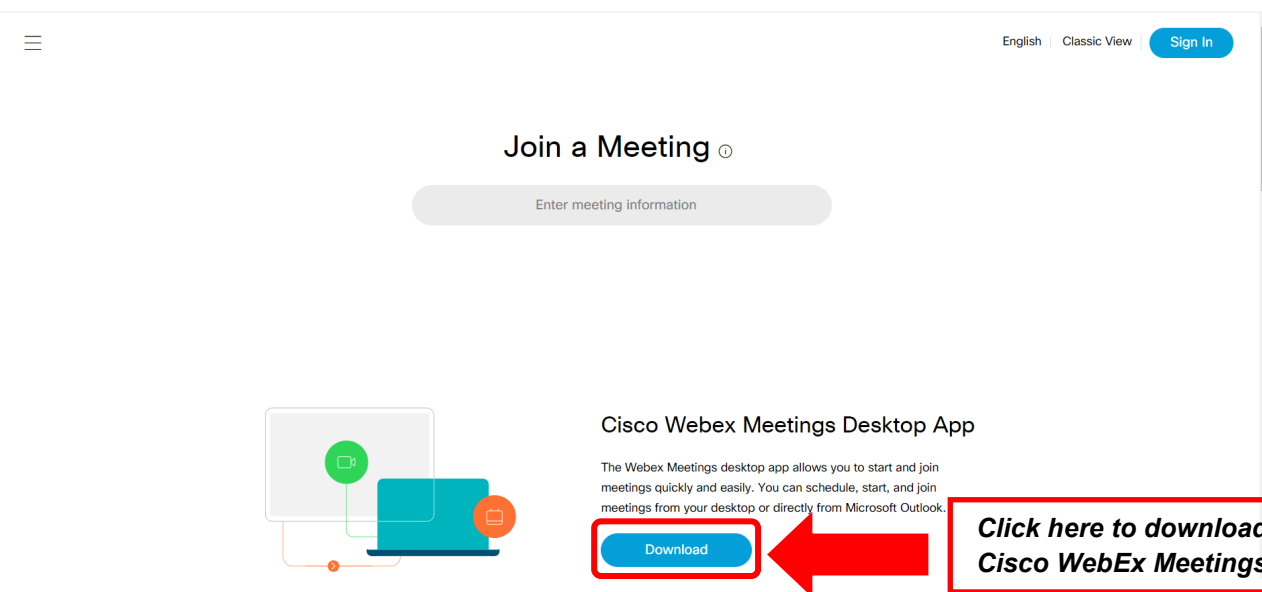


Download and Installing Cisco WebEx Meetings Desktop App

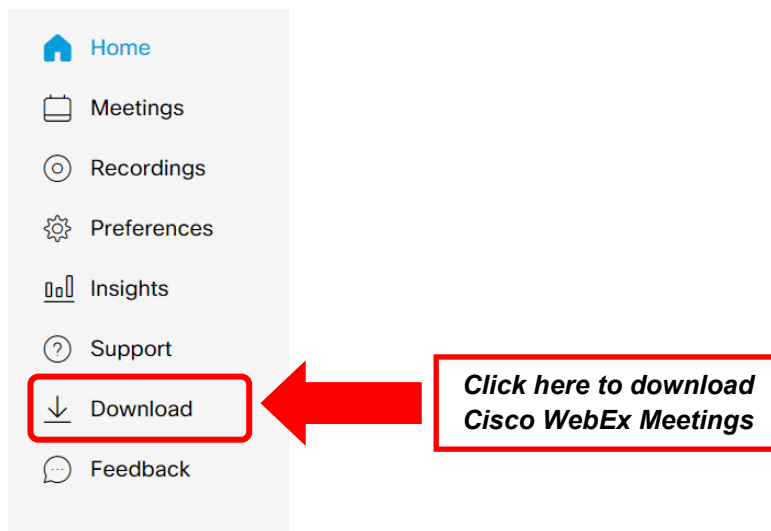
Note: We recommend using Google Chrome as your browser for the best WebEx experience

1. Navigate to this website URL: <https://uconnhealth.webex.com/>
2. You may sign in now or download the desktop application first. Follow the installation steps

 cisco Webex

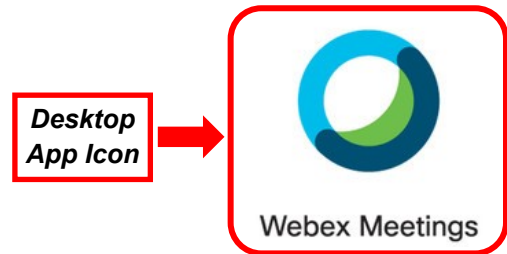


If you sign in you can download the application from your homepage

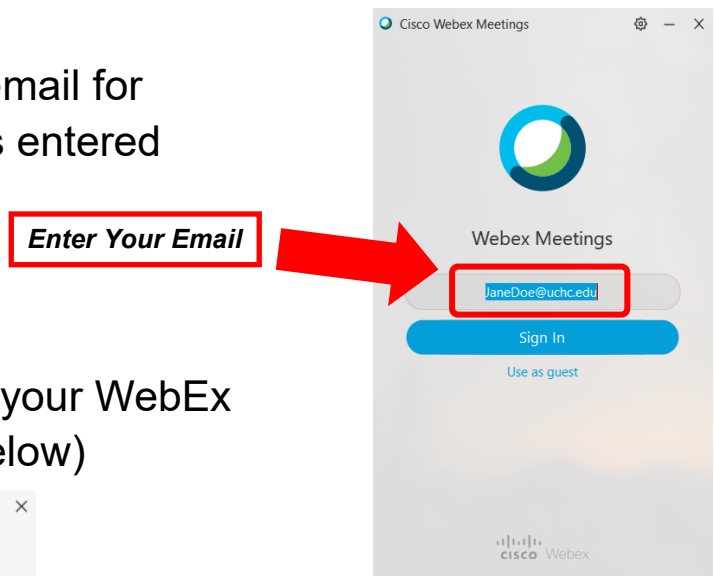


Login Using Desktop Application

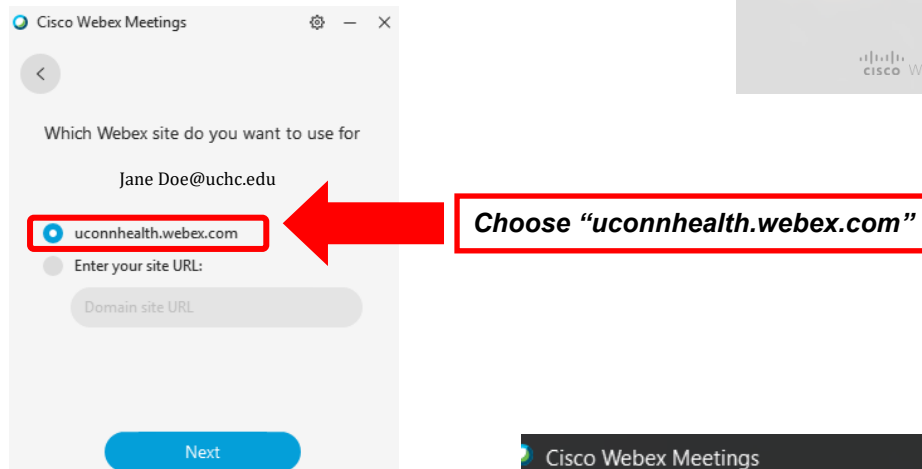
1. Once you have installed the Cisco WebEx Meetings application it will appear on your desktop. Double click on the icon to launch the Cisco WebEx Meetings application.



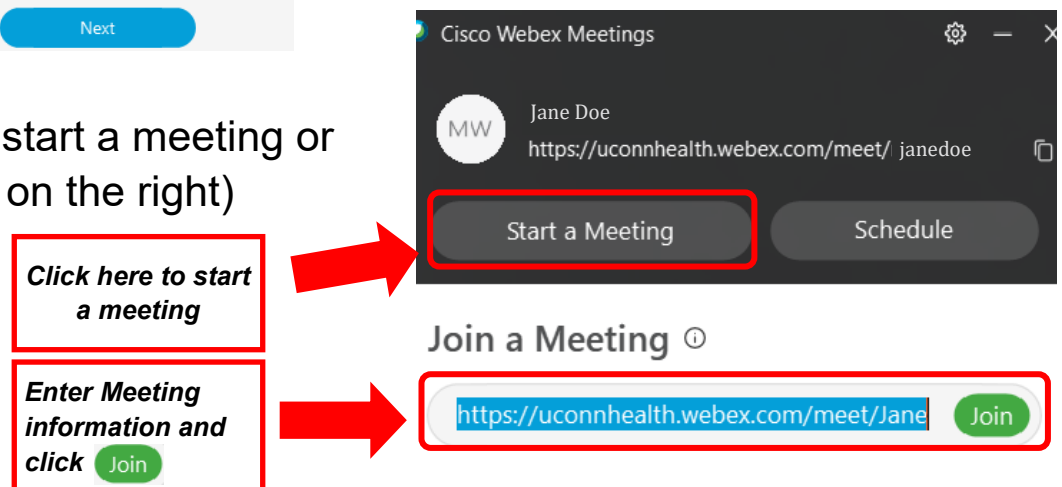
2. Enter your UConn Health email for your login. Once your email is entered click next.



3. **If prompted**, choose “uconnhealth.webex.com” as your WebEx site, then click next. (figure below)



4. You can now start a meeting or join one. (figure on the right)



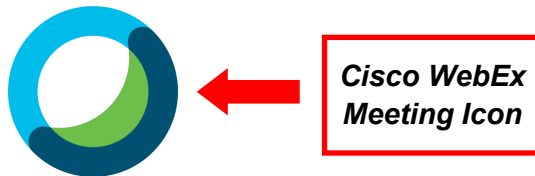
Install and Using Cisco WebEx Meetings Phone App

1. Navigate to the App store on your smart phone.

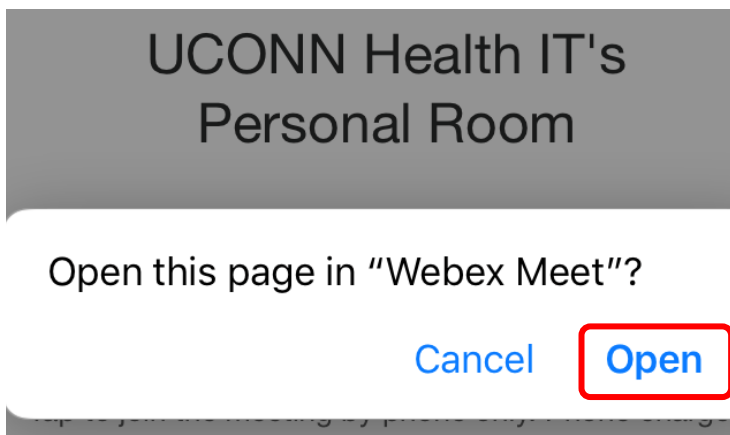


2. In the app store type in the search panel “Cisco WebEx Meetings”

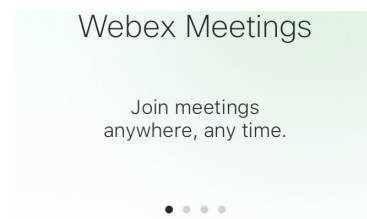
3. Select “Get” or “Install” to download and install the app. After the application has installed it will appear on your smart phone home screen.



4. Open the email invitation on your smart phone. Under “Join WebEx meeting” select “Join” or the blue URL link.



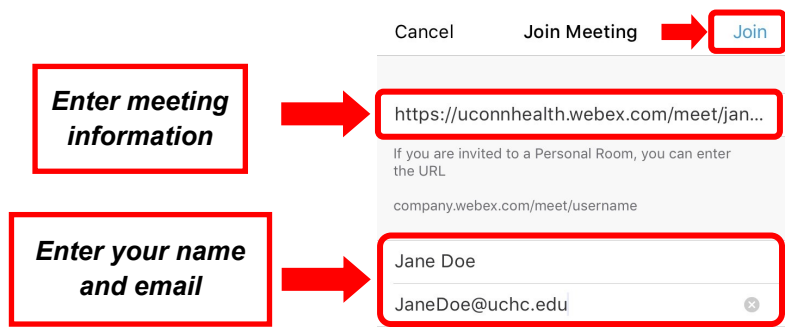
5. When prompted select “open” to launch the meeting on “Cisco WebEx Meetings”. The application will now start.



6. Select “Join meeting” in the app to join the conference.



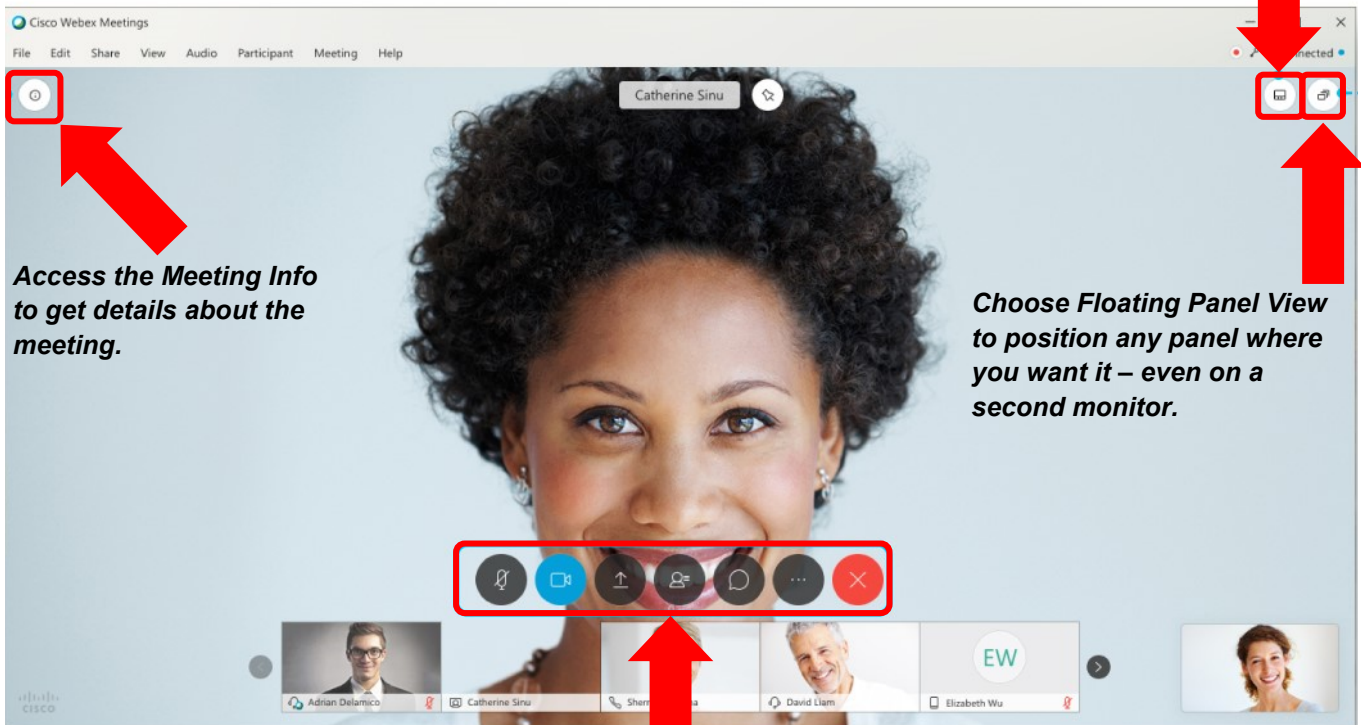
7. Enter the meeting information, your name and email then click “Join”.



WebEx Overview

The Cisco WebEx Application offers various settings to modify your WebEx experience to your liking.

Change your Video Layout to control where you view video participants and panels on your screen.




Access the Meeting Info to get details about the meeting.

Choose Floating Panel View to position any panel where you want it – even on a second monitor.

Meeting controls hide when you're not using them and then re-appear when you move your cursor.

Connect Audio

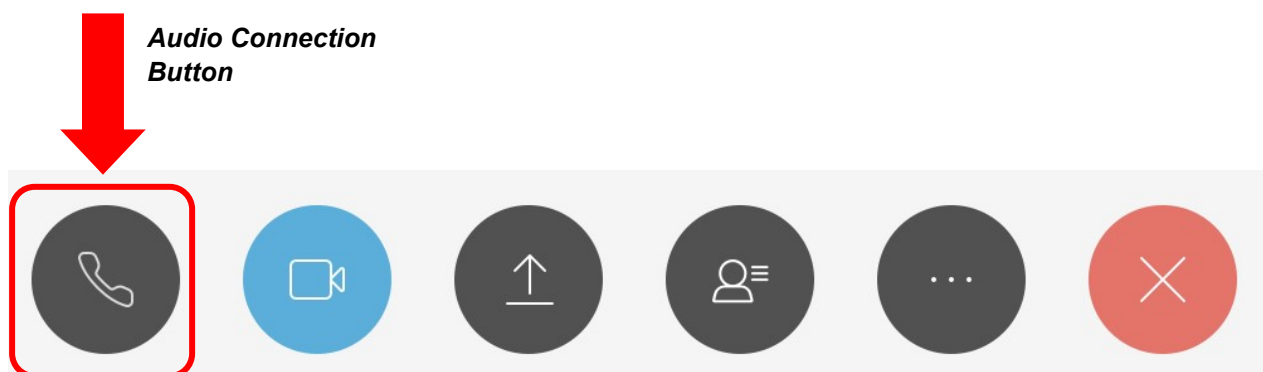
When you join a meeting, the Audio and Video Connection dialog box appears. If you don't choose an audio connection at the start of

your meeting, you can select Connect audio and video  to go back to the Audio and Video Connection dialog box.

To connect your audio during a WebEx meeting, you can use your phone, computer, or a video device.


During a meeting, you can stop or start your audio connection at any time. From the meeting control panel, you can

select Mute  and Unmute  to turn your audio on or off.





Start Your Video

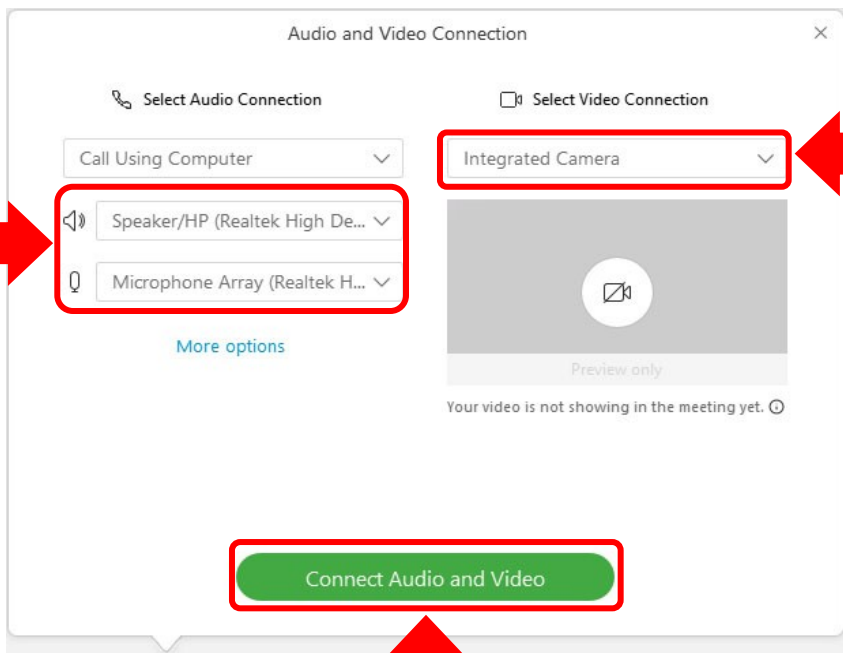
When you join a meeting, the Audio and Video Connection dialog box appears. If you don't choose a video connection at the start of your

meeting, you can select Connect audio and video  to go back to the Audio and Video Connection dialog box.

During a meeting, you can stop and start your video connection at any time. From the meeting control panel, you can select Switch camera

device or stop my video  and Start my video  to turn your video on or off.

The “Audio and Video Connection” box will appear before you connect to the meeting for you to choose the audio and video connections you want to use.



Audio options:
Choose the Microphone and Speakers you want to use.

Choose the web camera you want to use. You can select “no video” to disable your webcam.

Once you have selected your webcam, microphone and speakers you are ready to connect. You may change these settings in the meeting.

Share Content

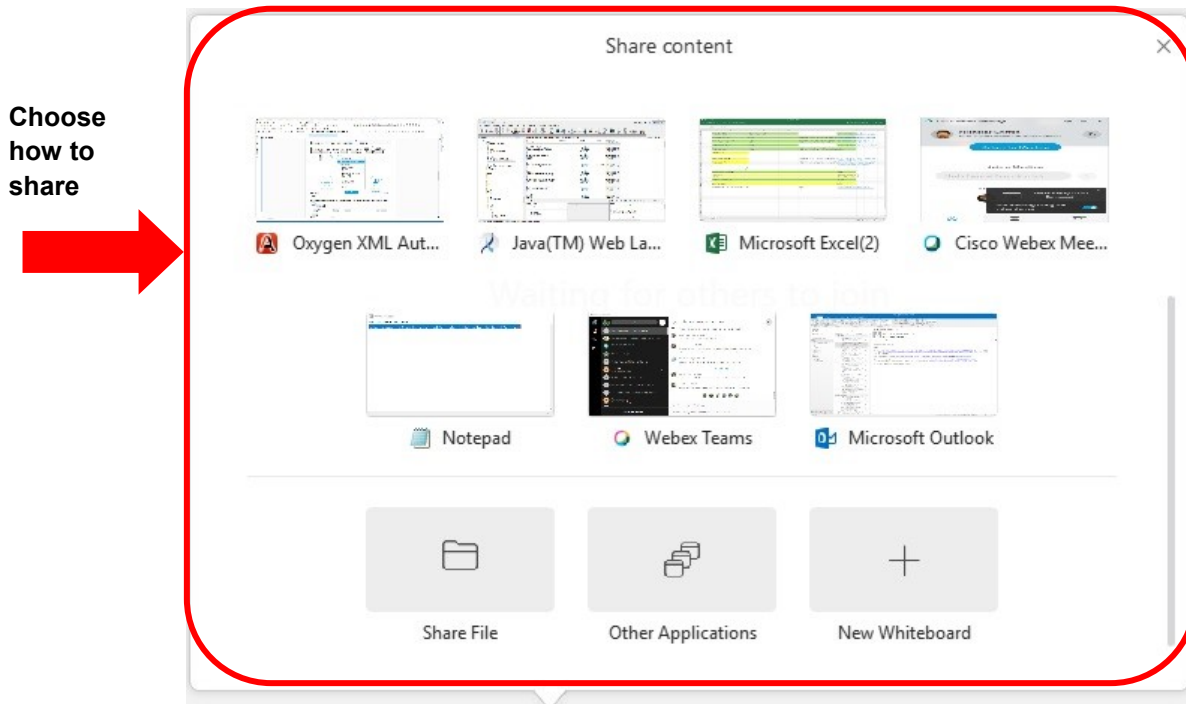
To share content during a meeting, from the meeting control panel,

select Share content  .



You have multiple options with the screen sharing tool:

- View what's being screen-shared in full-screen.
- Or see each other's video feeds right next to what you're screen sharing.
- Edit or markup the file you're sharing.



For further assistance please visit:

<https://help.webex.com/landing/gettingstarted>