How to use Cisco Webex Meetings

You can join a meeting from your desktop PC, a Laptop or mobile device.

Pick the one that works best for you.

Device you need:

> **-**Desktop PC equipped with a microphone and a webcam or,

> -Laptop equipped with a microphone and a webcam or,

> - Smartphone

It is advised that a laptop or a desktop works better for the Screen sharing tool with **Cisco Webex**.

Install Cisco Webex Meetings App

Download the app from **https://thaksin.webex.com/webappng/sites/thaksin/dashboard/download**

Cisco Webex Meetings desktop app
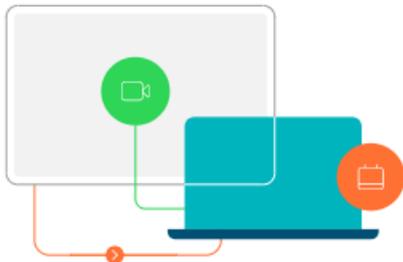
The Webex Meetings desktop app allows you to start and join meetings quickly and easily. You can start and join meetings from desktop app or click a button to schedule a meeting from your calendar application. Starting with version 39.10, the Webex Meetings desktop app no longer includes integrations with Microsoft Outlook, Microsoft Office, or other applications. When you install the latest version of the Webex Meetings desktop app, any previous versions of those integrations will be uninstalled. To install those integrations, download Cisco Webex Productivity Tools.

Download

For iOS and Android smart phones, search for *Cisco Webex Meetings* in the **App Store** or **Play store**

After the application has been installed, it will appear on your desktop PC or smart phone home screen.

Join Cisco Webex Meeting for the first time as a guest
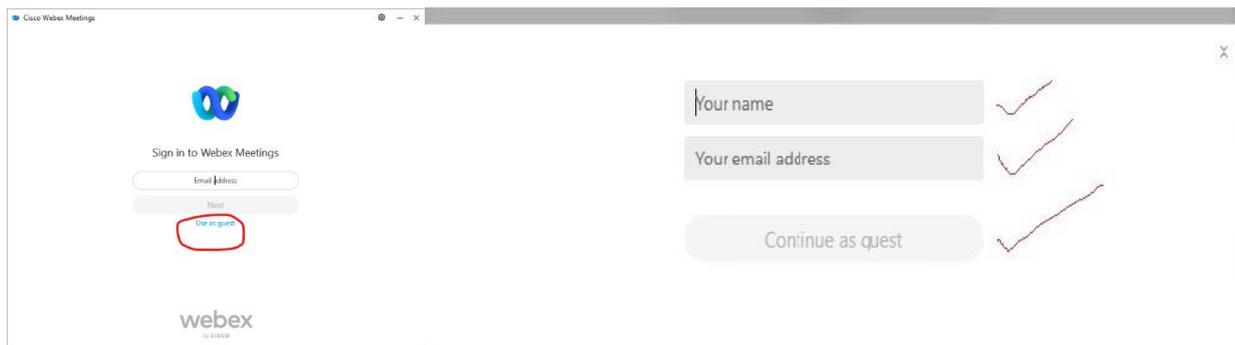
If you are not a member of Webex, you can join a meeting by clicking "Use as Guest".

Enter your name and email address, and then click "Continue as quest".

Examples of *Cisco Webex Meetings* screens on a mobile phone and a tablet.

For the Conference Participants

1. You will get the email invitation with the meeting link >click the Link (If you have not installed the **Cisco Webex Meetings** app, the system will ask you to install in on your device).

2. The link for the conference will be sent to your email given to the conference team earlier.

3. You can click the link in your email to join the meeting.

4. Before selecting "Join meeting", please test your speaker and microphone.
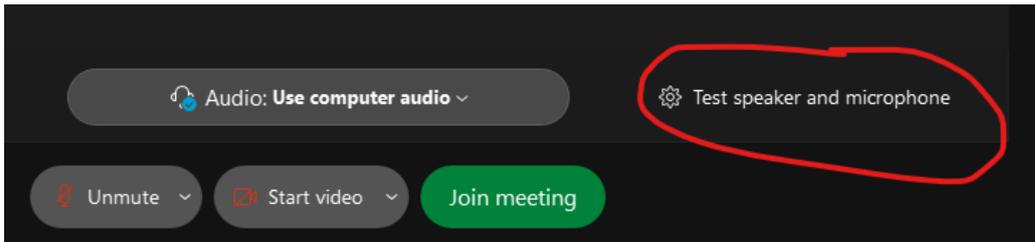
5. Then select 'Join meeting'
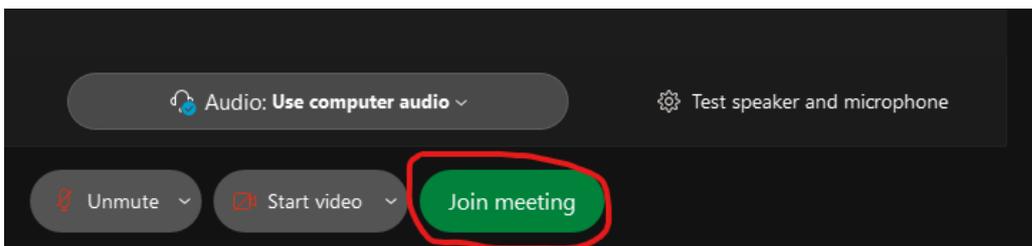
6. Please keep your microphone on mute until your presentation time.

7. While your presentation is taking place, tap the "Share" button at the bottom of the screen to share your screen. (Open the file your want to share before tapping "Share")
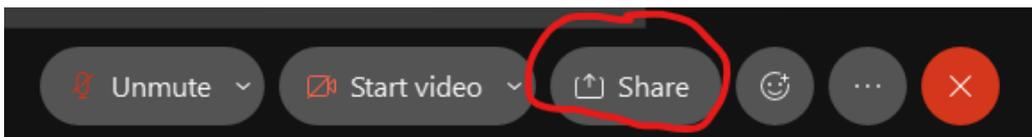
8. Choose the kind of content you want to share. Then click "Share"
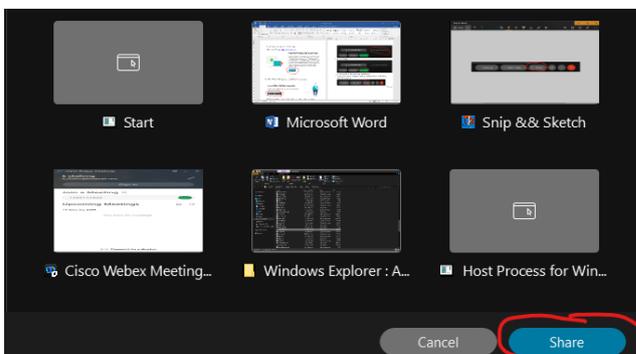
9. You can leave the meeting by clicking "Leave meeting"
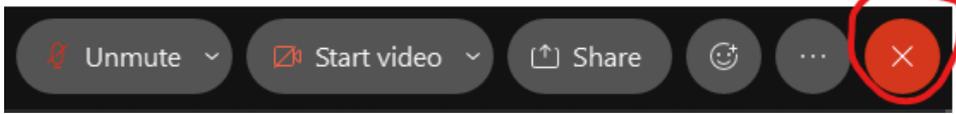
10. Instead of a link, you can also use a meeting number and password provided by the conference team to join the meeting.