

Prepare Your Computer (one-time installation)

If you have never joined a WebEx session before, please prepare your web browser prior to the session by following the instructions below.

In order to participate in a WebEx session, you need to install a WebEx extension.

- The WebEx **extension can be installed any time before the meeting starts**. Once you download it for a specific browser, it will not need to be downloaded again for future sessions as long as you are using the same computer and browser. We recommend you install it at your earliest convenience.
- **If you do not have the "administrative rights" to install software**, you can use a Temporary File solution (TFS); **that option is available 15 minutes before the meeting starts**. You will need to use this option each time you join a session. See the instructions below: Unable to Install Software.

You can also join a WebEx session using an iPad or an iPhone by downloading the free iOS app from the Apple Store. You can join a WebEx session using Android devices by downloading the free Android app from the Google Store.

If you experience any problems installing the required plug-in, please call WebEx technical support.

- Within the United States and Canada call: **866-229-3239**
- [Listing of all WebEx technical support phone numbers](#)

If you use Chrome on a Windows PC

Install and Test the Downloaded Plug-in/Extension

To download the WebEx extension go to www.webex.com/test-meeting.html where, after entering your name and email address, you will be prompted to install the new extension.

You will then be taken into a WebEx meeting that is used for test purposes only. (Note that the test does not include audio, you are just ensuring that the extension is installed properly).

If you can successfully enter the test session, you then simply click *Leave Meeting* to exit out of the session or just close the Webex meeting popup window. Having done this you will now be able to participate in future WebEx sessions using the Chrome browser.

Note: If you get a message saying you need to enter the Administrative password, see the "[Unable to Install Software](#)" section below.)

Test a WebEx meeting on your desktop.

Then start hosting your own meetings – free!

Take a minute and try joining a meeting from this system. Just enter the information below to get started.

Email address

Test a Meeting

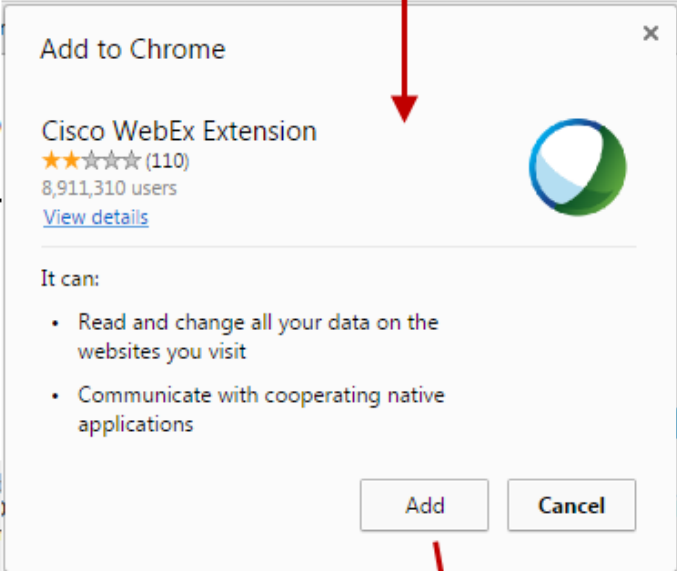
Want your own WebEx account? [Get one FREE!](#)

[View system requirements](#)
Need help? Call 1 866 229 3239 and choose Option 1, or visit support.webex.com

Step 1 of 2: Add WebEx to Chrome

Follow this one-time process to join WebEx meetings quickly in the future.

Add WebEx to Chrome



Cisco WebEx

File Edit Share

Quick Start Meeting Info + New Whiteboard

Join Meeting Test

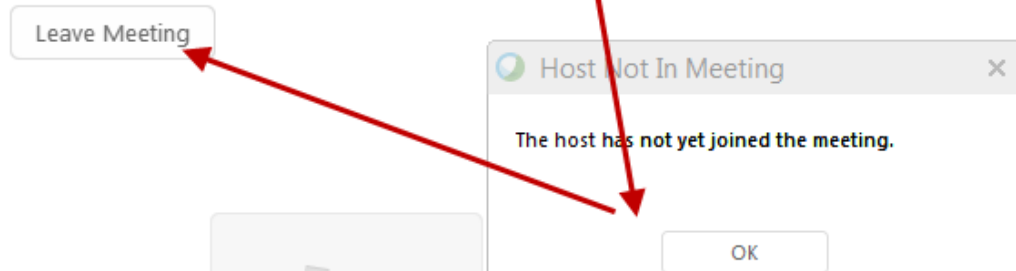
Host: Test User
Meeting number: 766 419 601

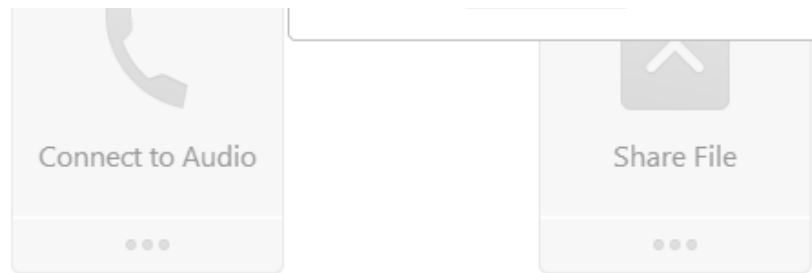
Leave Meeting

Host Not In Meeting

The host has not yet joined the meeting.

OK





Joining the Session

- If you are preparing your computer in advance of your session, you will be able to join the session 15 minutes before it starts by clicking the link you have been given, or if you are a site member, by going to the meetings page and clicking **Join** next to the session name.
- If you have installed the plug-in after the session has started, click the link you were given to join the session.

Unable to Install Software?

If you do not have administrative rights to install software on your PC computer, you can use the Temporary File Solution (TFS). Follow the instructions described below for the browser you are using. (Note: any files that are installed during this process are deleted at the end of the session.)

Use these steps each time you are joining a WebEx session without installing the plug-in. You can use this solution 15 minutes before the start of the meeting.

1. Joining the Session:
 - **If you have logged in**, click **Join** next to the meeting name.
 - **If you are joining the meeting from an email link**, click **Enter the Presentation**.
2. Click **Run a temporary application** on the *Add WebEx to Chrome* popup as shown below.
3. Click the downloaded extension in the left-hand corner of the popup or navigate to your Downloads folder and double-click the file. A *Do you want to run this file?* prompt will open. Click **Run** and after a few seconds, the WebEx session will open.

Step 1 of 2: Add WebEx to Chrome

Follow this one-time process to join WebEx meetings quickly in the future.

[Add WebEx to Chrome](#)

Don't want to use an extension? [Run a temporary application](#) to join this meeting.

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