

File name	YouTestMe WebEx Instructions
Author	Malloc Inc
Confidentiality	Public
Last save date	Wednesday, October-10-2018 at 4:38:00 PM

Table of Contents

1	About WebEx Meetings.....	1
2	WebEx installation.....	1
2.1	Login	2
2.2	Adding the extension.....	2
2.3	Step 2.....	3
2.4	Checking Audio settings	4
2.5	Ways of communication.....	5

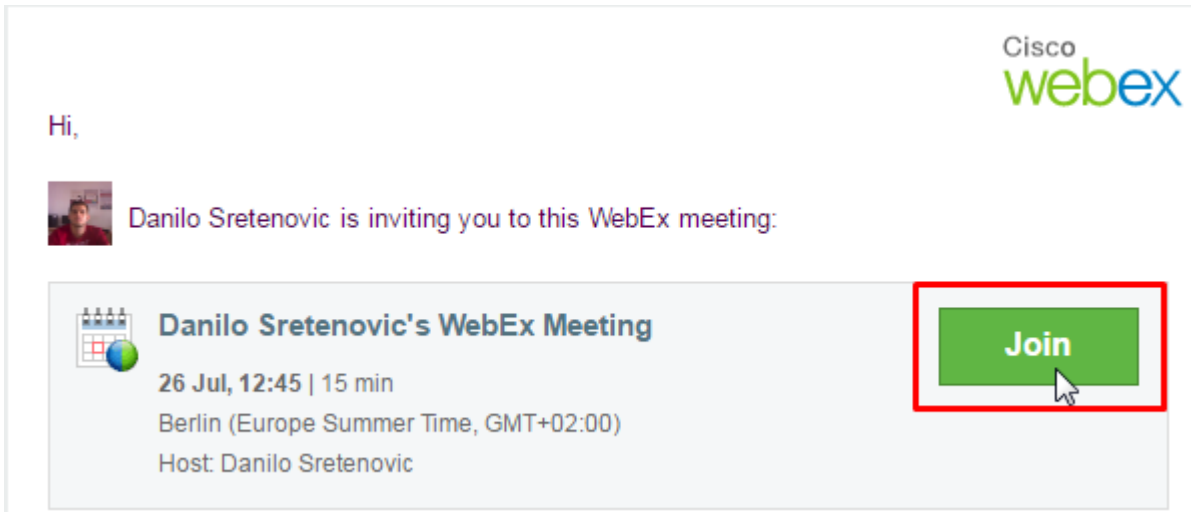
1 About WebEx Meetings

- Cisco WebEx is a web-based application used for conference calls and video presentations. Multiple people from different locations can participate in a call.
- To participate in the call, you will need a web browser, speakers or headphones, and an Internet connection.
- A microphone is optional depending on whether you will listen to the presentation or participate in the discussion.
- If you are not familiar with this tool, you can also look at our [video tutorial](#) (linked here).

2 WebEx installation

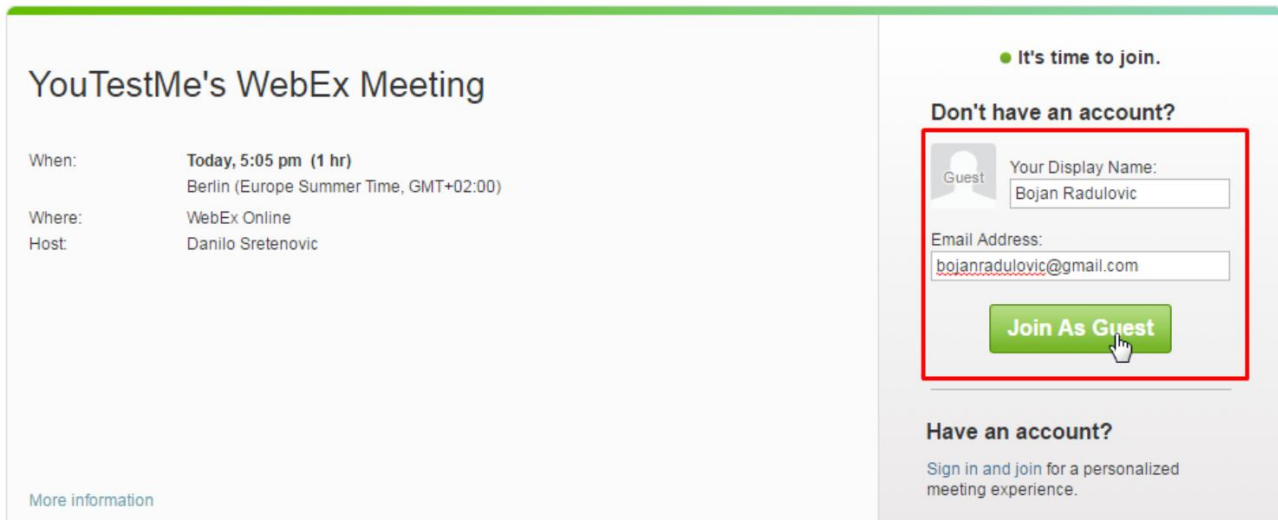
First, you need to accept the invitation that has been sent directly to your email account.

To do that open an email and click the “Join” button which opens a new “login” tab in the browser.



2.1 Login

If you don't have WebEx account, you can join as "guest" by simply entering a "display name" and email address:



2.2 Adding the extension

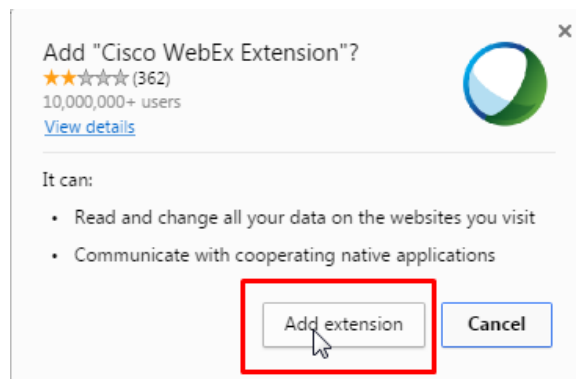
Click "Add WebEx to Chrome" and then "Add extension":

Step 1 of 2: Add WebEx to Chrome

Follow this one-time process to join WebEx meetings quickly in the future.



Don't want to use an extension? [Run a temporary application](#) to join this meeting.

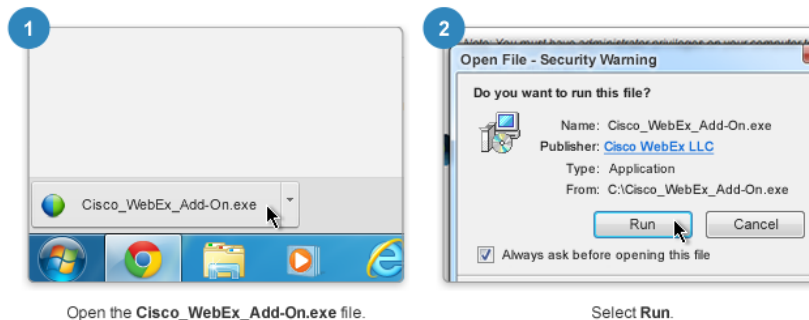


2.3 Step 2

To install WebEx open the downloaded file and click "Run."

Step 2 of 2: Install WebEx

Follow these steps to install Cisco WebEx:



Still having trouble? [Download WebEx again](#) or [run a temporary application](#) to join this meeting immediately.

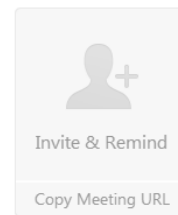
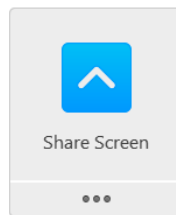
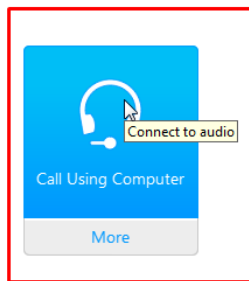
2.4 Checking Audio settings

To setup an audio, click on “Call Using Computer” button:

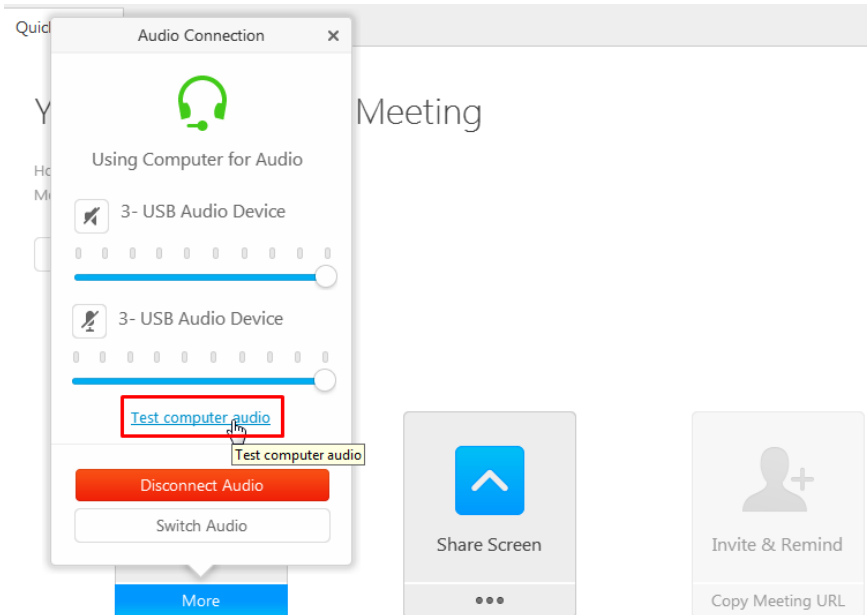
YouTestMe's WebEx Meeting

Host: Danilo Sretenovic
Meeting number: 239 444 168

Leave Meeting



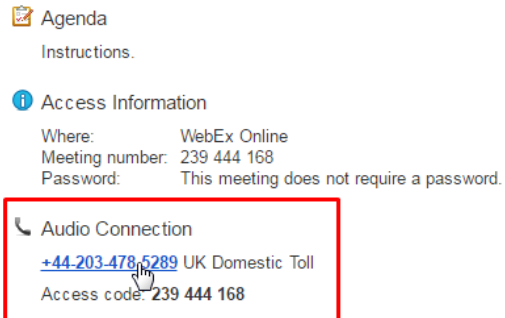
You will see that the audio is connected when the headset on the picture turns green.
To test auto setting click on the green icon and click “Test computer audio”:





2.5 Ways of communication


By default, communication is established over computer requiring headset or microphone/speakers. A camera is optional.

Phone number and access code provided a meeting invitation is an alternative way of communication.



 Agenda
Instructions.

 Access Information
Where: WebEx Online
Meeting number: 239 444 168
Password: This meeting does not require a password.

 Audio Connection
[+44-203-478-5289](tel:+442034785289) UK Domestic Toll
Access code: 239 444 168

3 YouTestMe Support

In case you have trouble joining the meeting, please feel free to contact us to following number:
1-800-752-9931 – YouTestMe office.