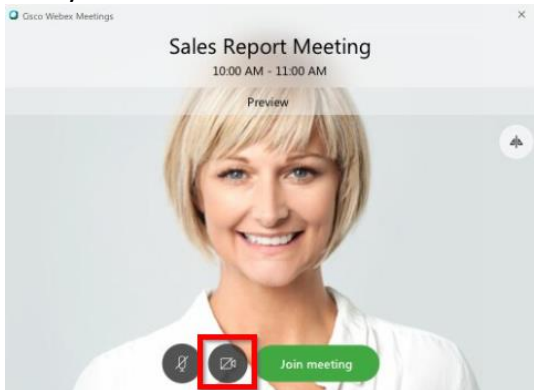
- 10. Repeat steps 1-9 as necessary until the provider has started the meeting
- 11. Once the meeting has started you will see the following window. Click Skip



- 12. In the WebEx Meetings Window check to ensure you are using the computer for audio



- 13. Ensure that your video is started - Start  or Stop 



- 14. Click Join Meeting

