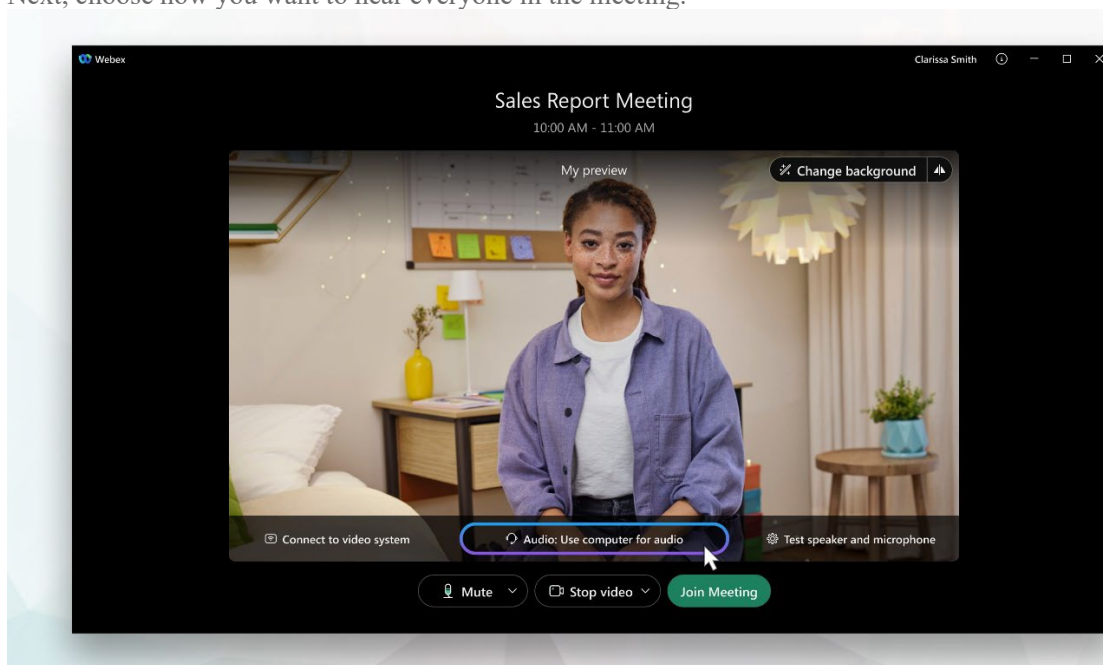


Join a test meeting

Attending your first Webex meeting soon? Check that you're ready by joining a test meeting.

If after completing a test visit you are experiencing any technical difficulties, please contact the MCHS Helpline at [1-844-531-6247](tel:1-844-531-6247) **option 3**

1. Go to <https://www.webex.com/test-meeting.html>.
2. Enter your name and email address, and then click **Join**.
3. If you don't already have the app installed, you'll be prompted to click the installer file. On Windows, click Webex.exe. On Mac, click Webex.pkg.
 - a. Install the desktop app to get the full-featured meeting experience. If you're not using a Mac or Windows computer, or you can't install apps, don't worry. You can still join right from your web browser by clicking **Join from your browser**.
4. Next, choose how you want to hear everyone in the meeting.



- **Use computer for audio** (default) - Use your computer with a headset or speakers.
- **Call in** - If you prefer to use your phone for audio, dial in when the meeting starts. A list of the global call-in numbers is available after you join the meeting. Choose this option if your Internet connection is slow.
- **Don't connect audio** - Use this option when you need to join a meeting and share content, and don't need audio. For example, you're in a conference room with your team, or someone already connected to the meeting from a video device.

5. If you want to join with your microphone muted, click **Mute**



You'll see



when your microphone is muted.

Click **Unmute**



when you want to speak.

6. If you want to join the meeting with your video turned off, click **Stop video**



You'll see



when your video is turned off. Click **Start**

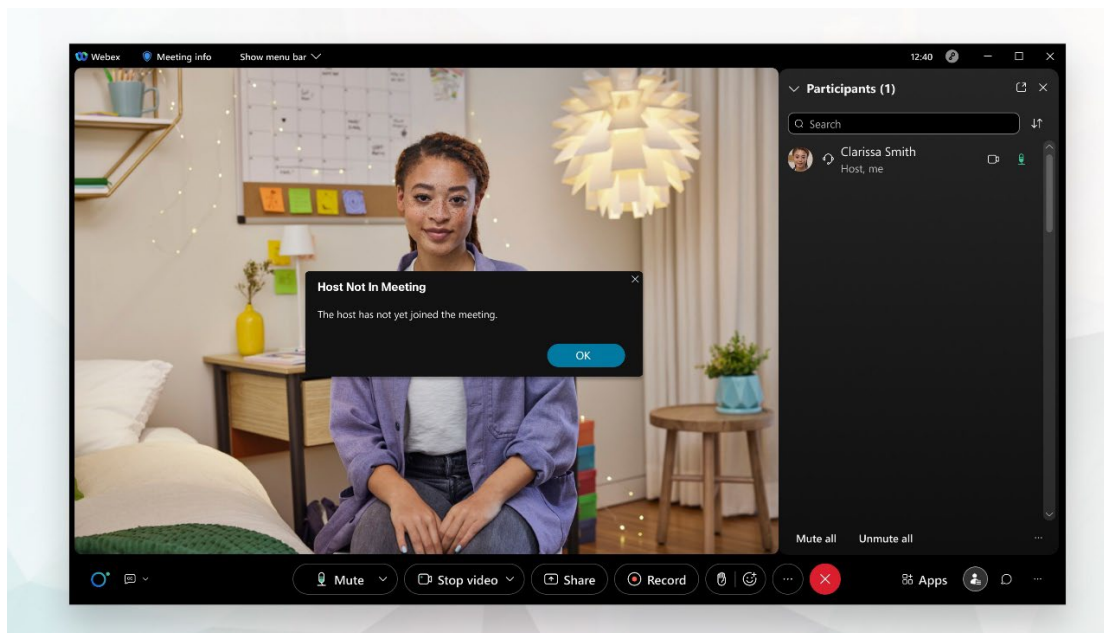
video



when you want to show your video.

7. Click **Join Meeting**.

8. Click **OK** when you see the message about the host not being in the meeting.



9. Try out the available options.

10. When you're finished, click **Leave**



, and then select **Leave Meeting**.

Still having trouble?

Our Helpdesk is ready to assist with any questions or concerns you have. Please call [1-844-531-6247](tel:1-844-531-6247) and select option 3.