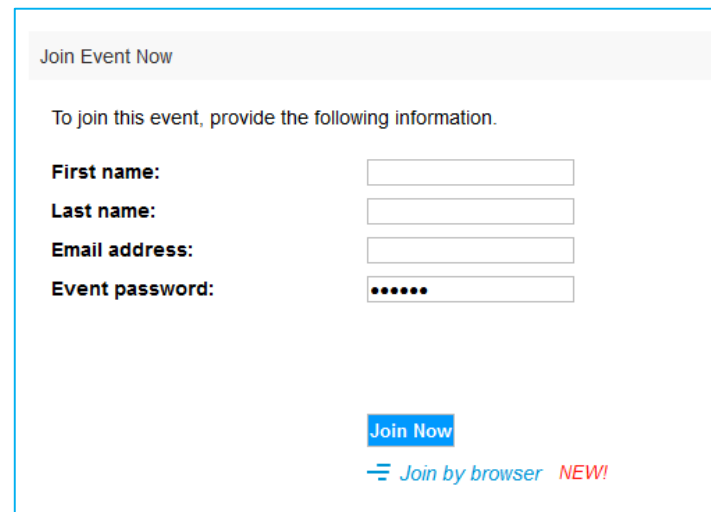# CISCO WEBEX EVENTS FOR ATTENDEES

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**

Join Event Now

To join this event, provide the following information.

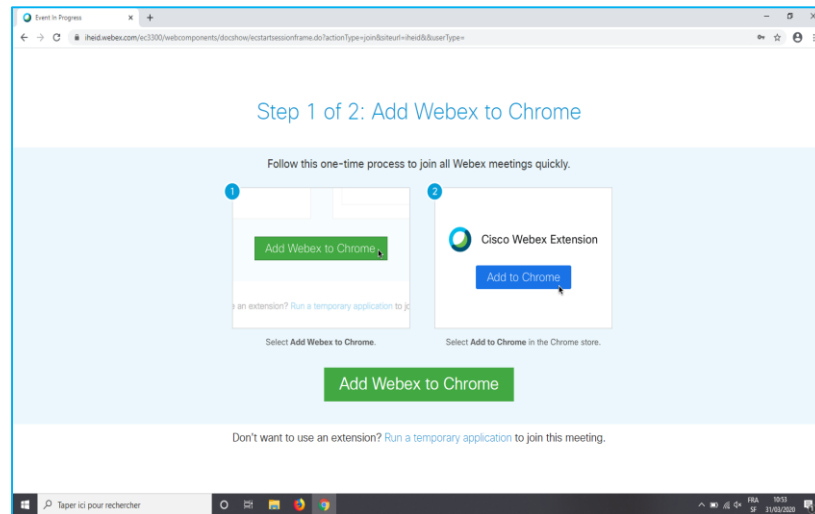|	
First name:	
Last name:	
Email address:	
Event password:	••••••

Join Now

⇥ *Join by browser* *NEW!*

➔ 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 **!**
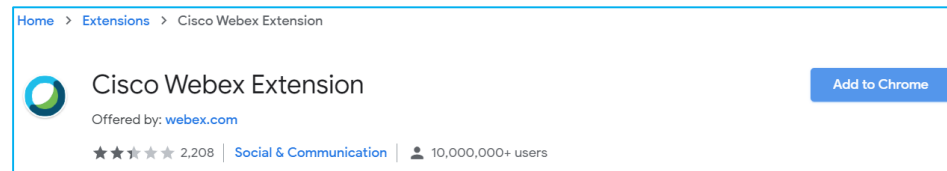
Download Webex

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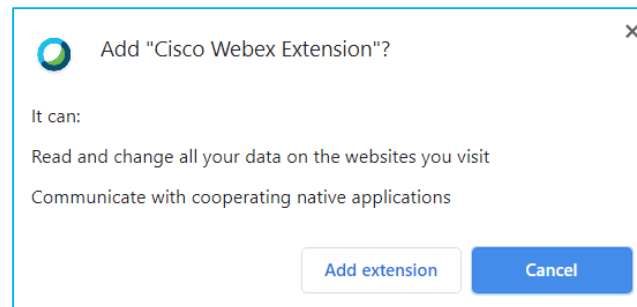
Google Chrome

1. Click on "Add Webex to Chrome"

2. A new tab will open, click on "Add to Chrome"
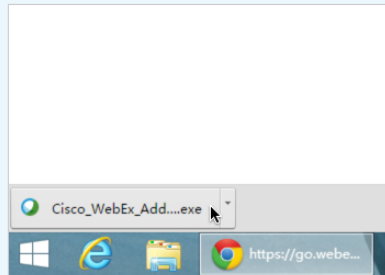

3. Click on "Add extension"

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.

Cisco_WebEx_Add....exe

https://go.webe...

Firefox

1. Click on "Add Webex to Firefox"

2. Click on "Continue to installation"

3. Click on "Add"

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

5. The final step is to download "Cisco_WebEx_Add-on.exe" (or .dmg if you are using a Mac).

V180520

Safari

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

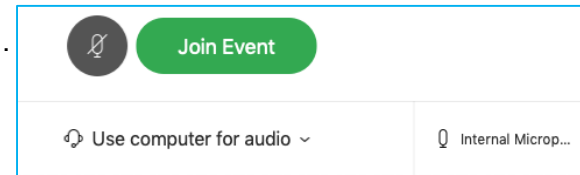Step 2 of 2: Install the Cisco Webex add-on

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

① Downloads   Clear

Cisco_WebEx_Add-On.dmg
604 KB

Open the **Cisco_Webex_Add-On.dmg** file.

② Install Cisco_WebEx_Add-On.dmg

Install
Cisco_WebEx_Add-On

Find and double-click the add-on icon, and then follow the installation instructions.

③ General Tabs AutoFill Passwords Search Security

☑ Webex Meetings

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
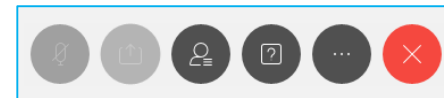
V180520

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

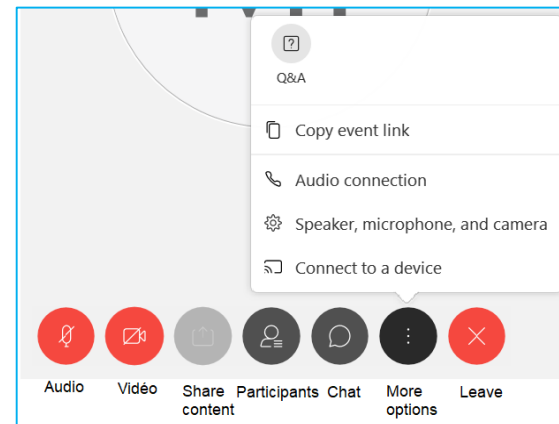Follow these steps to ask questions during an event:

1. Click on the [icon] 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.