How to Join a Scheduled Webex Meeting – Families

Families can join by clicking on the "**Join Meeting"** button in the meeting invitation you received from the Infant Toddler employee. This will open the link in your default web browser.

Note: If your web browser is Internet Explorer/Edge, refer to instructions below. If your web browser is Google Chrome, refer to instructions on page 4. If you have a Mac, please see instructions on page 8.

Internet Explorer / Edge

1. After clicking on the link, you will be redirected to the attendee page. Fill out your name and email address in the requested boxes and then click "**Join**".

2. You must **agree** to the Disclaimer screen, if presented.
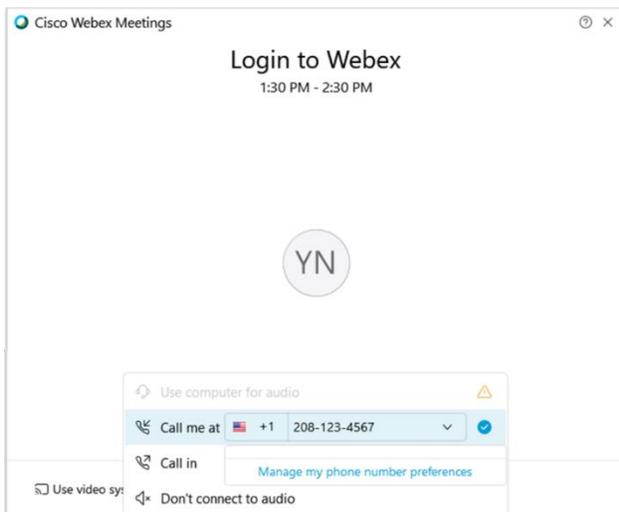

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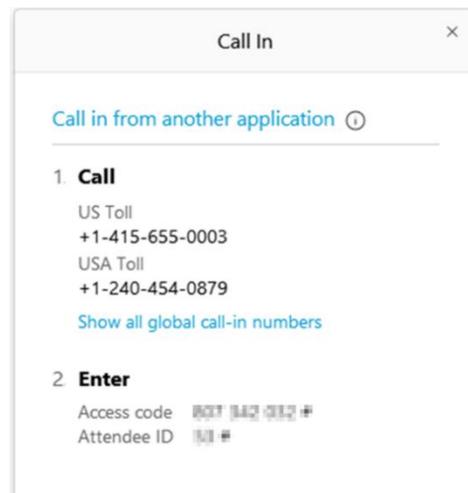3. At the bottom of the login page, click on the "**Call In"** button.

4. By default, the "Call in" option will be selected. The preferred method to join the conference bridge is to either have Webex call you or use your computer (if equipped with a microphone).
    a. If you select the "**Call me"** option, you will need to provide Webex with your telephone number so it can call you.
    b. If you keep the "**Call in**" option, when you click the "**Join"** Meeting button, Webex will provide you with the call-in number, access code, and attendee ID. Use this information to call in to the Webex conference bridge from any phone.

    Note: The call is not toll free and is also not located in Idaho, so it is subject to long distance charges depending on your phone plan.
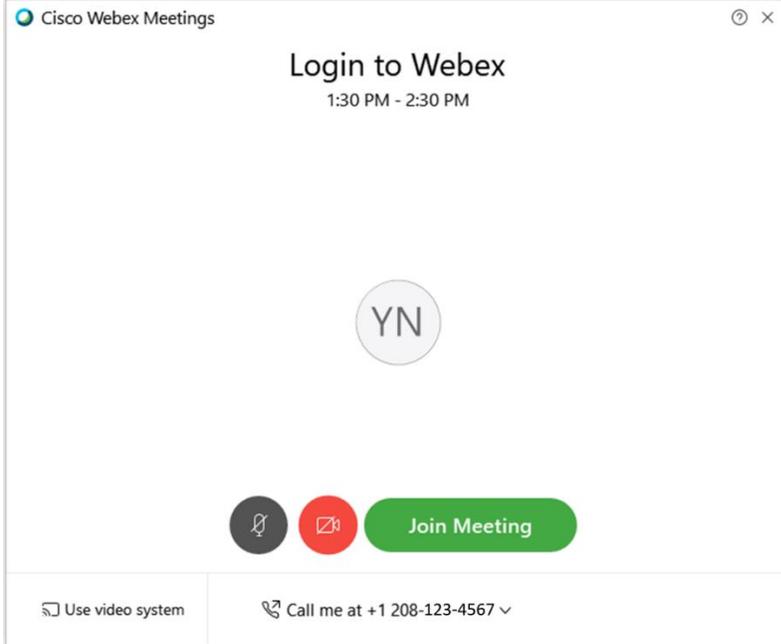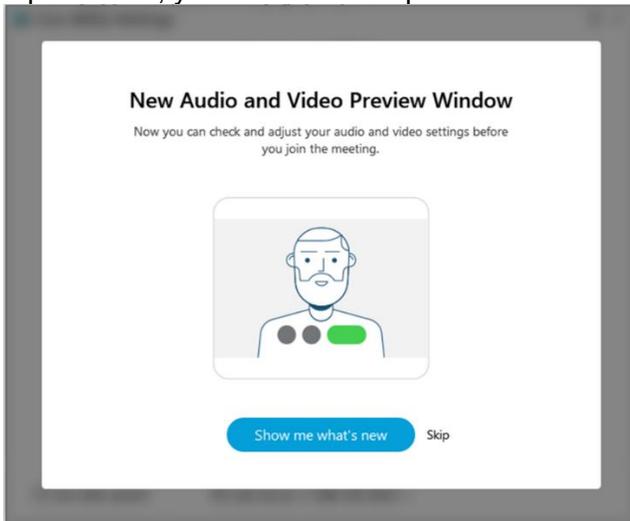

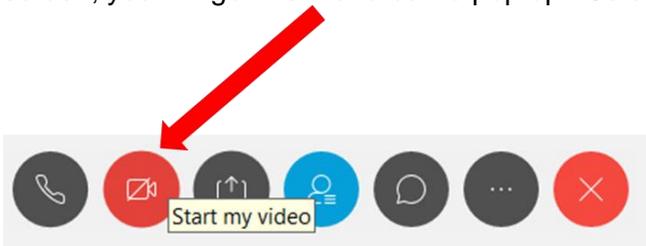a.

b.

5. After the calling options have been selected, click on the "**Join Meeting**" button.

6. If presented, you can either Skip the tutorial of what's new with Webex or choose Show me what's new.

7. After logged in, you may need to enable your video camera. If you hover near the bottom of the screen, you will get the menu bar to pop up. Select the video icon to turn on the camera.
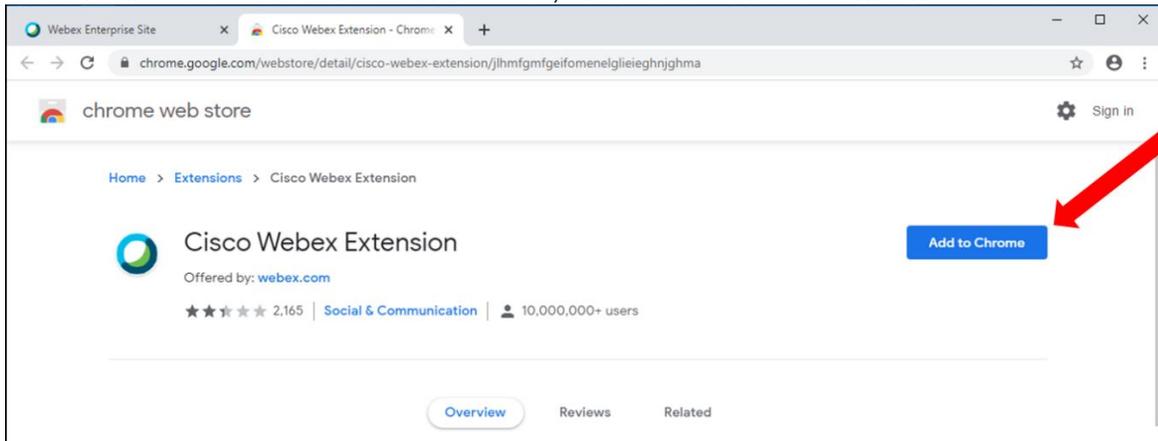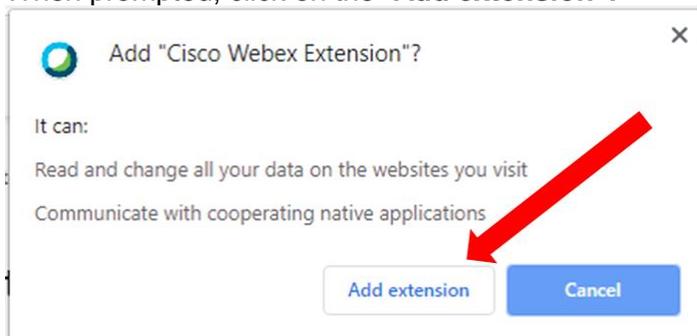
Google Chrome

1. If you have never used Webex before in Google Chrome, you will need to install the Chrome extension. Once you click on the "**Join Meeting"** button in the email invitation, you will be redirected to a webpage with a link to install this extension. Click on the "**Add Webex to Chrome"** button.
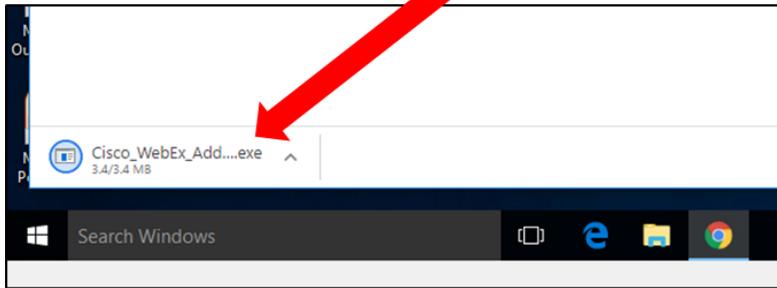

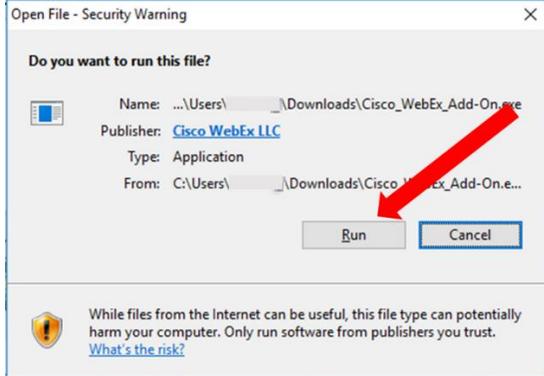2. Once redirected to the Chrome Web Store, click on the "**Add to Chrome"** button.

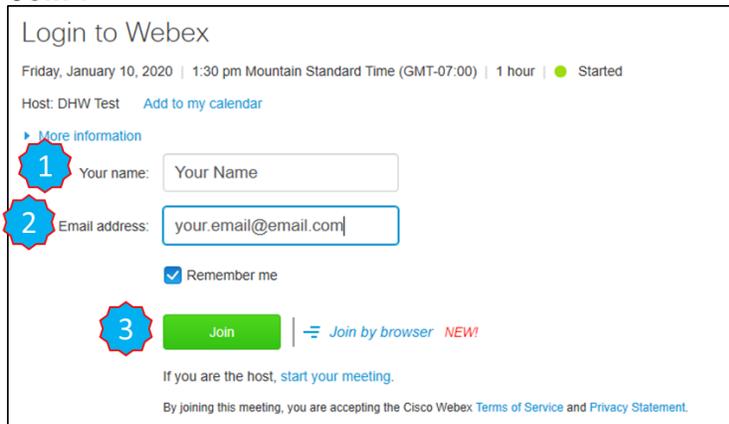3. When prompted, click on the "**Add extension".**

4. After Chrome downloads the extension, click on the download to run the installer.
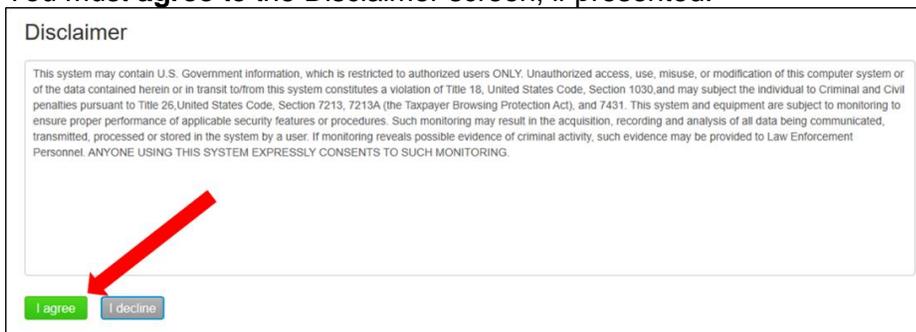

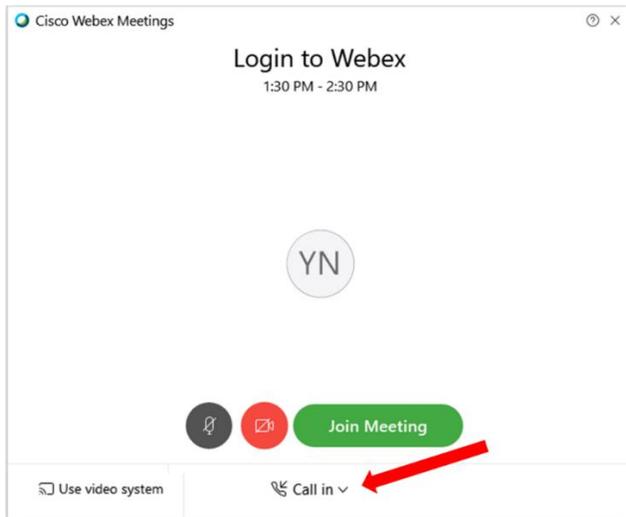5. Click "**Run**" at the security warning screen.

6. You will be directed to the attendee page. Fill out your name and email address here and then click "**Join**".

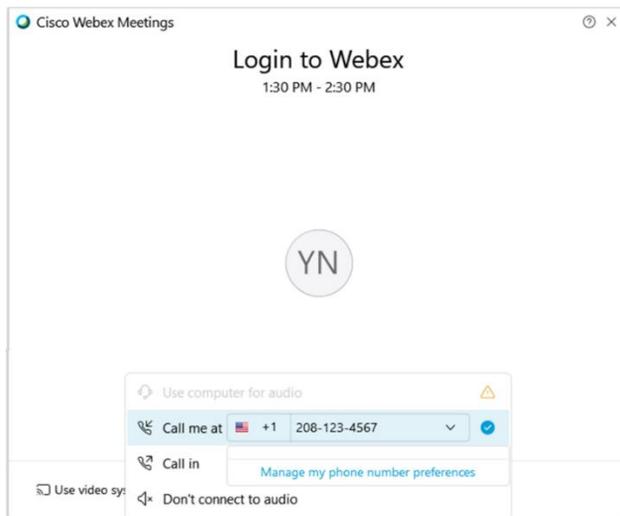7. You must **agree** to the Disclaimer screen, if presented.

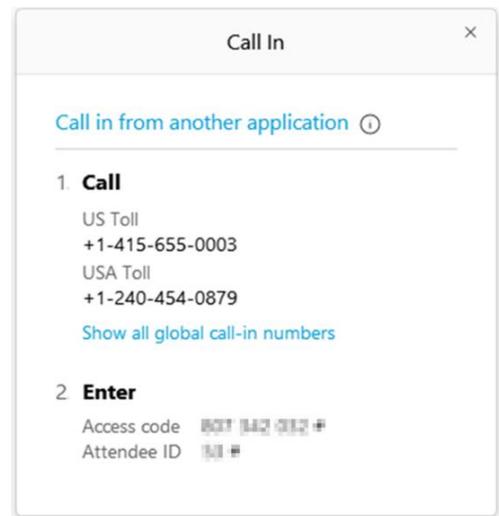8. At the bottom of the login page, click on the "**Call in"** button.

9. By default, the "Call in" option will be selected. The preferred method to join the conference bridge is to either have Webex call you or use your computer (if equipped with a microphone).
   a. If you select the "**Call me"** option, you will need to provide Webex with your telephone number so it can call you.
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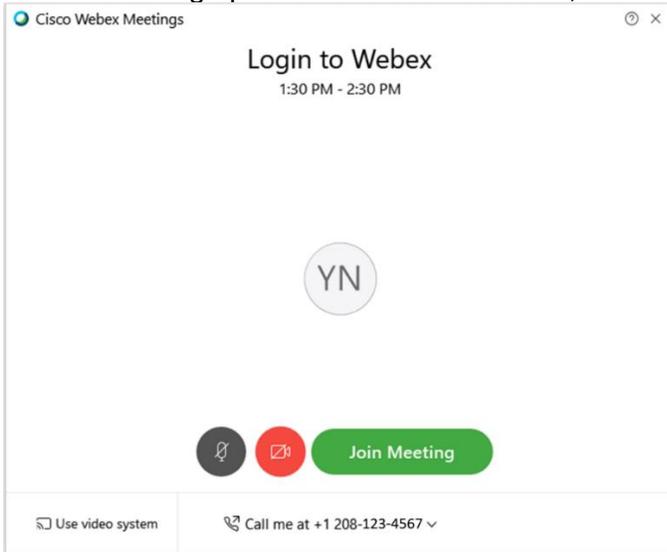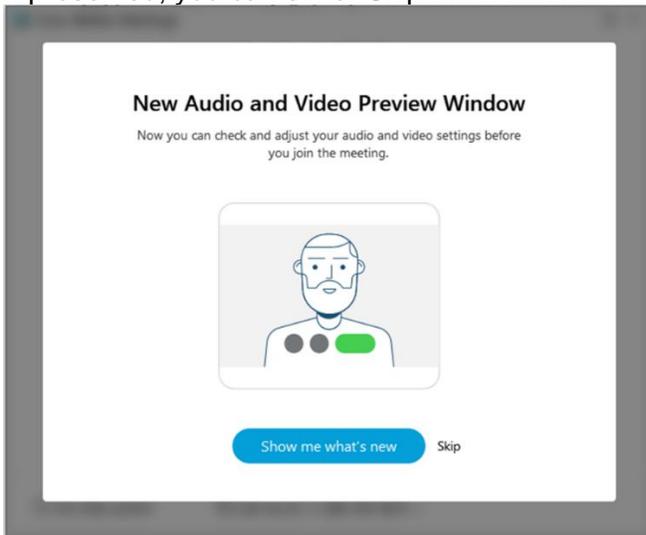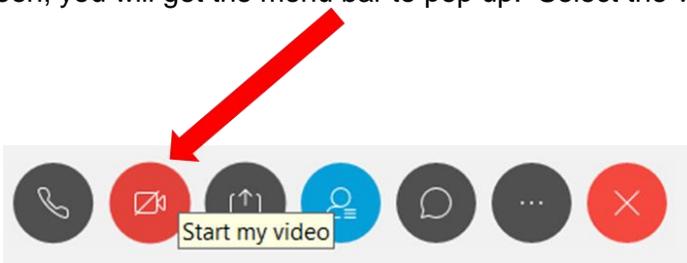

a.

b.

10. After the calling options have been selected, click on the "**Join Meeting"** button.

11. If presented, you can either Skip the tutorial of what's new with Webex or choose Show me what's new.

12. After logged in, you may need to enable your video camera. If you hover near the bottom of the screen, you will get the menu bar to pop up. Select the video icon to turn on the camera.
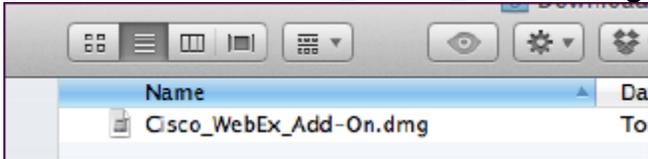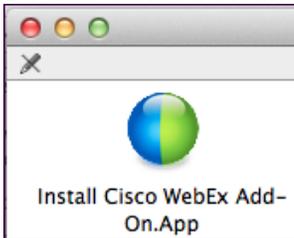
Mac using Safari

1. On the **Cisco Webex Add-On Required page**, click the Download and Install Add-On button.

2. Double-click on the **Cisco_Webex_Add-On.dmg** file that was just downloaded.
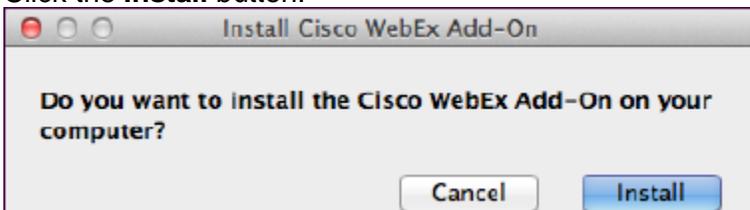

3. Double-click on the **Install Cisco Webex Add-On.App** file.

4. Click the **Open** button.

5. Click the **Install** button.

After a few moments, the Webex meeting window will appear. If the issue persists, follow the additional steps below:

6. In Safari, go to **Preferences** > **Security**, then check **Allow plugins**.

7. Exit and restart the browser for the changes to take effect.

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HEALTH & WELFARE