STEPS TO SET UP YOUR DEVICE FOR WEBEX

Determine if the device you will be using to connect to the polycom qualifies for use for a polycom/video conference. *(A "device" can be a cell phone, lap top, Ipad, tablet, computer, etc.)* Your device must have **ALL** of the qualifications listed below:
- Does it have a camera – either built in, or a web camera attached?
- Access to the Internet?
- Access to the email address you submitted?

Meeting Attendee:
1. Download the Cisco Webex Meetings app. Or go to Webex.com, sign up, and create your account.
2. Complete the Polycom Request Form & e-file it to the case from which you are requesting to appear by Webex.
3. Once the clerk accepts your request and schedules the meeting, you will receive an invite email notifying you of the scheduled polycom.
4. Accept the invite email.

On the day of the meeting, open your app *(or you can go to https://www.webex.com)*, find your upcoming meetings on the Webex Home Page, and select **JOIN**. You may also click on the link in your Invite email as well.

If you join the meeting prior to the start time, you will receive a message stating the meeting is not started. You may select **TRY AGAIN** closer to the start time of the meeting.

Once starting the meeting as an attendee, you will be prompted with Audio and Video Connection options. This box will display the preview of your video connection. You may adjust the webcam you are using to participate with. You may also select the audio connection you use from the drop down menu. If you intend to use the audio/microphone from your computer, keep the **Call Using Computer** selection and then select **Connect Audio and Video**. If you intend to call in using your phone, select **I Will Call In**. This will provide you with the call-in toll number, access code, and attendee ID required to participate. Call and enter this information and then select **Start My Video**.

Once you have entered the Meeting Room, you will see a message that states "Waiting for others to join" if you are the first person in the meeting, otherwise you will see other participants.

The Participants list will display along the right hand side of your screen. This will show you all participants actively in the meeting.

Once you have completed your meeting, select the **red X** icon.