Connect to a Scheduled Meeting

- Click on the link in the system generated email that your instructor forwarded to you.
- You have to download the WebEx add on. You will need to run this add on each time you start a meeting in Web-Ex.
  - **Chrome and Firefox** - Click on “Run a Temporary Application” and follow the prompts (Figures 1 and 2)
  - **Internet Explorer** - Click on “Go Here” found after, ‘Having trouble Joining?’ (Figure 3)

  *Please note: if on campus, do not click on “Install” or “Allow” because it requires administrator privileges.*

![Figure 1-Firefox](image1)

![Figure 2-Chrome](image2)

![Figure 3 – Internet Explorer](image3)

Connect Audio/Video

- An Audio Connection must be established if you wish to hear and be heard. The most common way to connect is “Call Using Computer.”
- Select Video Connection is where you select your webcam, if you choose. Once done, click the “Connect Audio” button (Figure 4)
The button on the left will confirm if your audio is connected. The button will say “Connected to Audio” (Figure 5).

Please note: It is very important that attendees are aware that they must also connect their audio in order to hear the meeting. Please make sure attendees also select their audio connection. (Figure 4). All attendees can check their audio connection status and connect if need be by clicking the “Connect to Audio” button or by clicking “Audio” from the options at the top of the “Meeting Center” screen (Figure 5).

Figure 5