
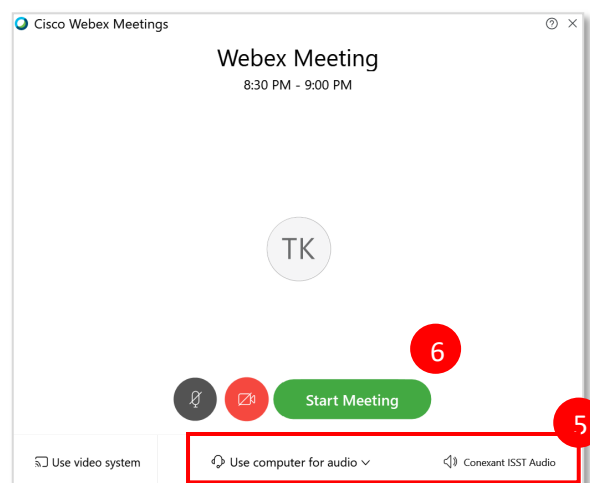


How to join a Webex Meeting from an Outlook calendar invitation

1. Open the Outlook **calendar invitation**.
2. Scroll down and click on 
3. In the pop up, enter your name and email address.
4. Click **Join Meeting**. The meeting will open in an internet browser.

If the application does not run automatically select run temporary application and/or download the web extension link when provided.

5. A Webex Meeting pop up window will appear. Use the drop down menus to customise your microphone and speaker devices (use device default settings).



Use computer for audio: If you are using a **laptop** or **PC**.

Call me: if you want Webex to call **your phone**.

Call in: if you want to **call the Webex meeting** directly.

Don't connect to audio: automatic mute. No audio connected.

Check your device settings.

By default, Webex Meetings will try to connect to your devices default **microphone** and **speakers**.

Use the volume bar to change the sensitivity of the devices.

You can also test the devices.

6. When you are ready click on 