

Use the Cisco Webex Meetings Desktop App as a Guest

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Join a Cisco Webex Meeting for the First Time as a Guest

Windows

- 1. When it's time to join the meeting, open your email invitation and select Join the Meeting.
- 2. Enter your name and email address, and then select Join Meeting.

The Cisco Webex Meetings desktop app installer downloads.

- 3. Double-click the executable (.exe) file to join your meeting.
- 4. Accept the Terms of Service and Privacy Statement.

By using Webex, you are accepting is Statement and are consenting to re- upgrades for Cisco Webex services. usage data and personal informatio your computer or device for the ope	the <u>Terms of Service</u> and <u>Privacy</u> . creive communications, updates, and . Cisco Webex may collect meeting m, such as your email address, from eration of the Webex service.

The Webex meeting window loads and the Audio and Video Connection dialog box appears.

- 5. Connect your audio and video so other attendees can hear and see you.
- 6. When you want to leave the meeting, select Leave in the meeting controls, and then select Leave Meeting.

The Cisco Webex Meetings desktop app installs and opens on your desktop.



The app installs only if you don't already have the Cisco Webex Meetings desktop app or Cisco Webex Productivity Tools installed.

You can use the Cisco Webex Meetings desktop app to join the next Webex meeting that you're invited to. For more information, see Use the Cisco Webex Meetings Desktop App as a Guest.

Mac

- 1. Open your email invitations and select the Join link when it's time to join the meeting.
- 2. Enter your name and email address, and then select Join Meeting.

Select the Join Meeting list for more ways to join your meeting.

- 3. The Webex meeting window opens in a new browser window and the Audio and Video Connection dialog box appears. Connect your audio and video so other attendees can hear and see you.
- 4. When you want to leave the meeting, select 🗵 in the meeting controls, and then select Leave Meeting.

Use the Cisco Webex Meetings Desktop App as a Guest

The Cisco Webex Meetings desktop app allows you to join a Webex meeting as a guest, without signing in to the app.

Procedure

Step 1 Open the Cisco Webex Meeting desktop app and click Use as guest.



Step 2 If required, enter your name and email address, and then click **Continue**.



Windows: If you use Microsoft Outlook as your calendar and are signed in to your Microsoft account, the **Upcoming Meetings** list shows meetings that are scheduled in your Outlook calendar.

Cisco Well	bex Meetings	@ - ×
Alison acassidy@r	Cassidy company.com	0
Join a	Meeting o	
Entern	meeting information	
Upcon	ning Meetings	
Friday, Jul	y 24 🗇	C
10:00 AM 11:00 AM	Weekly Sync Up Meeting Barbara German	Join
10:00 PM 02:00 AM	Feature Planning Brandon Burke	00
Monday, A	ily 27	
10:30 AM 11:00 AM	Visual Exploration Review Meeting Meria Rosti	
13:00 PM	Weekly Sync Up Meeting	0
	S Connect to a device	

Mac: The first time that you use the desktop app, click **Import Outlook Meetings**, and then sign in to your Microsoft account to add your meetings to the desktop app.

- **Step 3** To join a meeting, do one of the following:
 - In the Join a Meeting field, paste the meeting URL and then click Join.
 - Click the Join button next the meeting name in the Upcoming Meetings list.

Upcon	ning Meetings	
Friday, Jul	y 24 📋	C
10:00 AM	Weekly Sync Up Meeting Barbara German	Join

The Join button appears just before the meeting is scheduled to start.

Step 4 Connect your audio and video so that other attendees can hear and see you.

Step 5 To join the meeting using a nearby video device; select **Connect to a device** and then select the device.