

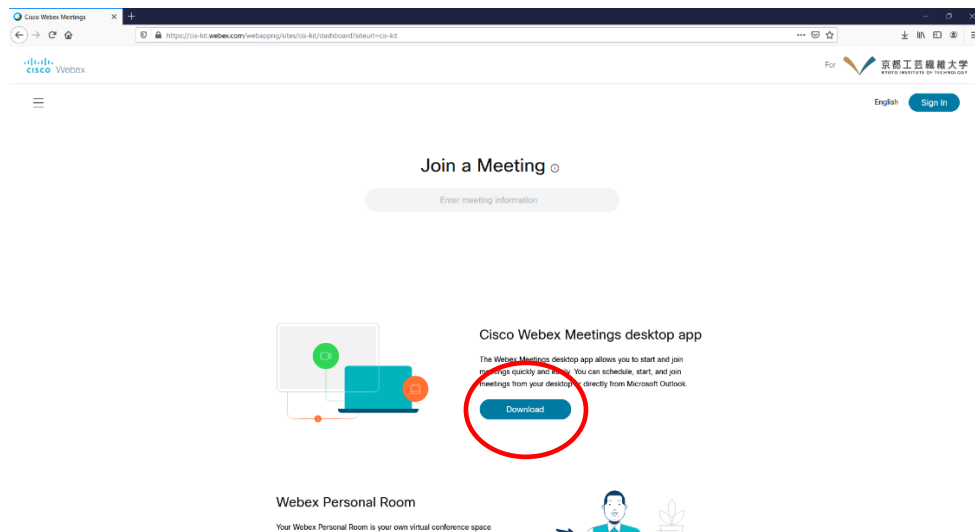
Webex Meetings Participants's Guide

Center for Information Science

I. Install Cisco Webex Meetings

● PC

After accessing <https://cis-kit.webex.com/>, click “Download” and install Cisco Webex Meetings desktop app by following the instructions.



● Mobile

Download the Cisco WebEx Meetings on the app store for your device (iPhone and iPad: Apple App store or Android: Google Play) and install.

II. Join Cisco Webex Meetings

● Follow either of the procedures.

① You will be sent an invite including

- “Join Meetings” button (linked to Meeting URL (beginning with <https://cis-kit.webex.com/>.....))
- Meeting number (access code)
and
- Meeting password.

After clicking “Join Meeting” button or accessing the URL, enter Meeting number (access code) and Meeting password via PC or the app.

② You will be provided information (via Moodle, etc) including

- Meeting URL (beginning with <https://cis-kit.webex.com/>.....)
- Meeting number (access code)
and
- Meeting password.

After Clicking Meeting URL, enter Meeting number (access code) and Meeting password via PC or the app.

- Choose how you want to connect to the audio, mute or unmute your microphone, and turn on or turn off your video before you join a meeting.

NOTE:

Make sure that you have given the browser permissions to use your mic or use the standalone Cisco Webex Meetings app.

To test a video meeting on your device, the test-meeting page is useful.

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

Also refer to:

Get Started with Cisco Webex Meetings for Attendees

<https://help.webex.com/en-us/n62wi3c/Get-Started-with-Cisco-Webex-Meetings-for-Attendees>