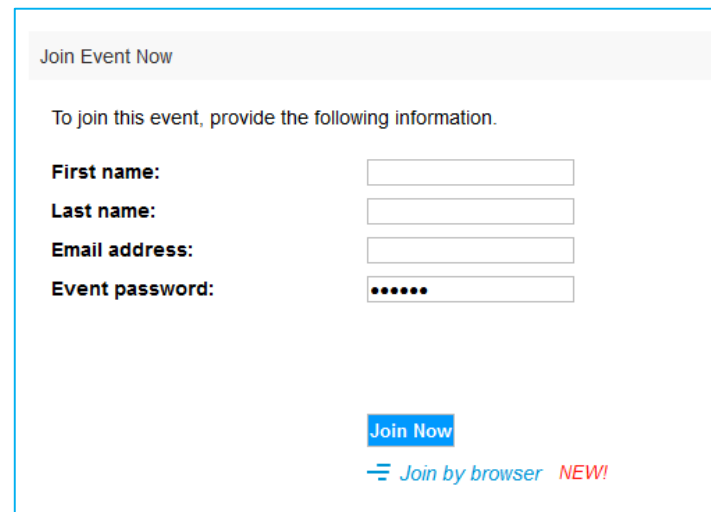


# CISCO WEBEX EVENTS FOR ATTENDEES

## 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**



The screenshot shows a web form titled "Join Event Now". Below the title, it says "To join this event, provide the following information." There are four input fields: "First name:", "Last name:", "Email address:", and "Event password:". The "Event password:" field contains six dots. At the bottom of the form, there is a blue "Join Now" button and a link that says "Join by browser NEW!" with a red exclamation mark.

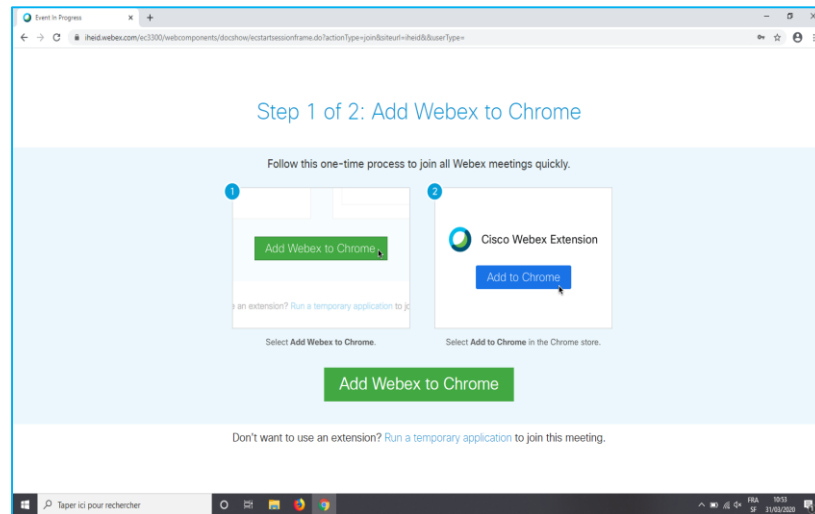
→ Avoid using the “Join by browser” option.  
**We strongly recommend** that you use the Webex desktop application as this will provide you with access to all of the features Webex Events has to offer !

## Download Webex

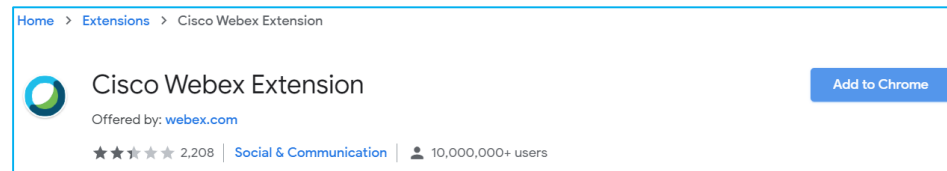
The following section provides instructions on how to download Webex when using the following browsers: Google Chrome, Mozilla Firefox, Safari.

### Google Chrome

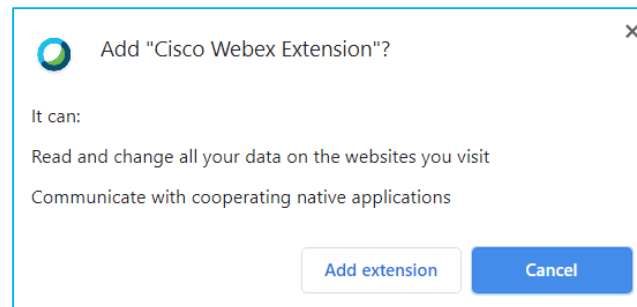
#### 1. Click on “Add Webex to Chrome”



#### 2. A new tab will open, click on “Add to Chrome”



#### 3. Click on “Add extension”



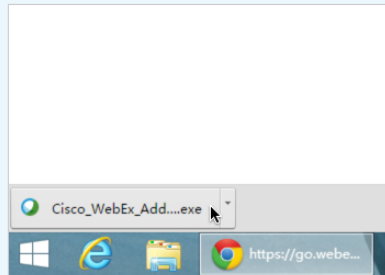
## Google Chrome

4. 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

Open the Cisco\_WebEx-Add-on.exe file.





### 1. Click on “Add Webex to Firefox”

Add Webex to Firefox

Follow this one-time process to join all Webex meetings quickly.

[Add Webex to Firefox](#)

### 2. Click on “Continue to installation”

Allow **iheid.webex.com** to install an add-on?

You are attempting to install an add-on from **iheid.webex.com**. Make sure you trust this site before continuing.

[Learn more about installing add-ons safely](#)

[Continue to Installation](#) [Don't Allow](#)

### 3. Click on “Add”

https://iheid.webex.com/ec3300/webcomponents/d

Add Cisco Webex Extension?

It requires your permission to:



- Access your data for all websites
- Exchange messages with programs other than Firefox

[Learn more about permissions](#)

[Add](#) [Cancel](#)

### 4. You can authorise the extension to open in private windows

Cisco Webex Extension has been added to Firefox.

Manage your add-ons by clicking  in the  menu.

Allow this extension to run in Private Windows

[Okay, Got It](#)

### 5. The final step is to download “Cisco\_WebEx\_Add-on.exe” (or .dmg if you are using a Mac).

Event In Progress

ec3300/webcomponents/docshow/ecstartsessionframe.do?actionType=join&siteurl=iheid&

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.

Ouverture de Cisco\_WebEx\_Add-On.exe

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

Voulez-vous enregistrer ce fichier ?

[Enregistrer le fichier](#) [Annuler](#)



### 1. Click on “Download”

Step 1 of 2: Download the Cisco Webex add-on

Download the Webex add-on to join all Webex meetings quickly.

[Download](#)

### 2. Click on “Allow”

Do you want to allow downloads on “iheid.webex.com”?

You can change which websites can download files in Websites Preferences.

[Cancel](#) [Allow](#)

### 3. Open the “Cisco\_WebEx\_Add-on.dmg” file.

Double click on “Install Cisco\_WebEx\_Add-on”

The “preferences system” window will then appear, please select “Webex Meetings” as the final step

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

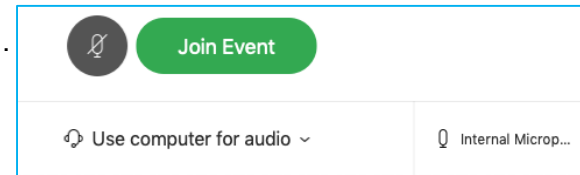
Follow these steps to install the Cisco Webex add-on:

-   
Open the Cisco\_WebEx\_Add-On.dmg file.
-   
Find and double-click the add-on icon, and then follow the installation instructions.
-   
Check the checkbox to enable Webex Meetings extension.

After installation is complete, you should be directed to the next step. If you are not redirected, [download the add-on](#)


## Audio

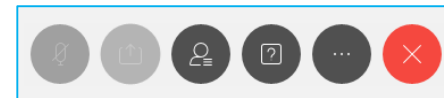
Before you join an event, please ensure that “**Use computer for audio**” is selected. By doing so, your microphone will be automatically muted, and your camera will be disabled (which is what is supposed to happen).



## Asking questions

Follow these steps to ask questions during an event:

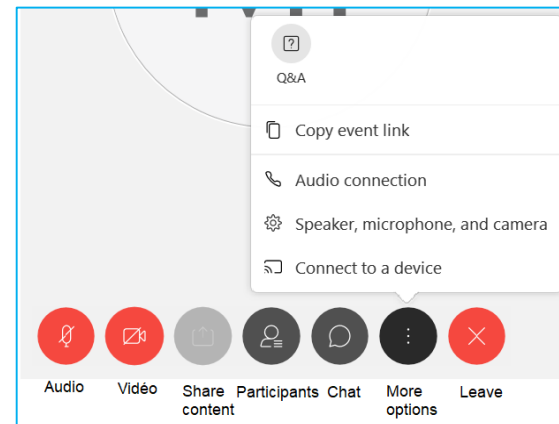
1. Click on the  icon from your command bar (bottom middle) or on the  icon



2. Type your question in the panel on the right

3. Select “Host” or “All Panelists” (as indicated by the moderator at the beginning of the event – this will allow the moderator and/or the panelists to see your questions)

4. Press Enter



## Changing view

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

