

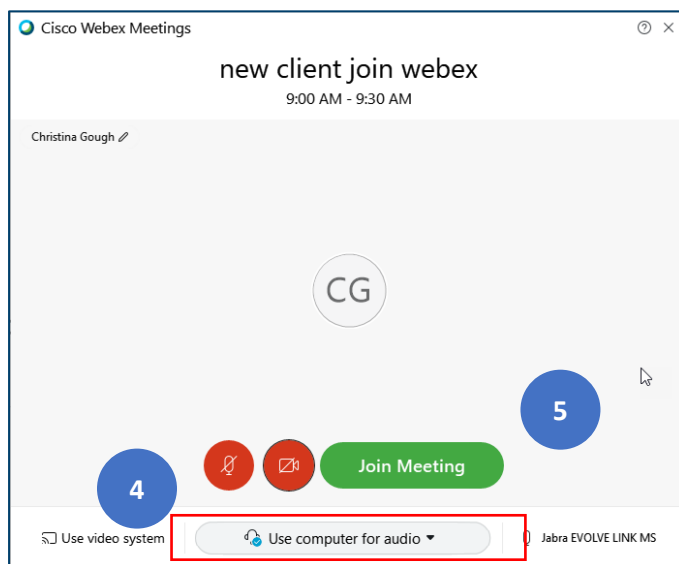
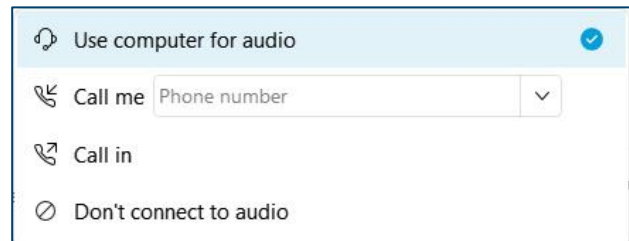
Meeting virtually with your advisor using Webex

We've prepared this document to make connecting with us virtually as easy as possible.

Meeting via desktop

1. Open the meeting invitation email and click the green **Join Meeting** button.
2. You have three options to join:
 - a. If you have Webex installed, select **Open with Webex application**
 - b. If you want to install Webex, locate the downloaded file, Webex.exe > Open > Run install.
 - c. Select **Join from your browser**
3. In the Join page fill in your name and email.
4. Choose your audio option.
5. Click the green **Join Meeting** button.

4



In the meeting:

- If your advisor is sharing video, they will appear in this view. They can also share their screen with you.
- If you are sharing your video, you will appear in the lower right part of the screen:

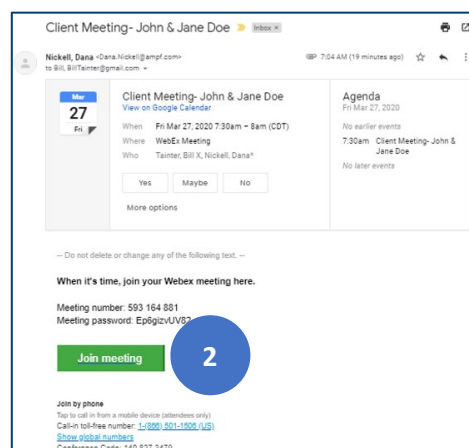
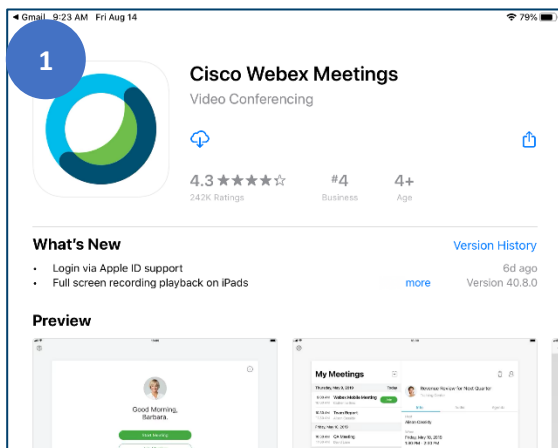


Controls:

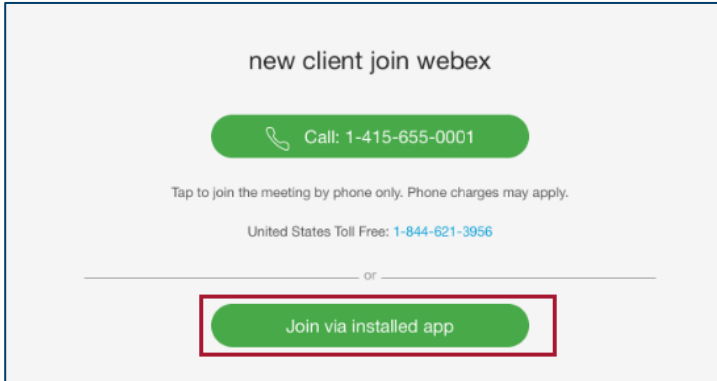
- Microphone: Audio on/off (mute)
- Camera: Video on/off
- Share: Share your screen or application.
- Person: View participants
- Document: Notes (available if joined through Webex application)
- Ellipse: Settings
- Red X: Leave the meeting

Meeting via tablet or mobile device

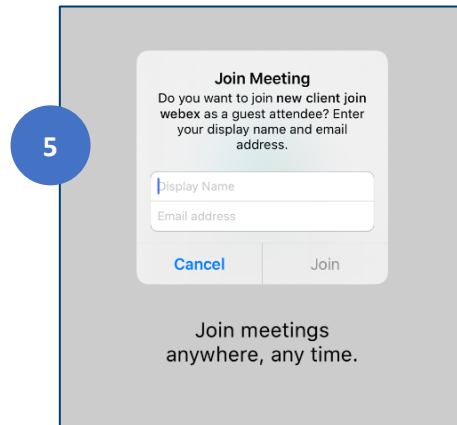
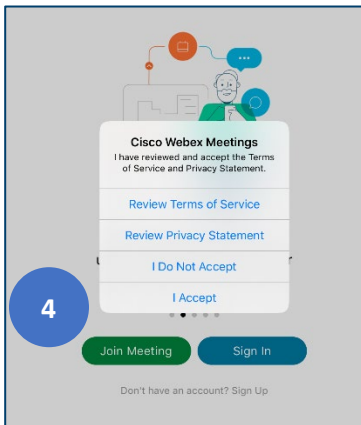
1. Prior to your meeting, search App store for **Cisco Webex Meetings** app and download it to your device.
2. When it is time for the meeting, open the meeting invitation email and select **Join Meeting**.



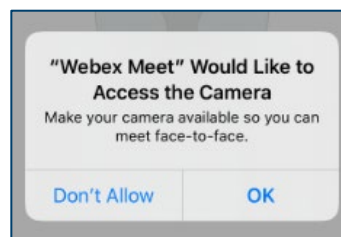
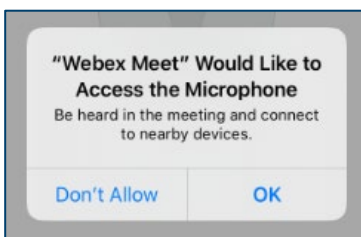
3. Select **Join via installed app**.



4. (First time only) Open **Cisco Webex Meetings** app, accept terms of service and click the green **Join Meeting** button.
5. You will be prompted to enter your name and email, then click **Join**.

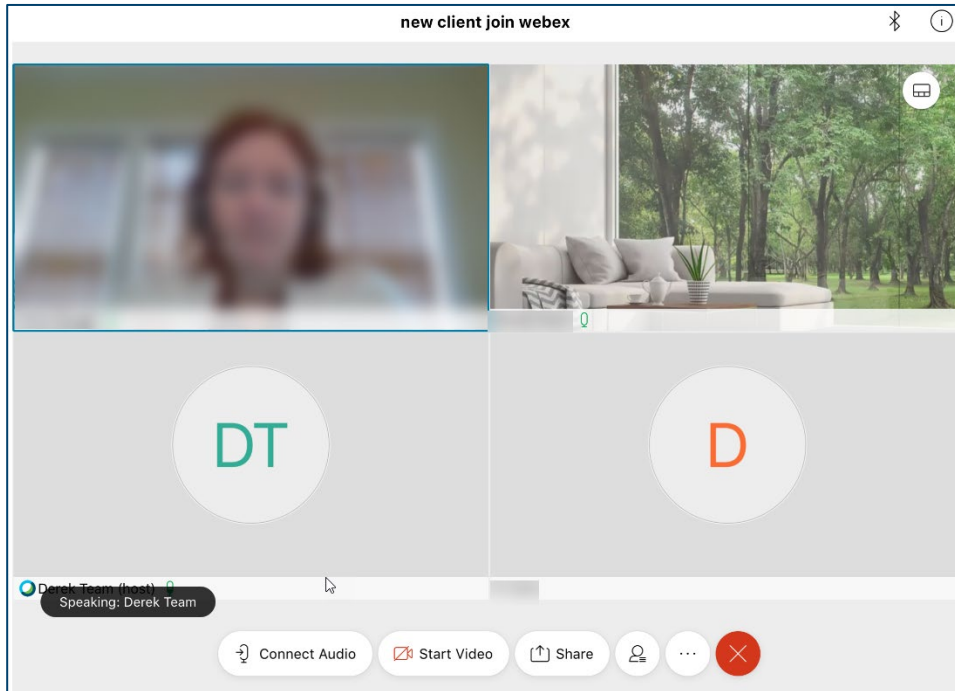


6. If prompted, click **Ok** to allow the app to access your microphone and camera.



7. Click the green **Join** button.

8. If your advisor is sharing video, you will see them in this view:



- Connect audio: Mute/Unmute
- Start video: Turn on/off your device's camera
- Share: Allow your advisor to see something on your screen
- Person: See a list of meeting participants
- Ellipse: Meeting settings
- Red X: Leave the meeting

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