



PHONE

1. DOWNLOAD THE WEBEX-APP ON ANDRIOD/IOS

App Store: [Cisco Webex Meetings App Store \(apple.com\)](https://apps.apple.com/nl/app/cisco-webex-meetings/id1479316113)

Google Play: [Cisco Webex Meetings – Apps Google Play](https://play.google.com/store/apps/details?id=com.cisco.jb)

2. KLICK THE WEBEX JOINING LINK ON MEETEU.EU/EVENTS OR IN YOUR REMINDER EMAIL

You can find the access data to WebEx on our website in the description of the event.

- This link is universal, which means you can forward it to friends even during or shortly before the event.

3. THE WEBEX APP OPENS AND ASKS FOR YOUR CONSENT TO USE THE MICROPHONE

Certain consents are required to participate in the event.

Permission to play audio: so that you can hear the other participants in the video conference.

Permission to use your microphone: to speak and ask questions via voice chat.

(Permission to access the call function: To enable the dial-in by call feature if your internet is not working)

4. FILL IN YOUR NAME AND EMAIL ADDRESS

Please choose your name as follows: **First name, Country**
(Example: Peter, Sweden)

Your e-mail address will not be visible to the other participants.

Join Meeting

Do you want to join [redacted] Personal Room now?

Name First Name, Country

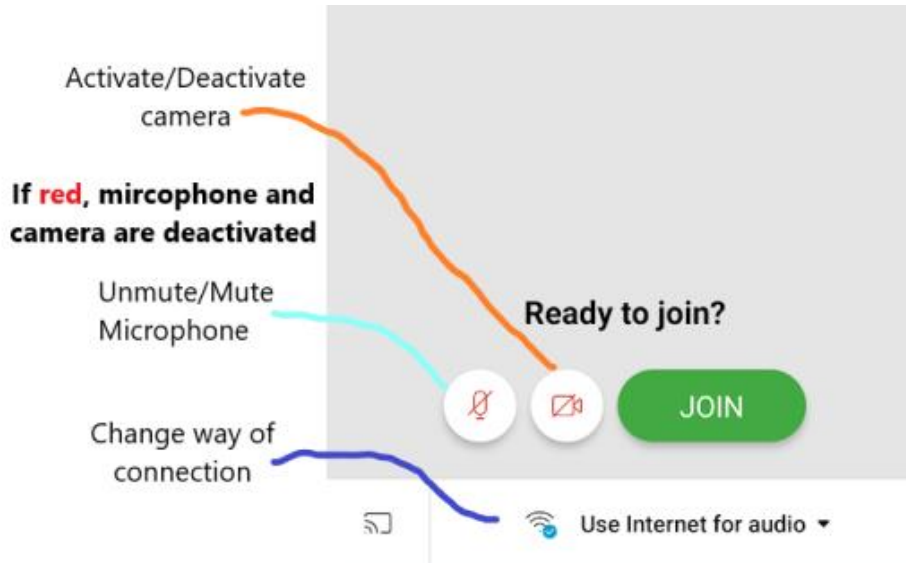
Email address

CANCEL OK

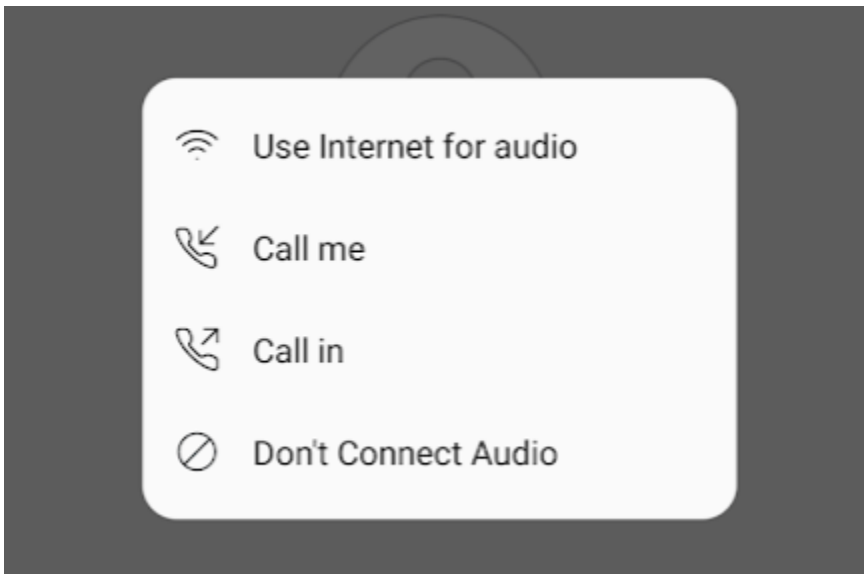
Webex

5. CHECK SETTINGS AND JOIN

Now you are one click away from the event, you can now activate your camera (if you want) and press the green button to join.



If you don't want to use your Internet to join, press Use Internet for Join audio and choose another option.



PC/NOTEBOOK

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2. DECIDE WHETHER YOU WANT TO JOIN VIA BROWSER OR THROUGH THE WEBEX APPLICATION

Browser: Select "Join from your Browser".

WebEx application: Run the download application or manually press "Download it now",

For the best user experience, we recommend downloading the WebEx application.

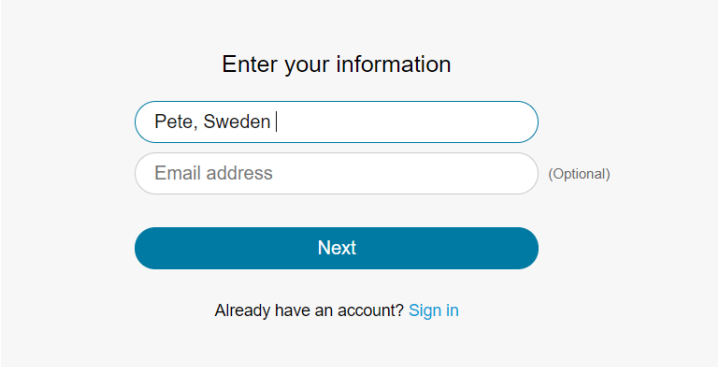
3. FILL IN YOUR NAME (AND EMAIL ADDRESS, optional)

Please choose your name as follows:

First name, Country

(Example: Peter, Sweden)

Your email address is optional, even in the application. However, if you are asked to enter it: it will not be shown to the other participants.



The screenshot shows a registration form with the following elements:

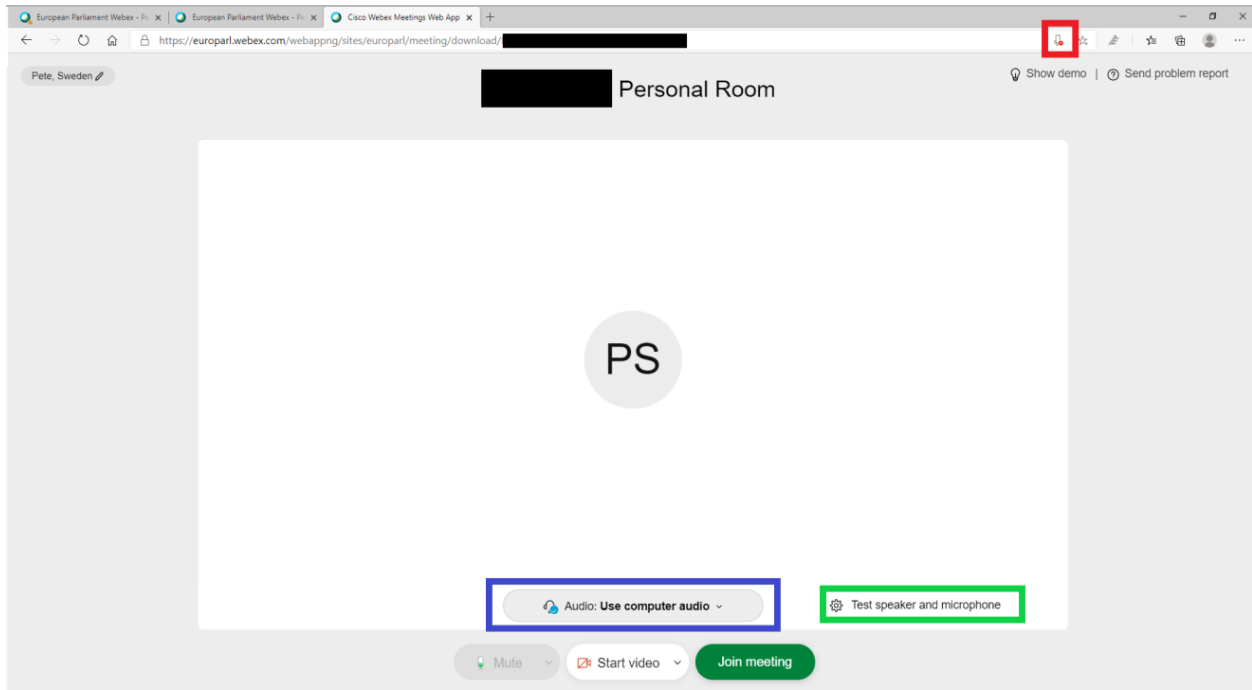
- Title: Enter your information
- Input field 1: Contains the text "Pete, Sweden |"
- Input field 2: Labeled "Email address" with "(Optional)" to its right.
- Next button: A blue button with the text "Next".
- Link: "Already have an account? [Sign in](#)"

4. CUSTOMIZE SETTINGS AND JOIN

Now you can test if the audio input and output work and configurate it (**circled in green**). If you press "Use Computer for Audio" you can also join by phone (**circled blue**).

Attention: If you join via your browser, you must grant access to your microphone. In the following image (Edge on Windows 10) the sign to enable the microphone is **circled in red**.

Overlay Browser:



Overlay Application windows 10:

