

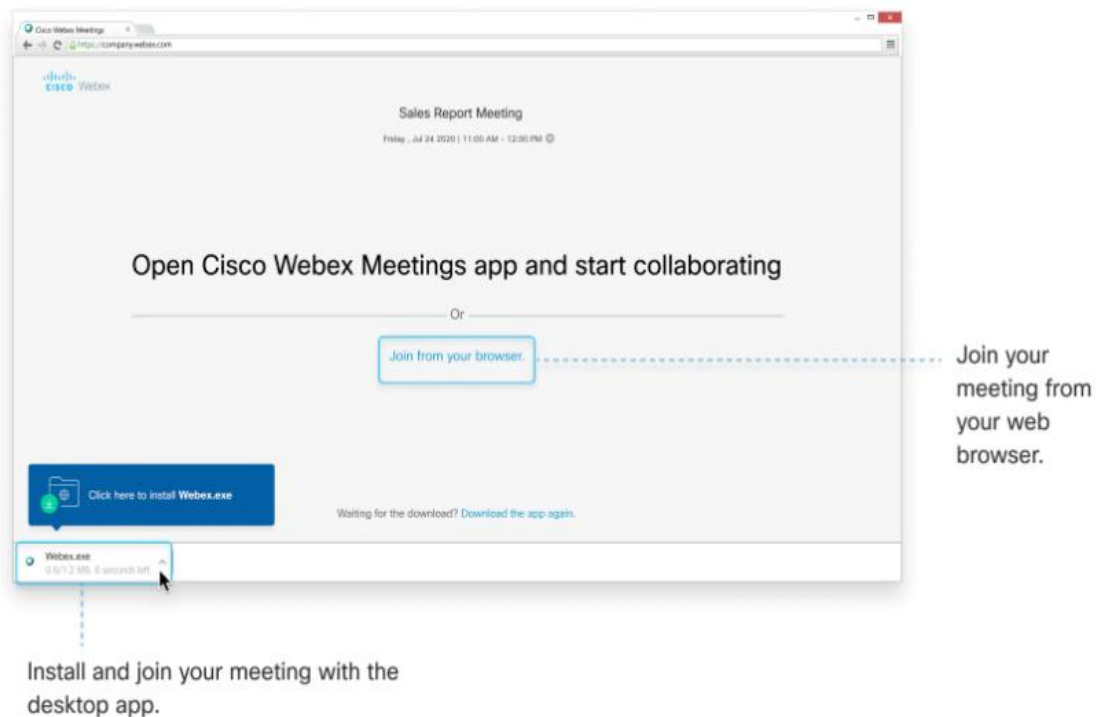
Join a Webex Meeting

Step one:

Please click the **link** to join the meeting. If this is the first time you're joining a Webex meeting, Webex would automatically download the app.

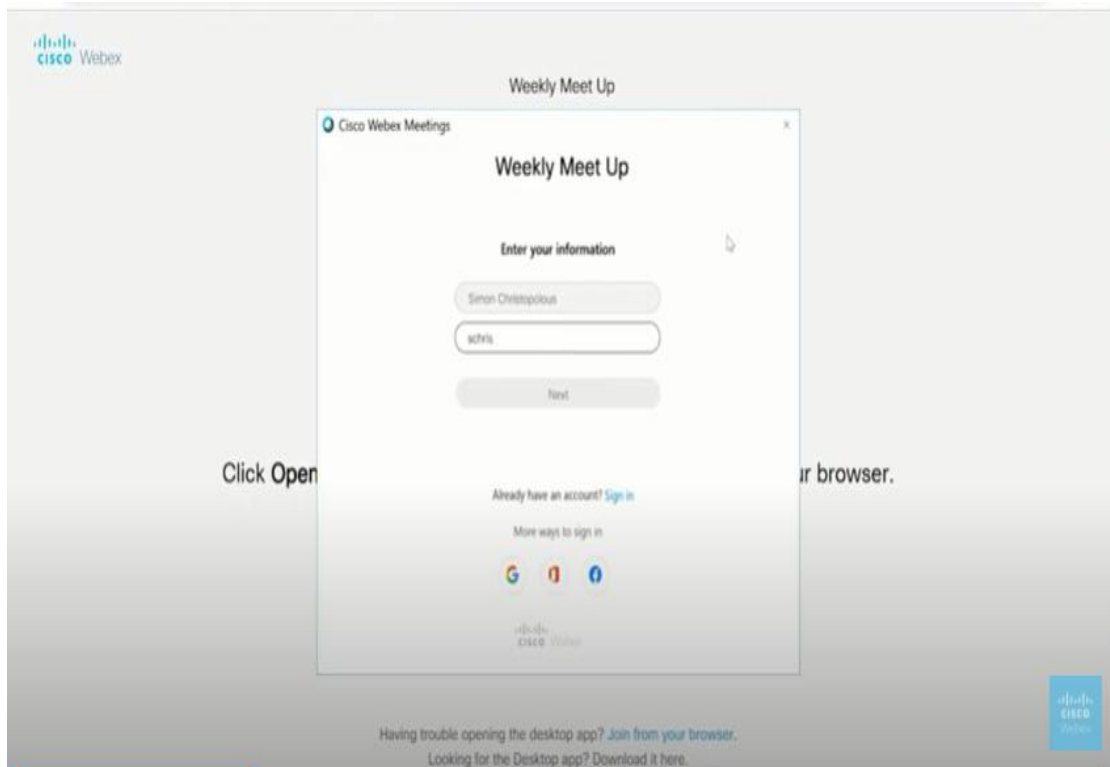
Attn: You can either choose to install the app or join the meeting from your browser.

- If you don't want to install the app, please click **Join from your browser**.
- If you want to install the app, please click the installer file to install the **app** (If the automatic download didn't work, click **Download** the app again).

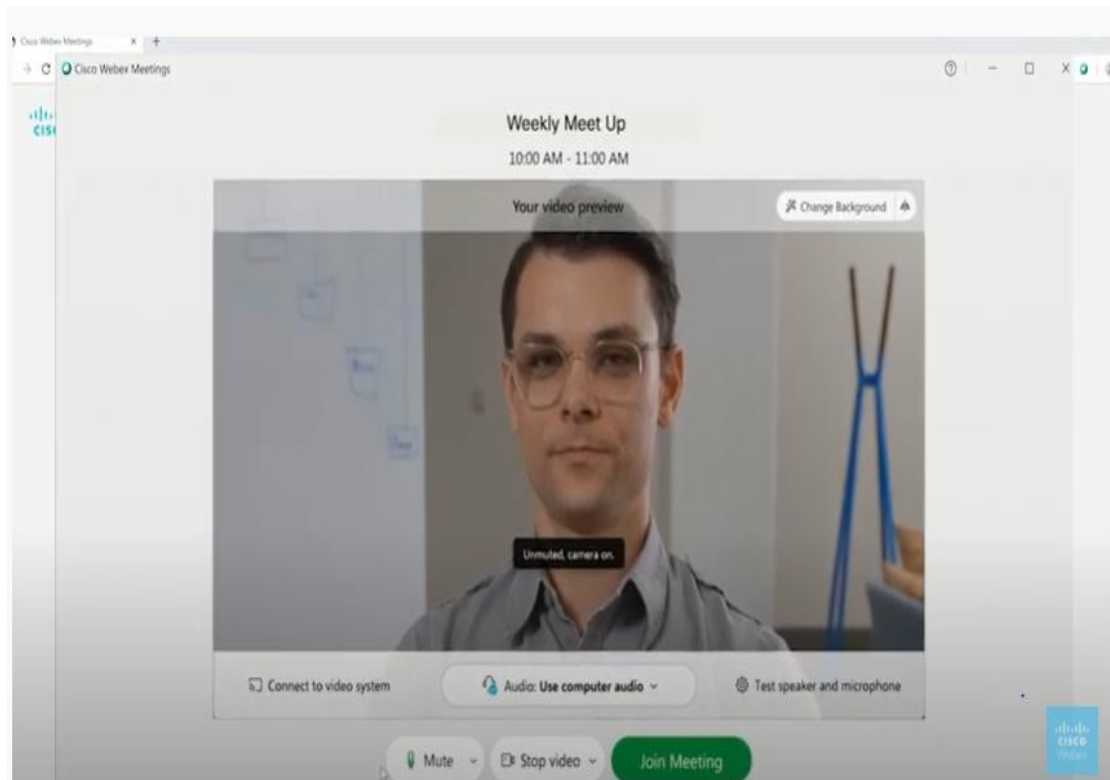


Step two:

- Enter your preferred name and email address, and click **Next**. The name you entered would be shown as your screen name. If you're asked for a meeting password, enter the meeting password, and click **Next**.

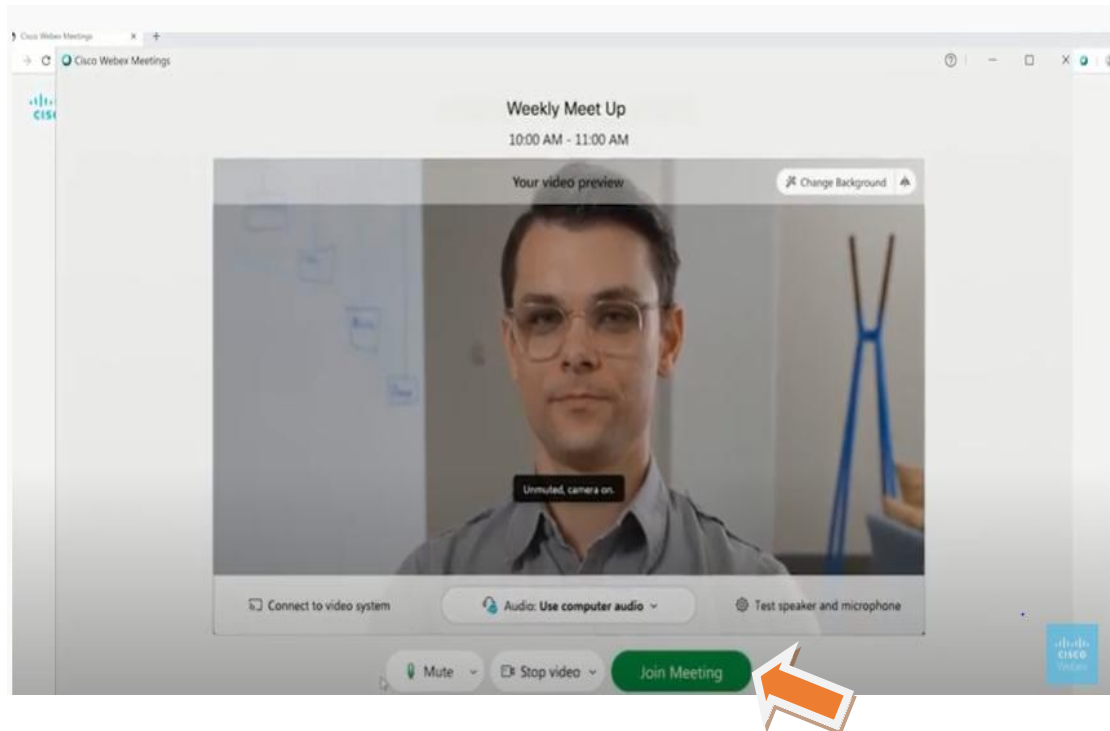


- You would see a **preview** from your screen and options to **adjust the video and audio settings**. Please test the speaker and microphone and make sure everything works properly.



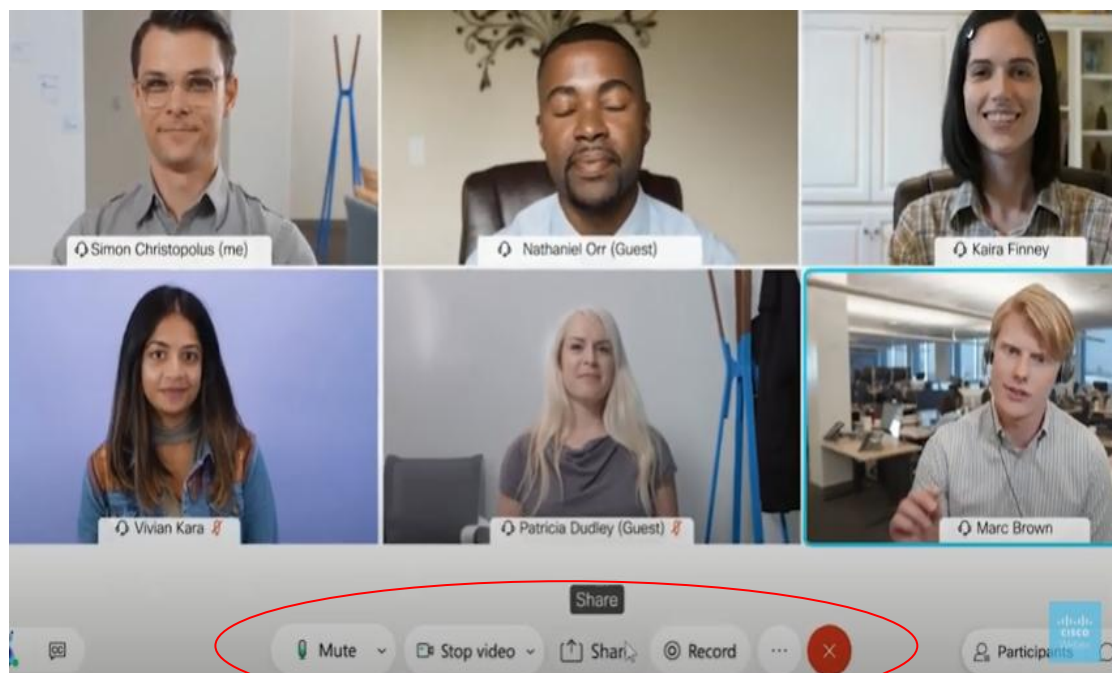
Step three:

When you are all set, please click on the **green Join Meeting button** and enter the meeting room.




During the meeting

After entering the meeting room, you would see the control panel at the bottom of your screen.



For the purpose of this event, all participants would be **set as all mute by default**, besides the host and the speaker.

For the speakers, if you want to share your screen, please click on the **share screen**

button  and proceed to begin your presentation.

For all participants, click the **Raise Hand** button if the presenter asks for a show of hands in response or if you want to talk.

- Click on the Raise Hand button which will place a small hand icon next to your name in the participant list.
- Click on the Lower Hand button to withdraw the request.