

Guidance on joining Cisco WebEx meeting using the Cisco App

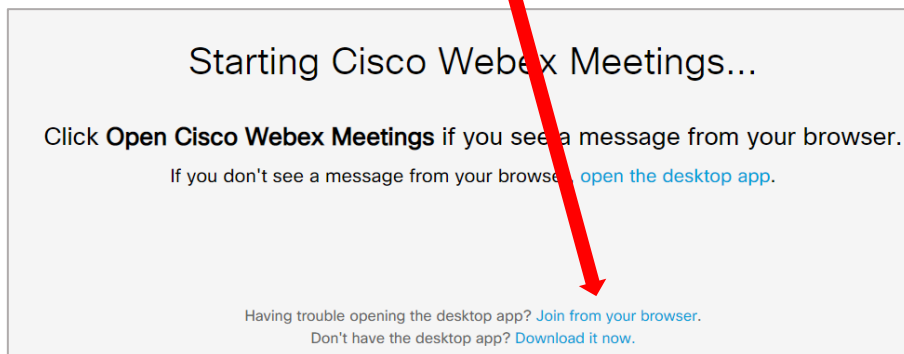
Step 1

Approximately 5 minutes before the meeting is scheduled to commence, please open the e-mail from AccessNI containing the invite and select 'Join Meeting'.

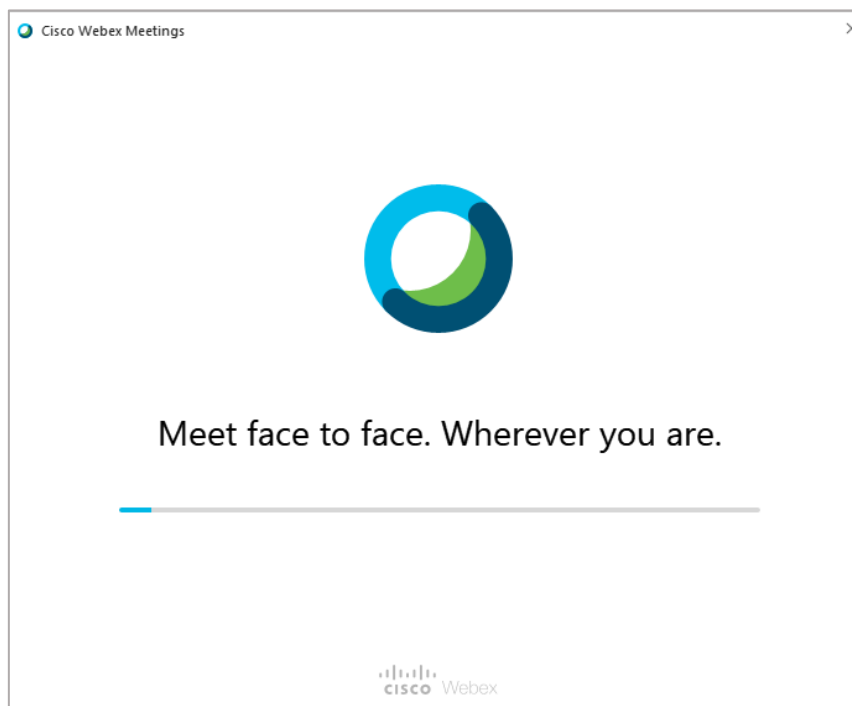


Step 2

Once you select join meeting your system will either start to download the Cisco desktop App automatically or it will ask your permission before it can be downloaded. (If your system doesn't allow the App to be downloaded select '[Join from your browser](#)' – if taking this option, you should view the Join from browser guidance issued with the audit notification.

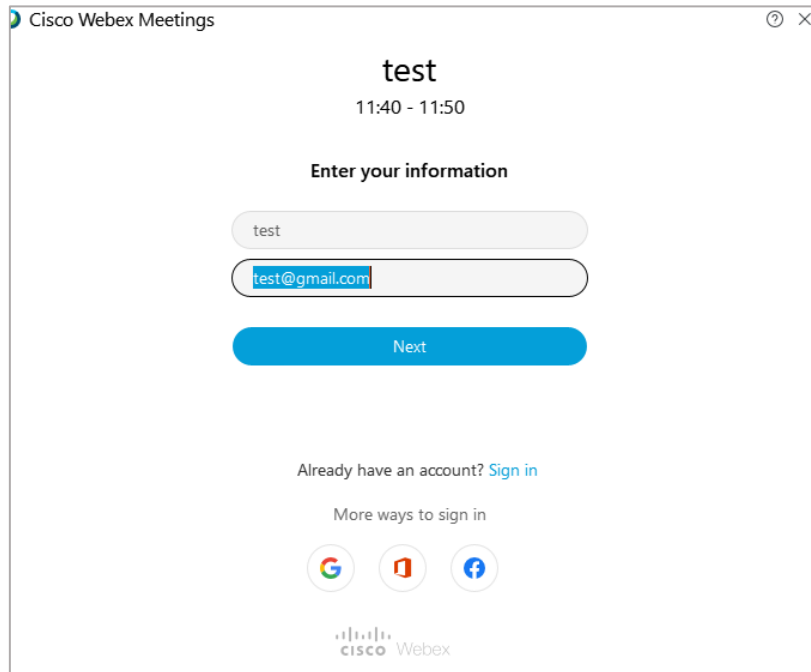


View of Cisco App during download.



Step 3

Once the App has been downloaded you will be given the option to enter your information. You should enter your name and e-mail address and then select next. Please note there is no requirement to register or sign into a Cisco account to enable you to join the meeting.



The screenshot shows the Cisco Webex Meetings sign-in interface. At the top, it says "Cisco Webex Meetings" in the window title. The main heading is "test" with a time range of "11:40 - 11:50". Below this, it says "Enter your information". There are two input fields: the first contains "test" and the second contains "test@gmail.com". A blue "Next" button is positioned below the input fields. At the bottom, there is a link "Already have an account? Sign in" and a section titled "More ways to sign in" with icons for Google, Microsoft, and Facebook. The Cisco Webex logo is at the very bottom.

Step 4

To join the meeting you should select the 'Join Meeting' button and ensure that your video and sound is on. Both icons will be highlighted in red if they are off.

