Use the Cisco Webex Meetings Desktop App as a Guest

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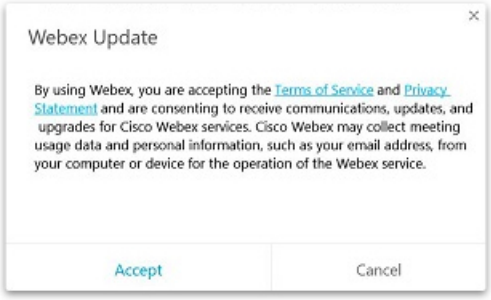
Join a Cisco Webex Meeting for the First Time as a Guest

Windows

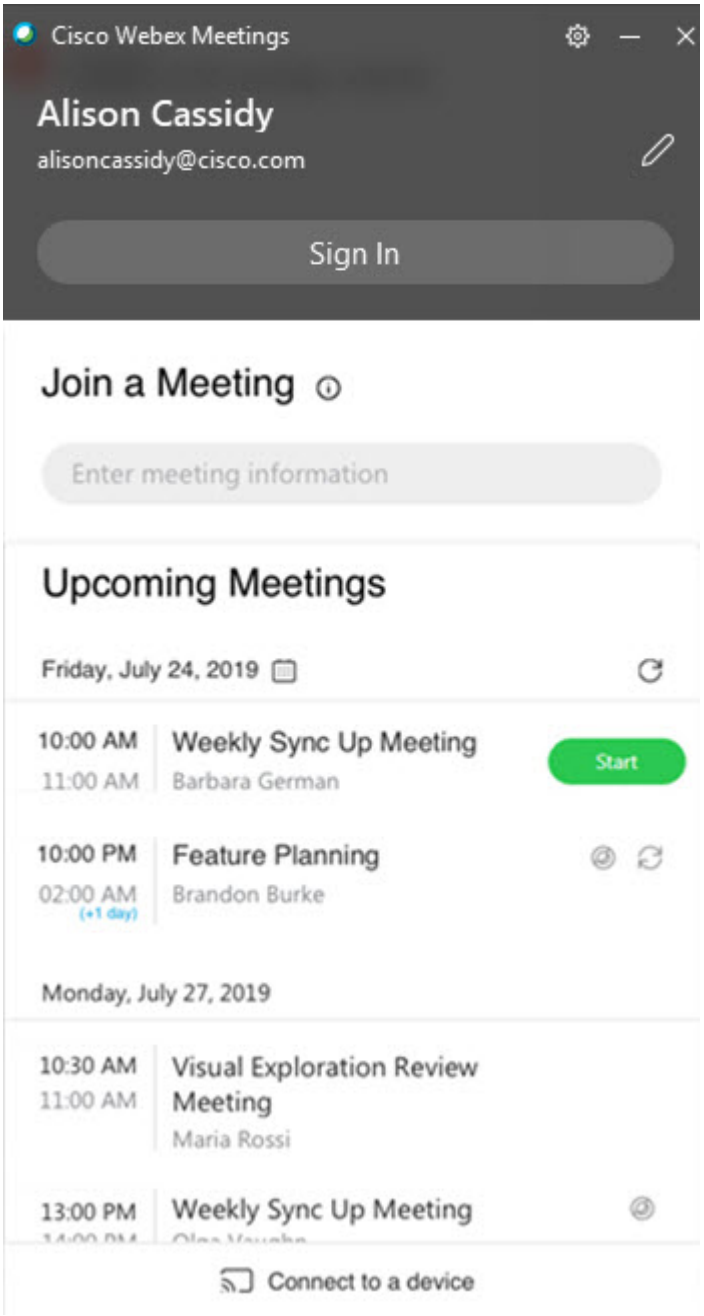
1. When it's time to join the meeting, open your email invitation and select **Join the Meeting**.
2. Enter your name and email address, and then select **Join Meeting**.

   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.



   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**.

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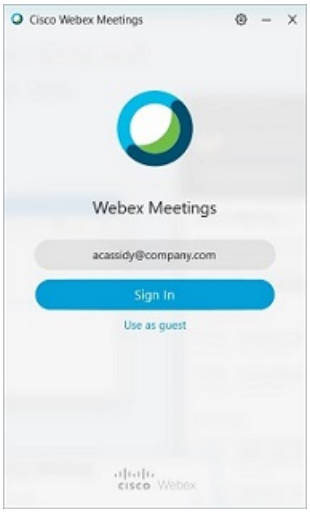
The Cisco Webex Meetings desktop app allows you to join a Webex meeting as a guest, without signing in to the app.

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**.

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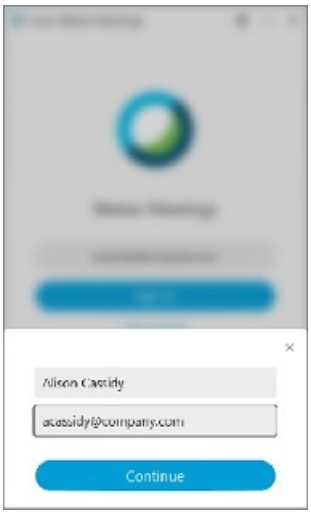
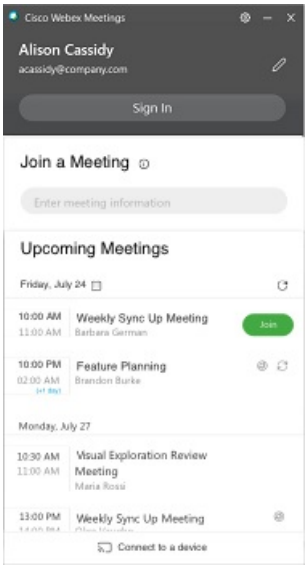


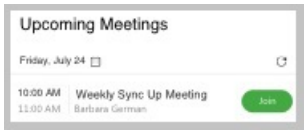
Windows: If you use Microsoft Outlook as your calendar and are signed in to your Microsoft account, the **Upcoming Meetings** list shows meetings that are scheduled in your Outlook calendar.



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.



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

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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.

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