

How to Join a Cisco WebEx Meeting Student Guide

Please follow the information below to join a scheduled WebEx Meeting in Canvas that was scheduled by your instructor. The guide is broken up into two sections:

Join a WebEx meeting using your computer:

1. Log in to Canvas at salve.instructure.com
2. Access the course you are enrolled in for this term.
3. On the navigational pane on the left-hand side, click on **Cisco WebEx**.

[Attendance](#)

Cisco Webex

[Course Evaluations](#)

[Office 365](#)

[Research & Writing](#)

[Settings](#)

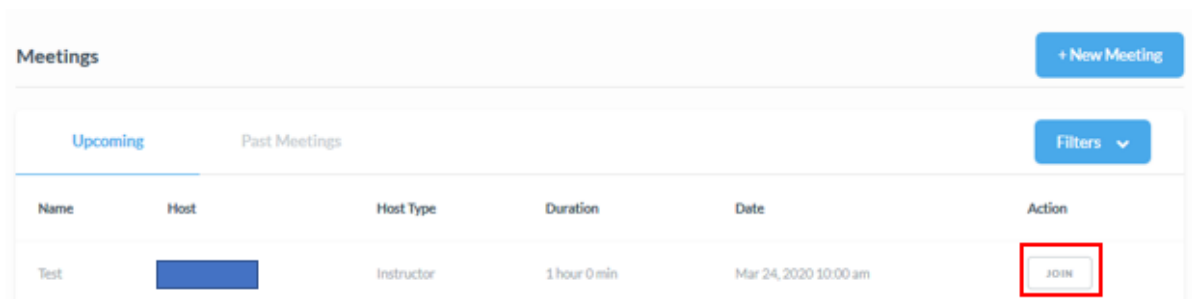
4. Click on the **Virtual Meetings** tab.

Classroom Collaboration

Virtual Meetings

Office Hours

5. You should see a list of WebEx meetings created by your instructor. Select the meeting you wish join and click the **Join** button.



The screenshot shows the 'Meetings' section in Canvas. At the top right is a '+ New Meeting' button. Below it are two tabs: 'Upcoming' (selected) and 'Past Meetings'. To the right of the tabs is a 'Filters' dropdown menu. The main content is a table with the following columns: Name, Host, Host Type, Duration, Date, and Action. A single meeting is listed with the name 'Test', a blue host box, 'Instructor' as the host type, '1 hour 0 min' duration, and 'Mar 24, 2020 10:00 am' date. The 'Action' column for this meeting contains a 'JOIN' button, which is highlighted with a red box.

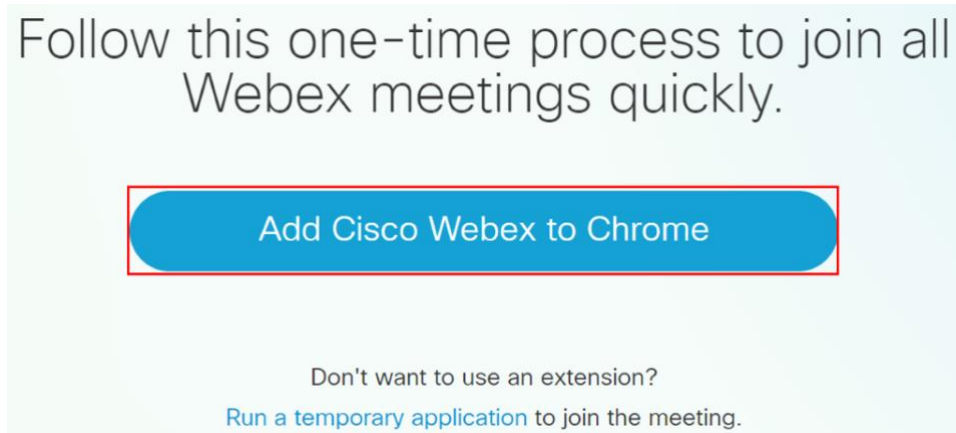
Name	Host	Host Type	Duration	Date	Action
Test		Instructor	1 hour 0 min	Mar 24, 2020 10:00 am	JOIN

6. Cisco WebEx will begin to launch on your machine. Depending on the browser that you are using, you may receive a prompt to download and install the WebEx

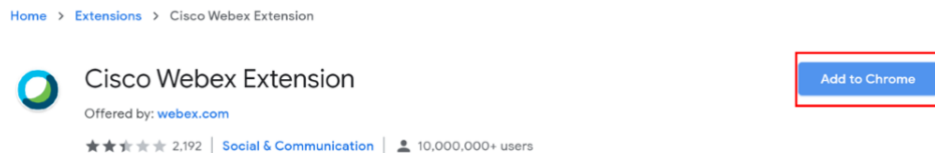
Extension. Please follow the steps below to download and install the WebEx extension appropriate to your browser. (You only need to do this once).

How to install WebEx Extension in Chrome: (Windows 10)

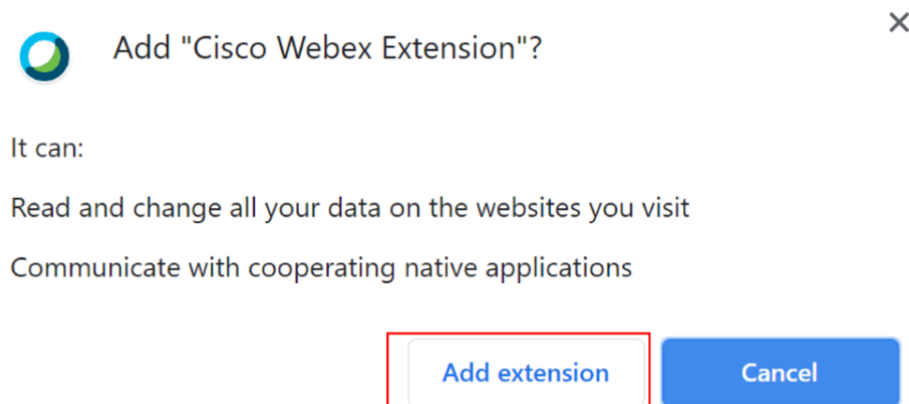
1. If you are prompted, install the Chrome extension by clicking **Add WebEx to Chrome**.



2. Click **Add to Chrome**



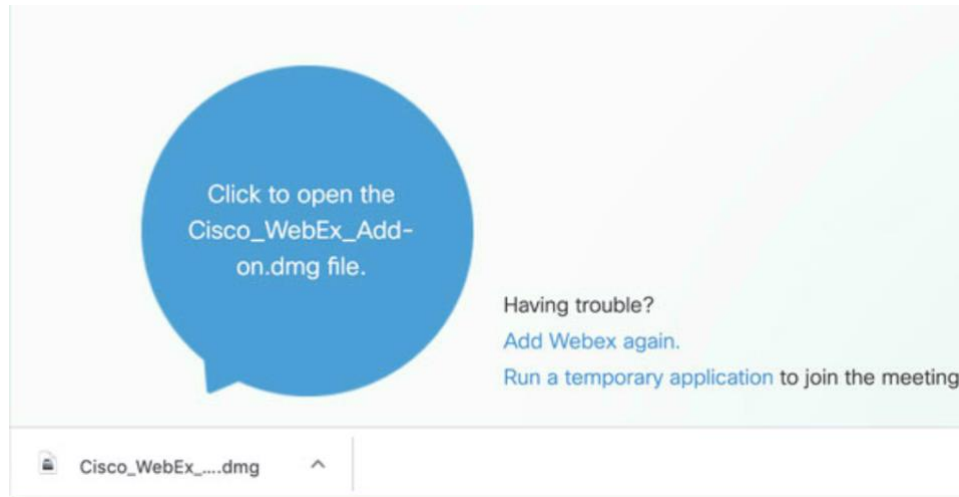
3. Click **Add Extension**



4. The WebEx meeting will now launch.

How to install WebEx Extension in Chrome: (MacOS)

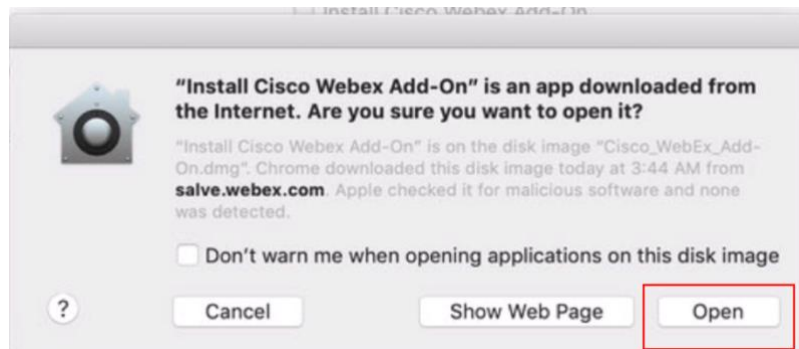
1. Click to open the Cisco WebEx Addon



2. Click **Install Cisco WebEx Addon**



3. Click **Open**



4. Cisco WebEx Meetings will now install on your system. Once the installation is complete, the meeting will launch. In order for WebEx to use your microphone and camera, you will need to grant it permission:

Click **OK** to allow WebEx to access your camera:



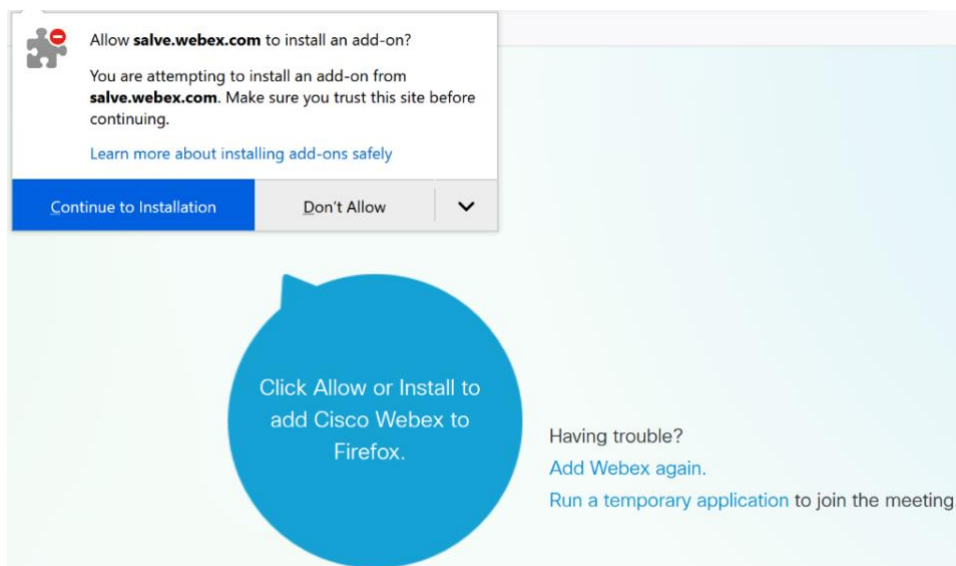
Click **OK** to allow WebEx to access your microphone:



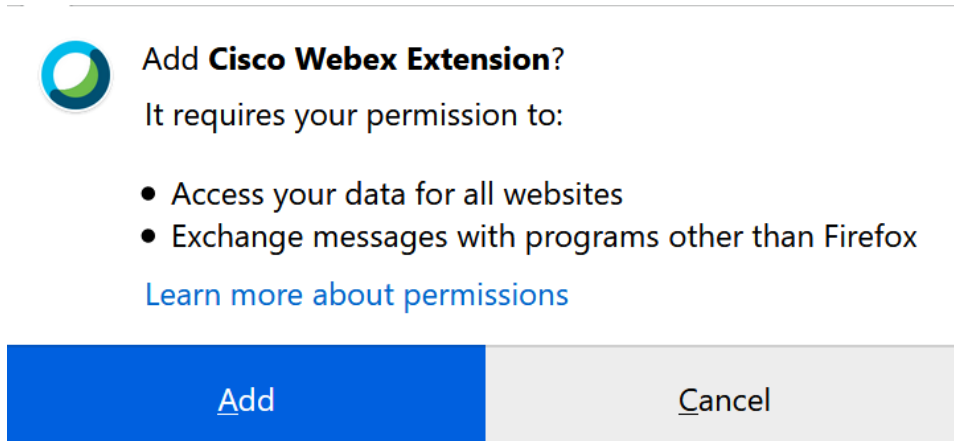
5. The WebEx Meeting will now launch.

How to install WebEx Extension in Mozilla Firefox (Windows 10)

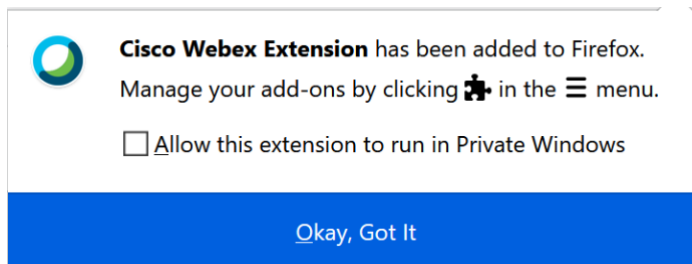
1. When prompted, click **Continue to Installation**.



2. Click **Add**.



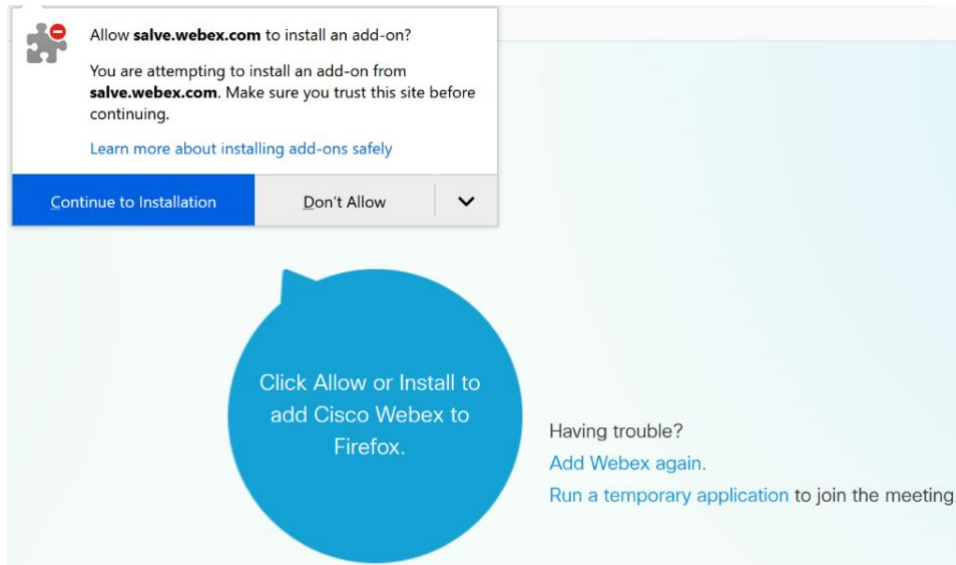
3. Finally, click on **Okay, Got It**.



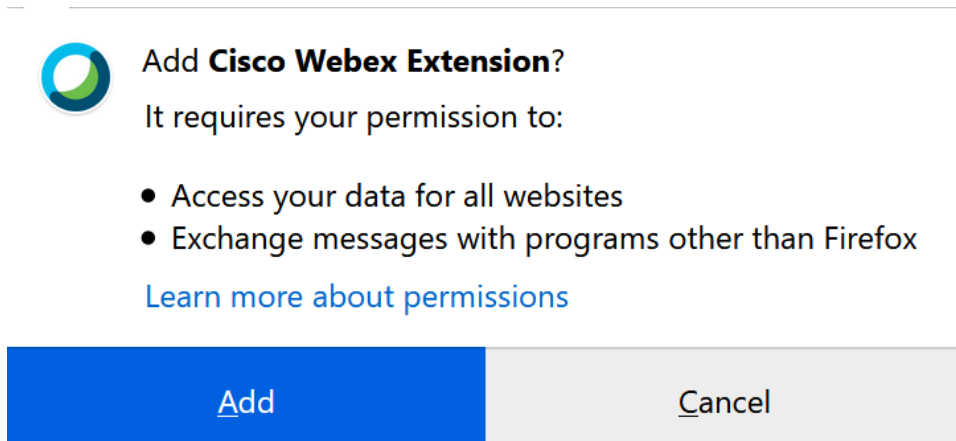
4. The WebEx meeting will now launch.

How to install WebEx Extension in Mozilla Firefox (MacOS)

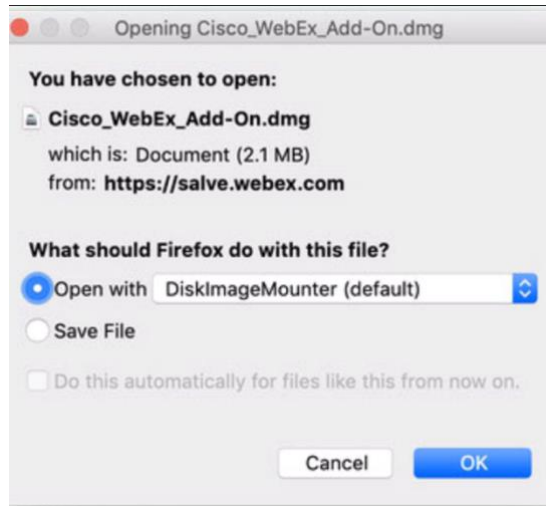
1. Click on the WebEx Meeting you would like to join. When prompted, click **Continue to Installation**.



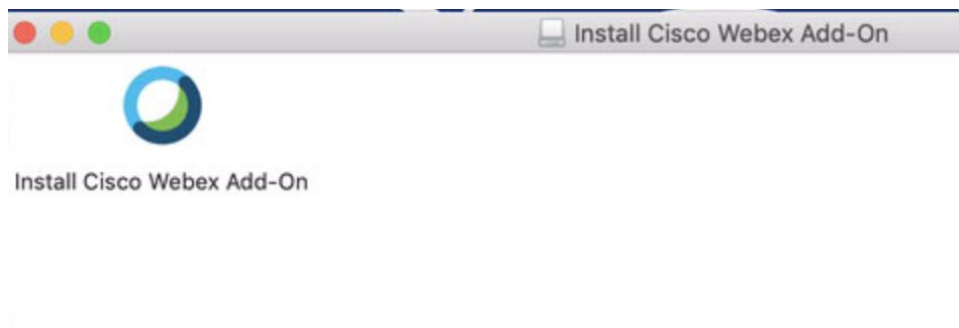
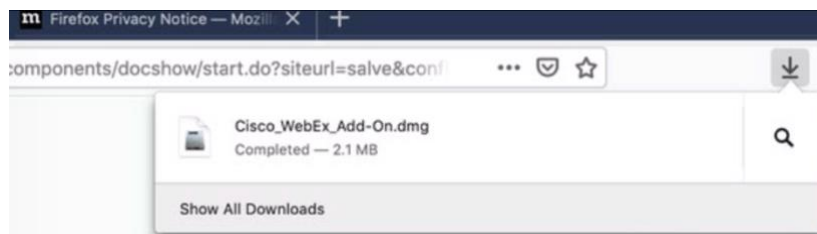
Click **Add**.



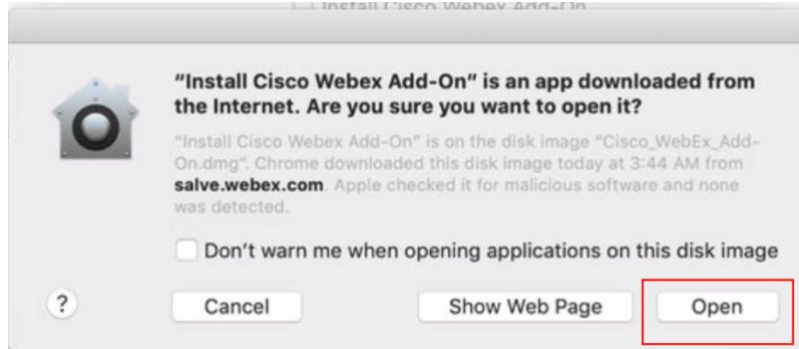
1. On the following dialog box, click **OK** to download the Cisco WebEx Add on



2. The WebEx Addon will download and automatically launch. Click **Install Cisco WebEx Addon**.



3. Click on **Open**.



4. Cisco WebEx Meetings will now install on your system. Once the installation is complete, the meeting will launch. In order for WebEx to use your microphone and camera, you will need to grant it permission:

Click **OK** to allow WebEx to access your camera:

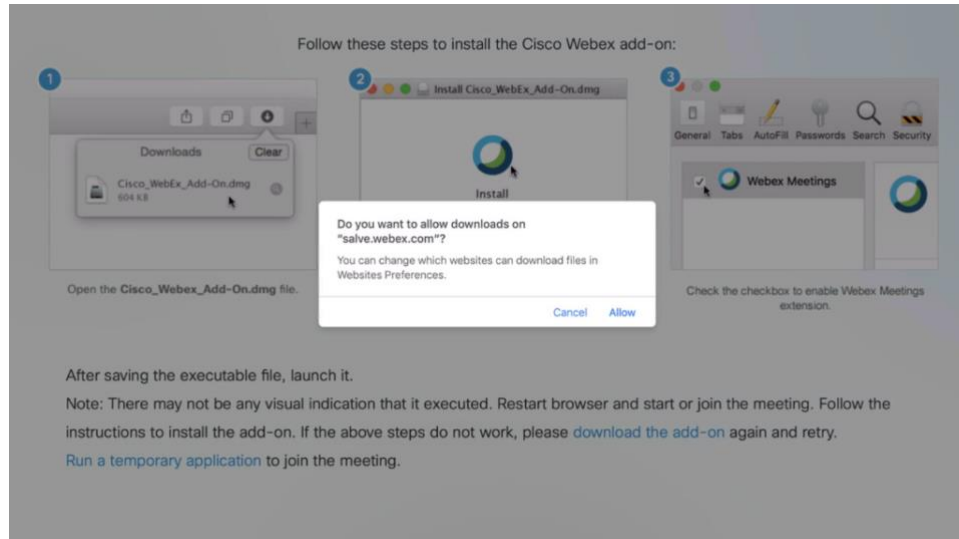


Click **OK** to allow WebEx to access your microphone:

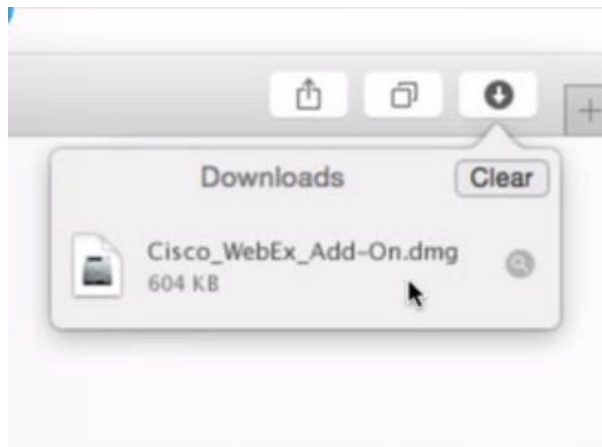


How to install WebEx Extension in Safari (MacOS)

1. You may receive a prompt to allow downloads in Safari. Click **Allow**.



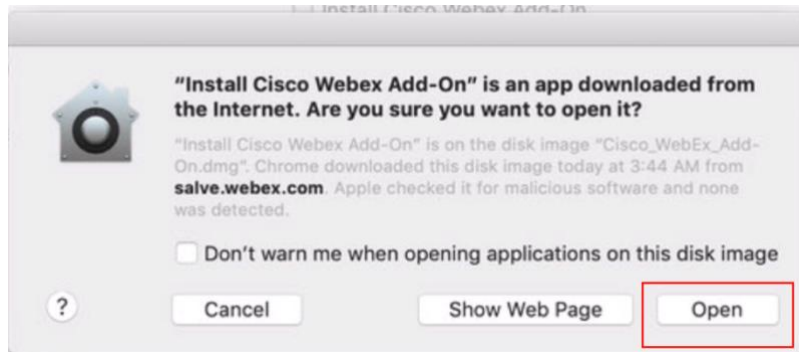
2. The Cisco WebEx Addon will now download to your computer. Click on the Download icon and open the Cisco WebEx Addon.



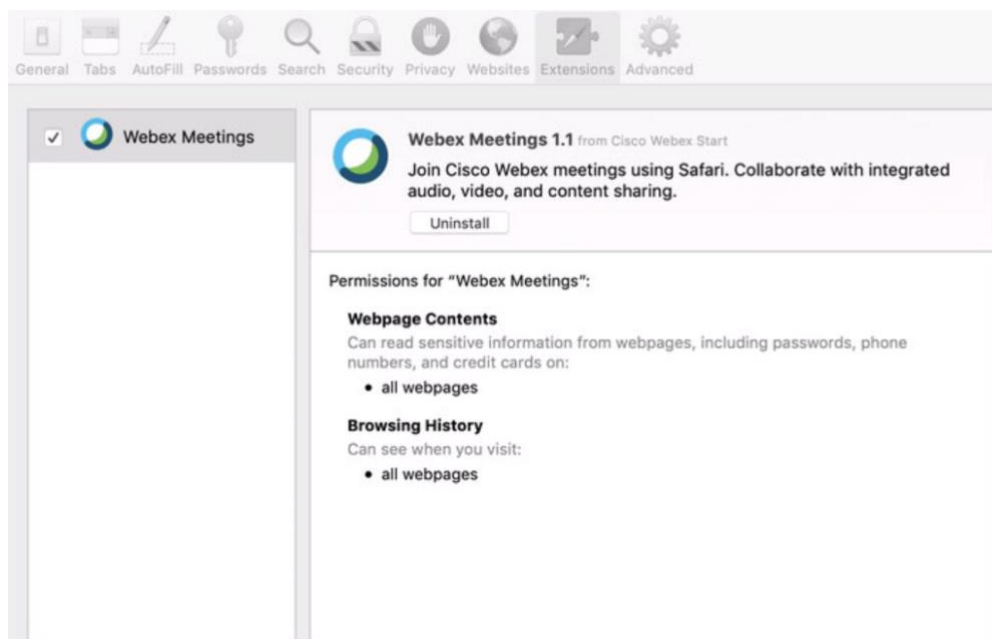
3. Click **Install Cisco WebEx Addon**



Click **Open**.

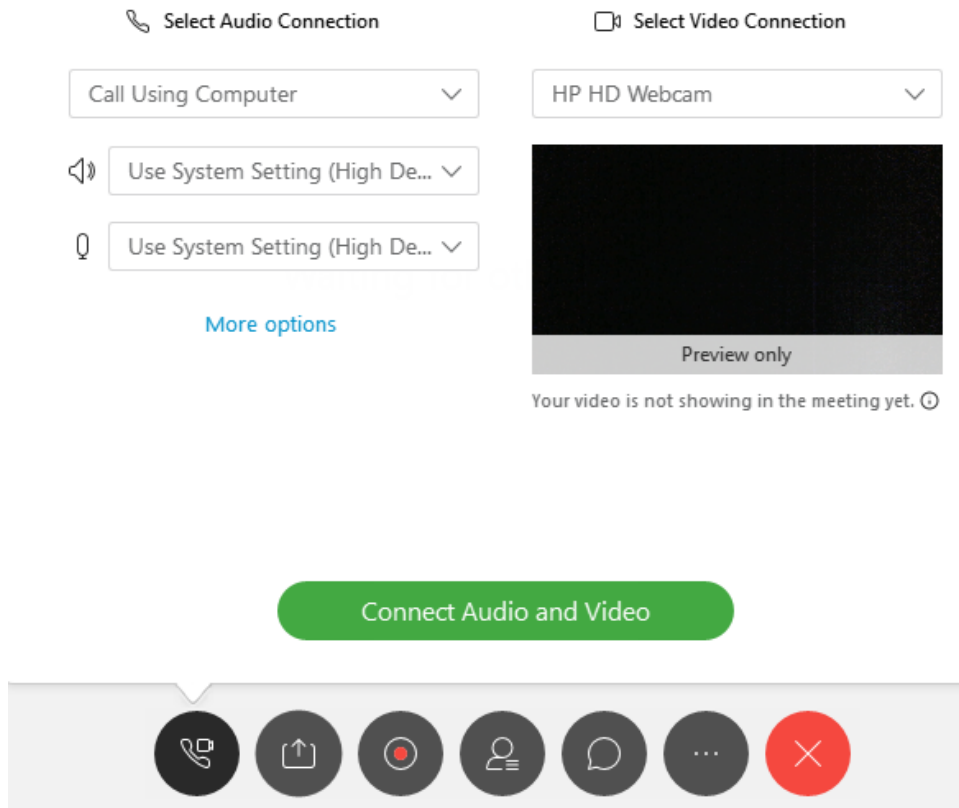


4. The Cisco WebEx add-on will now install to your computer. Once the installation is complete, the following dialogue box will appear. Make sure there is a check mark next to **WebEx Meetings**.



5. The WebEx Meeting will now launch.
6. Once the meeting launches, you will have the option to connect your Camera and select your audio settings.

Audio and Video Connection



After selecting your audio source and camera, click **Connect Audio and Video** to join the meeting.

7. You have now successfully connected to the WebEx meeting.