

Preparing for Your Webex Meeting



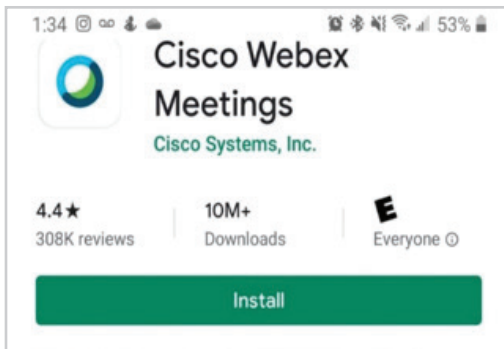
Using your smartphone, tablet, or computer

Instructions for smartphone and tablet

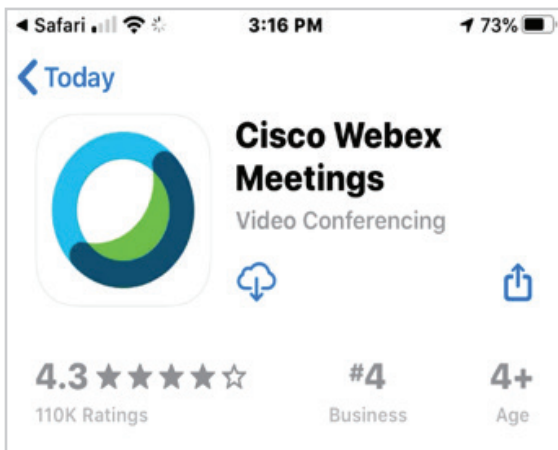
Download and install software prior to meeting

1. Download and install the Cisco Webex® Meetings app from your app store.

Android



iPhone



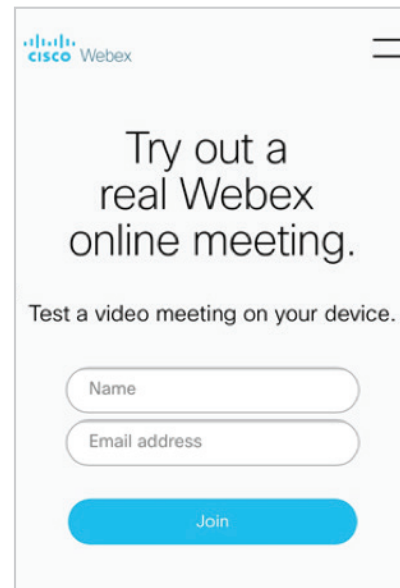
2. Open the app.

Cisco Webex Meetings requires acceptance of Terms of Service. Then click 'yes' to allow permission to access your microphone and video.

Try out a test meeting

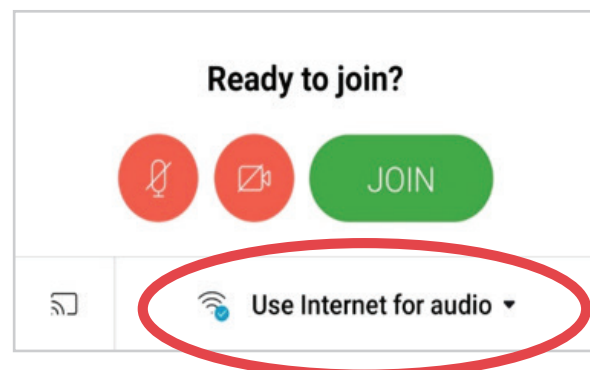
1. To be sure everything is ready to go, click here and enter your name and email address:

<https://www.webex.com/test-meeting.html/>

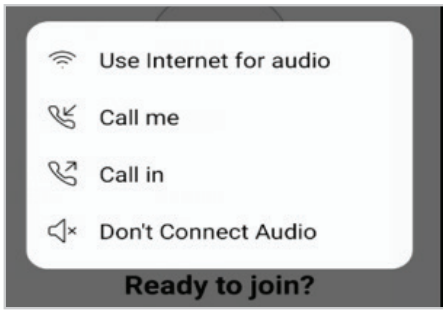


2. Choose your audio option before clicking "Join Test Meeting."

There are multiple options for audio, and it is a good idea to test what works best before your meeting. Be sure to activate the "Video" and "Mic" so meeting participants can see and talk to you.



If using your phone and it's connected to Wi-Fi, choose "Use Internet for audio." If you don't have Wi-Fi, select "Call me."

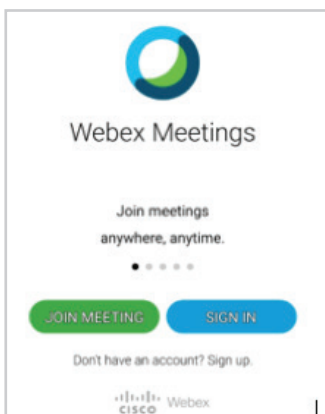
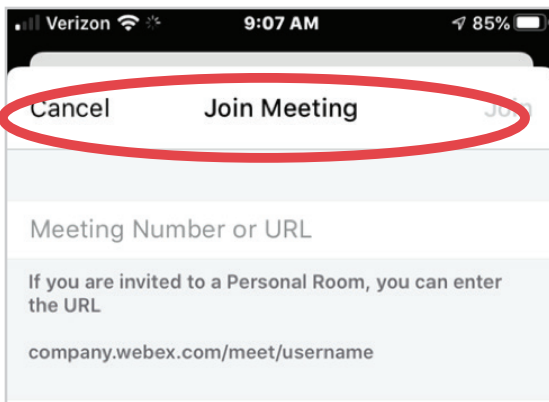


Join your meeting

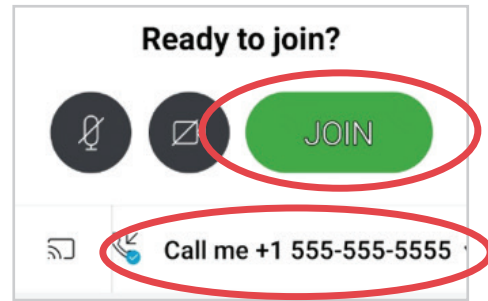
1. You will receive a meeting invitation by email with the date and time of your scheduled meeting.
2. Before you join the meeting, make sure you are in a private location where other people cannot overhear your personal health information.
3. When it's time for your meeting to begin, click the "Join" button in the email invite. Or if you are launching from the app just enter the meeting number in the app.

Examples:

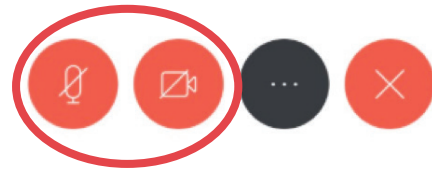
Link: <https://slhs.webex.com/meet/DrsName>
 Meeting number: 719240434



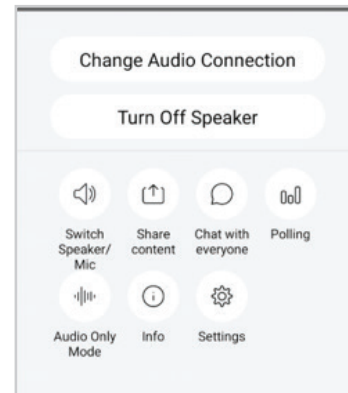
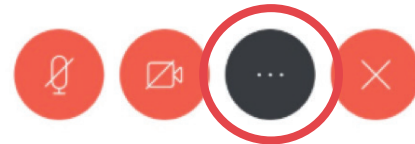
4. If you chose "Call me" for audio, please enter your preferred number in the audio section.



5. Test your video and audio by clicking to turn your video and microphone on/off.



6. The "..." button gives you additional features.



Your provider can also share images or diagrams during the Webex. It is not necessary for you to have a video camera to view these images.

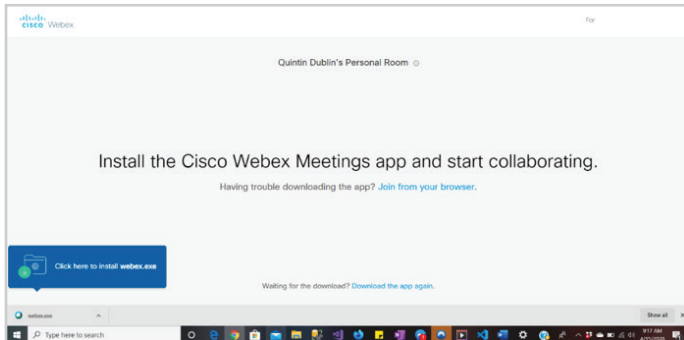
Please check your Webex connection the day prior to your meeting, and have it up and running at least 30 minutes before your visit.

◆ **Need help?**
Call 844-446-5479 any time day or night

Instructions for using Webex on a computer

Download and install software prior to meeting

1. Click on the link in your email meeting invite. You may be asked to download the Cisco Webex Meetings app.



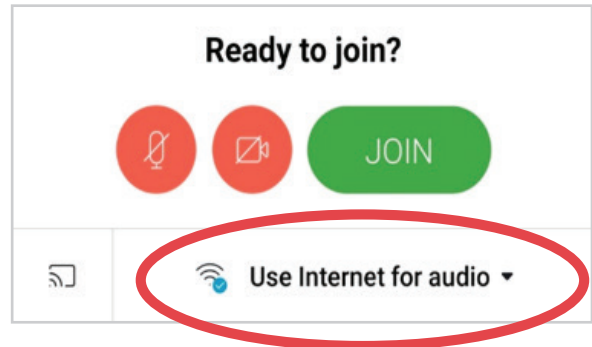
Cisco Webex Meetings requires acceptance of Terms of Service. Then click 'yes' to allow permission to access your microphone and video.

Try out a test meeting

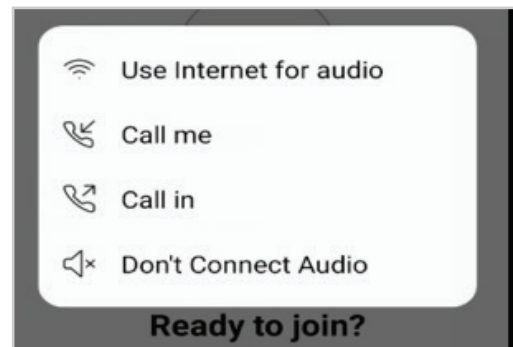
1. To be sure everything is ready to go, click here and enter your name and email address:
<https://www.webex.com/test-meeting.html/>.

2. Choose your audio option before clicking "Join Test Meeting".

There are multiple options for audio, and it is a good idea to test what works best before your meeting. Be sure to activate the "Video" and "Mic" so participants can see and talk to you.



If using a computer without a headset, choose "Call me" and use a nearby phone. If you have a headset with a microphone, choose "Use Internet for audio."



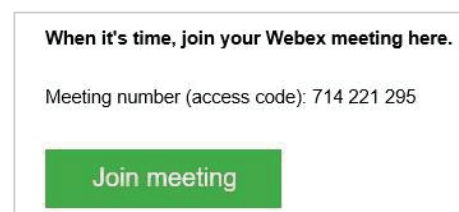
Join your meeting

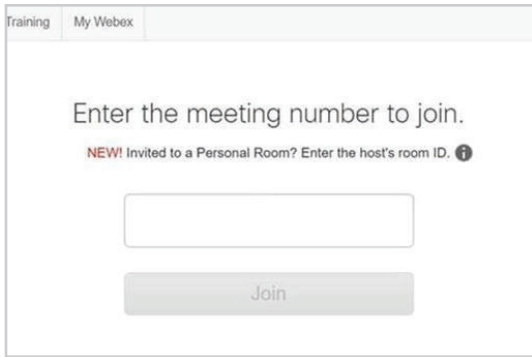
1. You will receive a meeting invitation by email with the date and time of your scheduled meeting.
2. Before you join the meeting, make sure you are in a private location where other people cannot overhear your personal health information.
3. When it's time for your meeting to begin, click the "Join" button or the website link in the email invite

Examples:

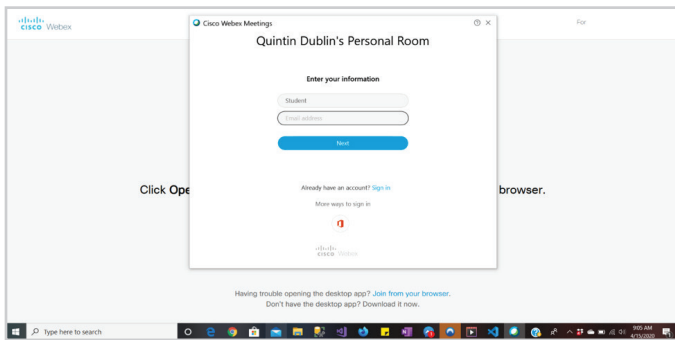
Link: <https://slhs.webex.com/join>

Meeting number: 719240434

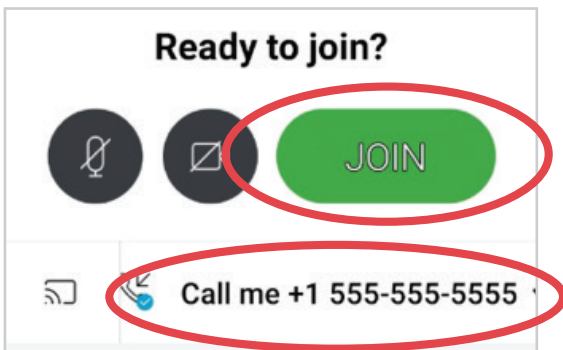




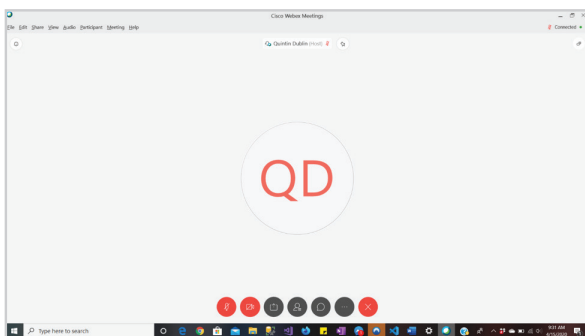
4. Enter your name and email address.



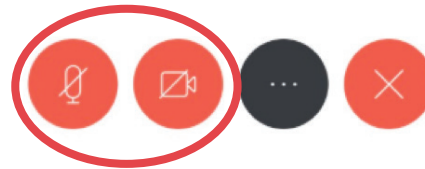
5. You are now ready to join the meeting by clicking the "Join" button. If you chose "Call me" for audio, please enter your preferred number in the audio section.



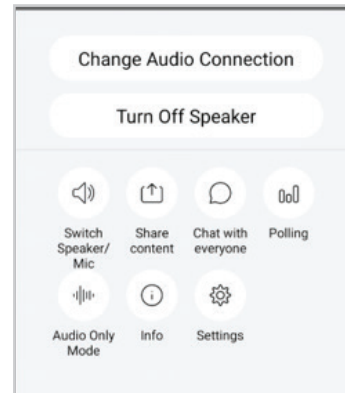
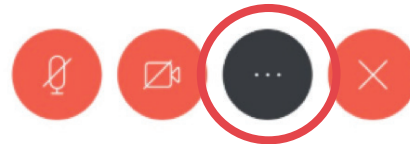
6. Virtual meeting room looks like this:



7. Test your video and audio by clicking to turn your video and microphone on/off.



8. The "..." button gives you additional features.



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