

Cisco Webex Events

Install / Join a Meeting

1. Click the event link in your email invitation.
2. Once on the **Event Information** page, enter your name, email address, and the event password (the password may already be entered as shown in the image below. If so, you can go to step 3).
3. Select **Join Now**.

Join Event Now

To join this event, provide the following information.

First name:
Last name:
Email address:
Event password:

[Join Now](#)

[Join by browser](#) *NEW!*

*Please note: Avoid using the “Join by browser” option. **We strongly recommend** that you use the Webex desktop application as this will provide you with access to all of the features Webex Events has to offer.*

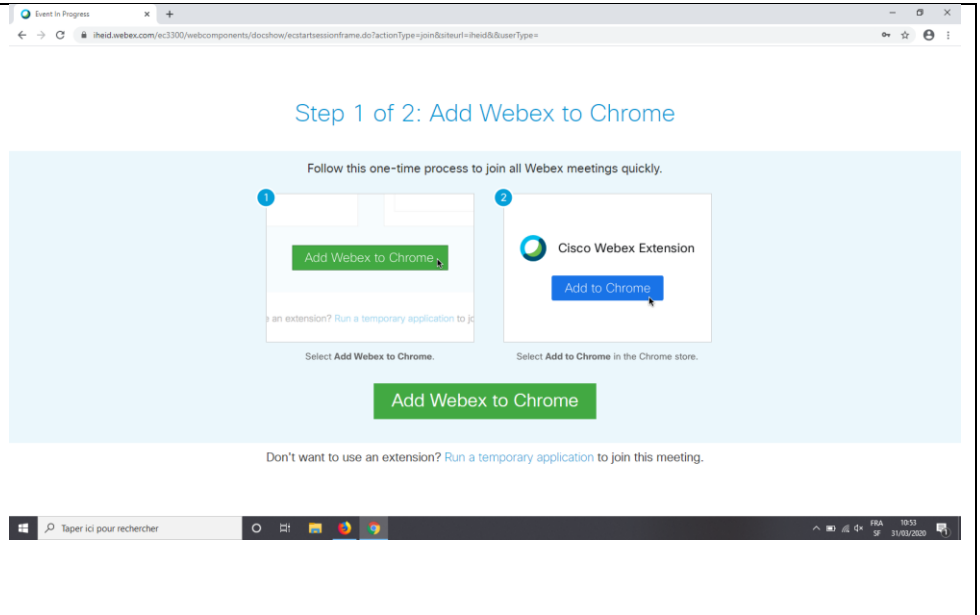
Download Webex

The following section provides instructions on how to download Webex when using the following browsers:

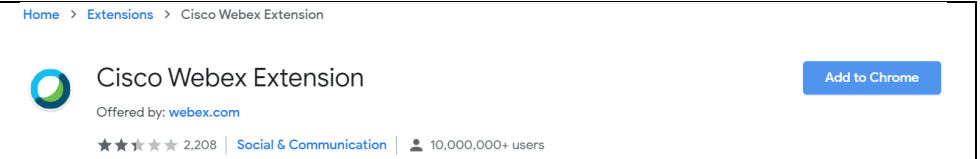
- Google Chrome
- Mozilla Firefox
- Safari

Google Chrome

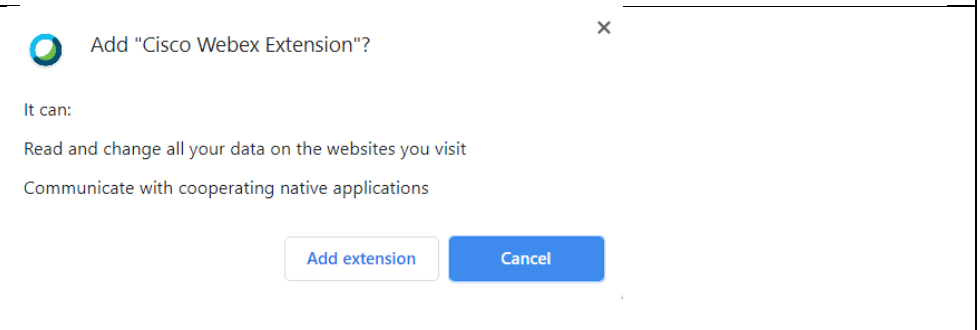
Click on “Add Webex to Chrome”



A new tab will open,
Click on “Add to Chrome”



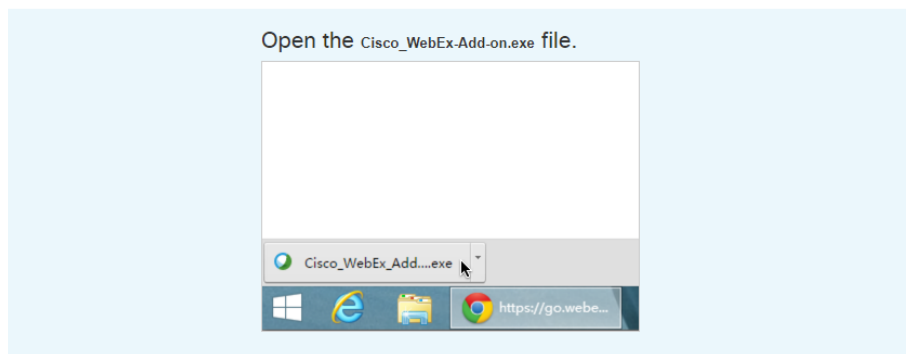
Click on “Add extension”



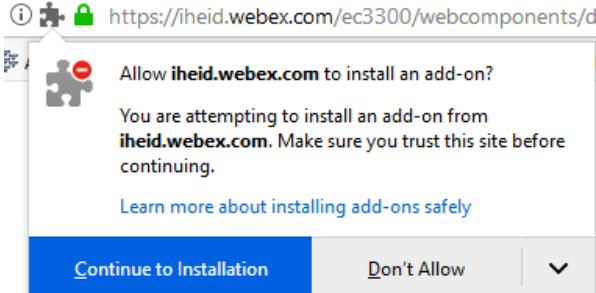
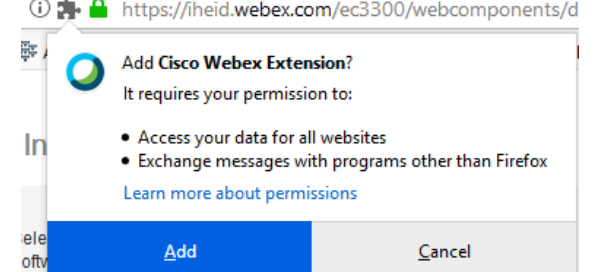
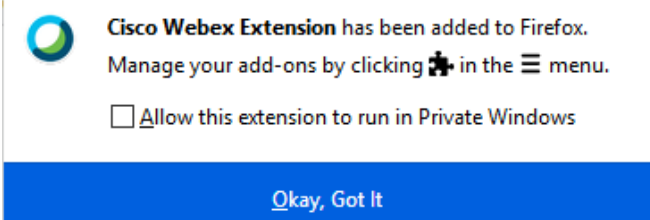
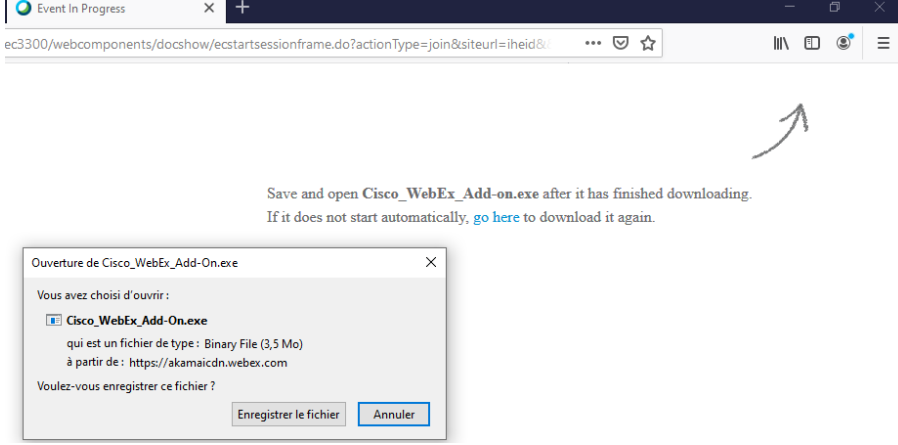
You will be automatically directed to the following tab which is the final step.

Open “Cisco_WebEx_Add-on.exe” (or .dmg if you are using a Mac), which you will find at the bottom left of your browser window (where the cursor is located in the image on the right).

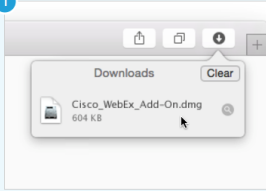
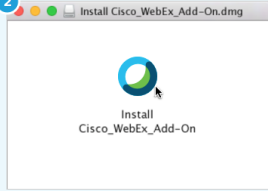
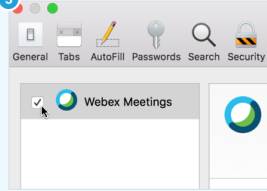
Step 2 of 2: Install the Cisco Webex add-on



Firefox

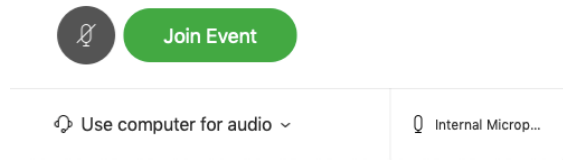
<p>Click on “Add Webex to Firefox”</p>	<p>Add Webex to Firefox</p> <p>Follow this one-time process to join all Webex meetings quickly.</p> <p>Add Webex to Firefox</p>
<p>Click on “Continue to installation”</p>	 <p>A Firefox security warning dialog box is shown. The title bar reads "Allow iheid.webex.com to install an add-on?". The main text says: "You are attempting to install an add-on from iheid.webex.com. Make sure you trust this site before continuing." Below this is a link: "Learn more about installing add-ons safely". At the bottom, there are three buttons: "Continue to Installation" (highlighted in blue), "Don't Allow", and a dropdown arrow.</p>
<p>Click on “Add”</p>	 <p>A Firefox dialog box titled "Add Cisco Webex Extension?" is shown. It asks for permission: "It requires your permission to:". Below this are two bullet points: "• Access your data for all websites" and "• Exchange messages with programs other than Firefox". A link "Learn more about permissions" is present. At the bottom, there are two buttons: "Add" (highlighted in blue) and "Cancel".</p>
<p>You can authorise the extension to open in private windows</p>	 <p>A notification box titled "Cisco Webex Extension has been added to Firefox." is shown. It says: "Manage your add-ons by clicking [puzzle piece icon] in the [hamburger menu icon] menu." Below this is a checkbox: "<input type="checkbox"/> Allow this extension to run in Private Windows". At the bottom, there is a blue button labeled "Okay, Got It".</p>
<p>The final step is to download “Cisco_WebEx_Add-on.exe” (or .dmg if you are using a Mac).</p>	 <p>A screenshot of a web browser window is shown. The address bar contains "https://iheid.webex.com/ec3300/webcomponents/d...". The page content includes the text: "Save and open Cisco_WebEx_Add-on.exe after it has finished downloading. If it does not start automatically, go here to download it again." A hand-drawn arrow points to the "go here" link. Below the browser window, a Windows file opening dialog box is shown. The title is "Ouverture de Cisco_WebEx_Add-On.exe". The text inside says: "Vous avez choisi d'ouvrir : Cisco_WebEx_Add-On.exe qui est un fichier de type : Binary File (3,5 Mo) à partir de : https://akamaicdn.webex.com". At the bottom, there are two buttons: "Enregistrer le fichier" and "Annuler".</p>

Safari

<p>Click on “Download”</p>	<h3>Step 1 of 2: Download the Cisco Webex add-on</h3> <p>Download the Webex add-on to join all Webex meetings quickly.</p> <p>Download</p>
<p>Click on “Allow”</p>	<h3>Do you want to allow downloads on “iheid.webex.com”?</h3> <p>You can change which websites can download files in Websites Preferences.</p> <p>Cancel Allow</p>
<p>Open the “Cisco_WebEx_Add-on.dmg” file.</p> <p>Double click on “Install Cisco_WebEx_Add-on”</p> <p>The “preferences system” window will then appear, please select “Webex Meetings” as the final step.</p>	<h3>Step 2 of 2: Install the Cisco Webex add-on</h3> <p>Follow these steps to install the Cisco Webex add-on:</p> <ol style="list-style-type: none"><p>1 Open the Cisco_WebEx_Add-On.dmg file.</p><p>2 Find and double-click the add-on icon, and then follow the installation instructions.</p><p>3 Check the checkbox to enable Webex Meetings extension.</p> <p>After installation is complete, you should be directed to the next step. If you are not redirected, download the add-on</p>


Audio

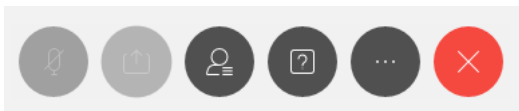
Before you join an event, please ensure that “Use computer for audio” is selected (as shown in the image below). By doing so, your microphone will be automatically muted, and your camera will be disabled (which is what is supposed to happen).



Asking questions

Follow these steps to ask questions during the Q&A session

1. Click on the icon  from your command bar in the bottom middle



2. Type your question in the panel on the right side
3. Select “Host” (as this will allow the moderator to see your question)
4. Press Enter

Changing view

You can switch between video layouts during the session using the follow menu which you will find in the top right corner of you screen.

