Attend a WebEx Meeting

If you receive an email invitation to the meeting, click on the words **Join the meeting**. (See below)

Your email might also appear like this. Click on the link below the words **When it's time, start or join the WebEx meeting from here**:
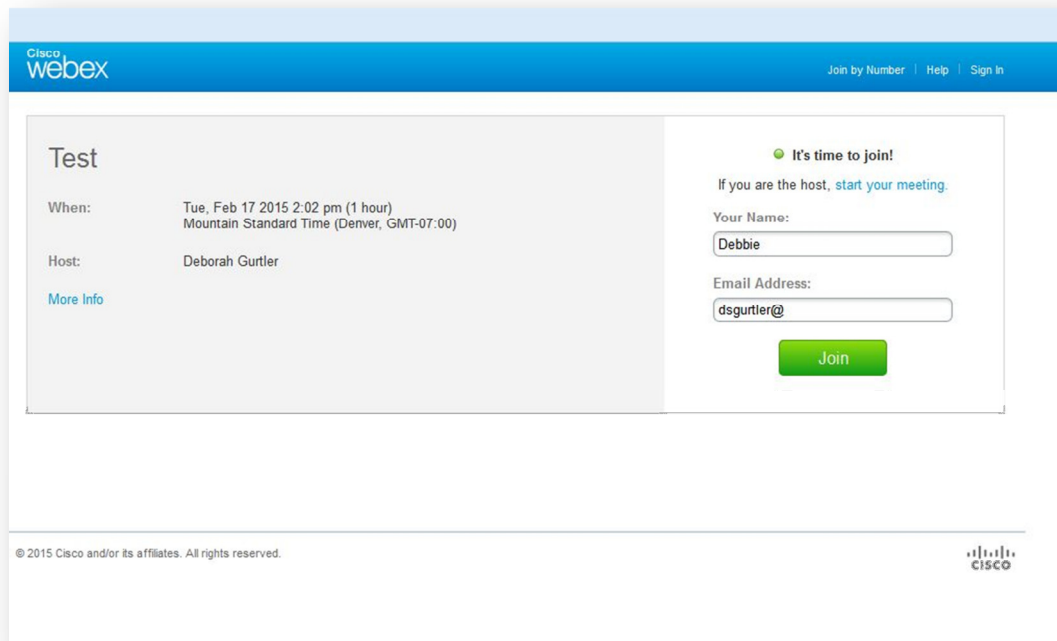
If you did not receive an email invitation but found the link in the FamilySearch Wiki, you can click on it from there.

You will be brought to this page where you will sign in with your name and email address:

You will then see this screen prompting you to install the WebEx Meetings Plug-In. This can be done using either of the following methods.

1. **Quick entry – Run a temporary application**

Click on the blue words **Run a temporary application.**

Opening bWVIdC5sZHMub3JnLyAvNDQ0ODEwLy02NjkwNTg7NjY5MDU...

You have chosen to open:

...VTeHo1TGFma1RyVi1TalRaMjhkSHBYOD0vMg==_webex.exe

which is: Binary File (212 KB)

from: https://meet.lds.org

Would you like to save this file?

Save File   Cancel
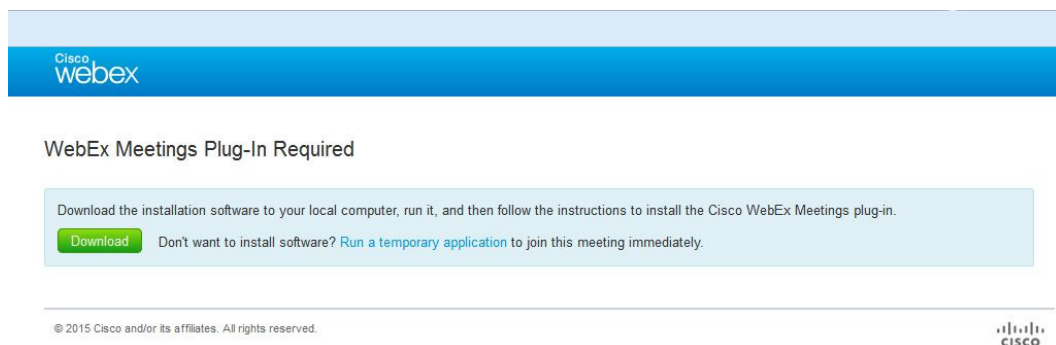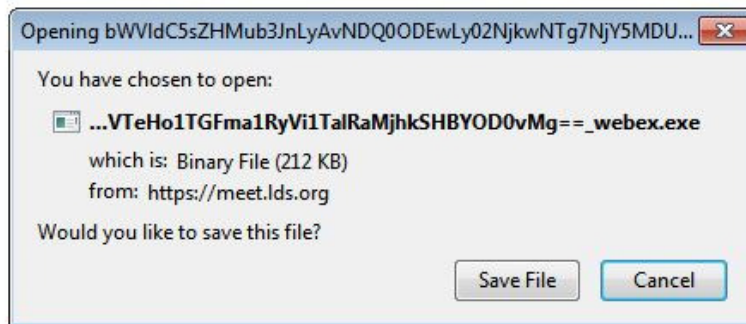
Click on **Save File.** A new dialog box will open asking where to save the file.
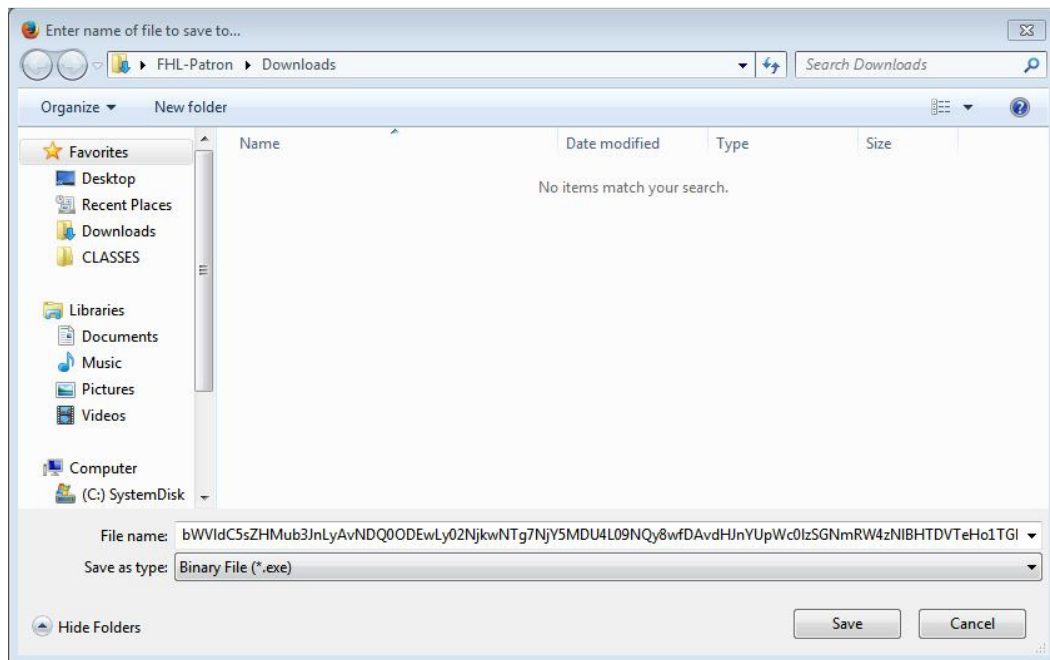
Choose where to save the file or just leave it in the Downloads folder. Be sure to remember the name of the file.

You will next need to open the file to run the application. Go to the folder where the file is saved and double click on it to run the temporary application.

You can also access the file from your browser's downloads folder. In the upper right corner of your browser click on the Arrow pointing down for Firefox.
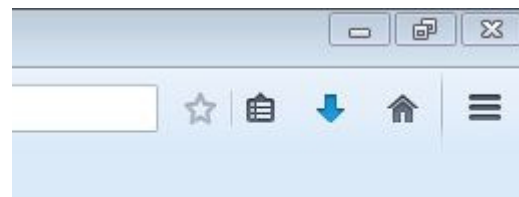
For Google Chrome click on the three horizontal bars in Google Chrome and select Downloads.

The file should be at the top of the list as the most recent one downloaded. See below for the example in Firefox.
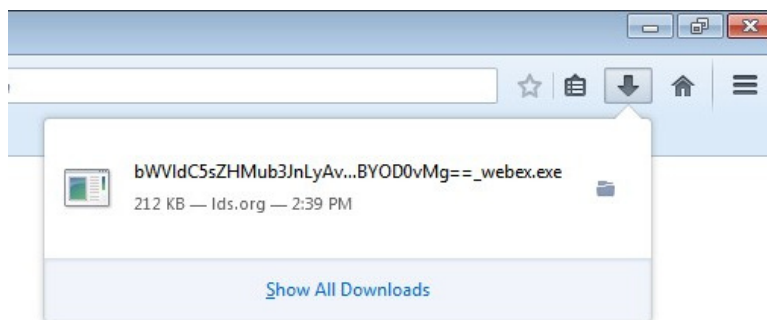
Once you've double clicked on the application in the Downloads list you will be admitted into the meeting.
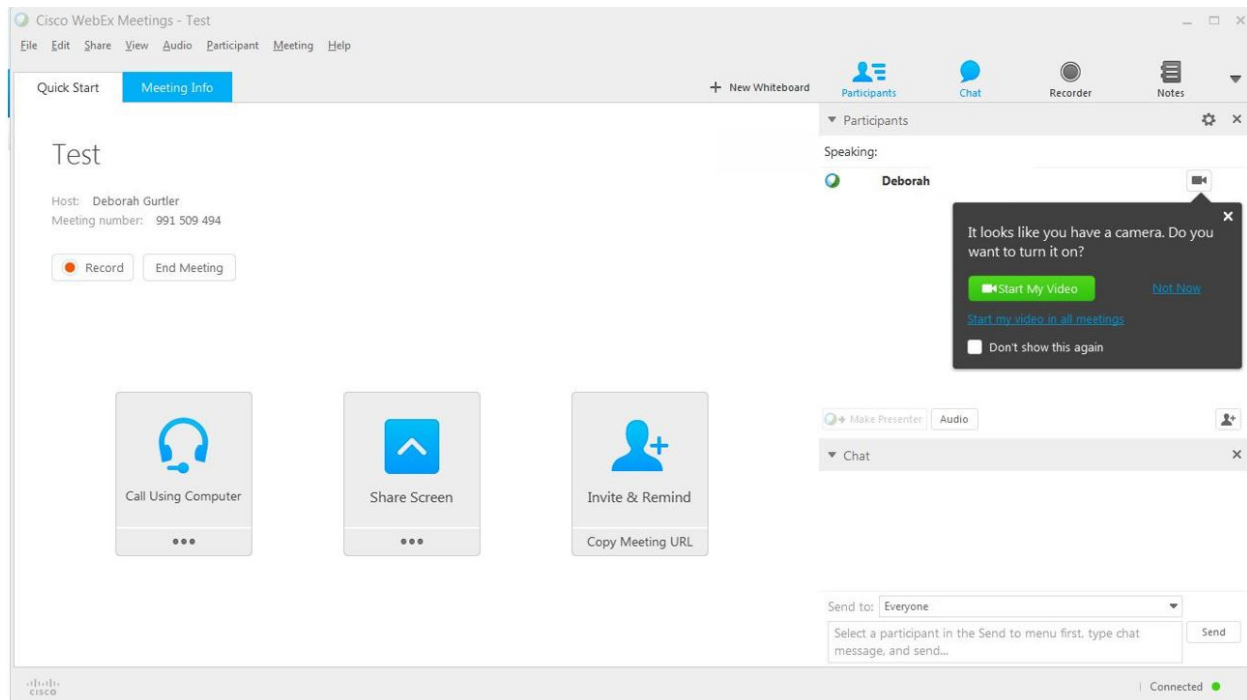
You may now configure your audio. Instructions for configuring audio can be found below. If you have a video camera, you can choose to disable it by clicking on the words **Not Now.**

2. **Download the WebEx Application**

The other option for joining the meeting is to download the full WebEx Application. Follow these steps to download the application. Please be sure to allow yourself at least 10-15 minutes before the webinar starts to download the application.

When you get to this screen, click on the **Download** button.
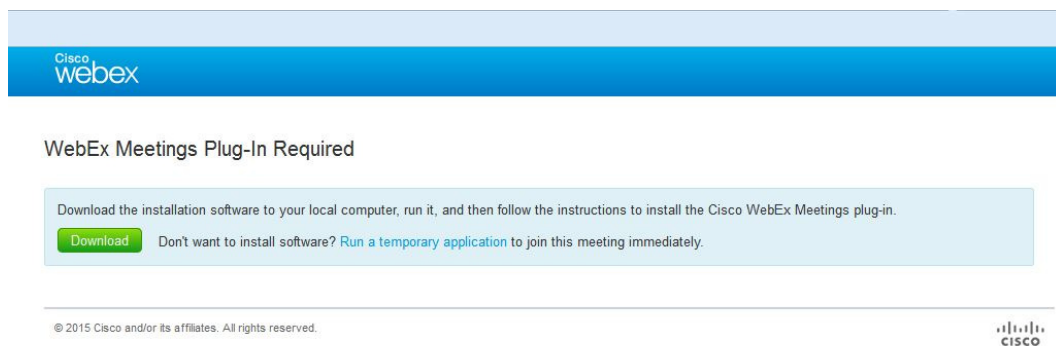
A new dialog box will appear. Click on the option to **Save File**.

Cisco
webex

WebEx Meetings Plug-In Required

Follow the instructions to install the Cisco WebEx I

1

Opening onpremmc.msi

You have chosen to open:

📦 **onpremmc.msi**

which is: Windows Installer Package (17.6 MB)
from: https://meet.lds.org

Would you like to save this file?

Save File   Cancel

Select **Save File**.
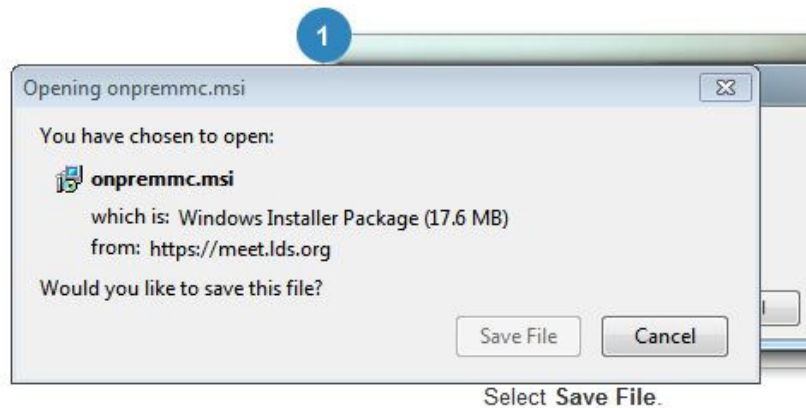
A new dialog box will open directing you to choose a location to save the file.
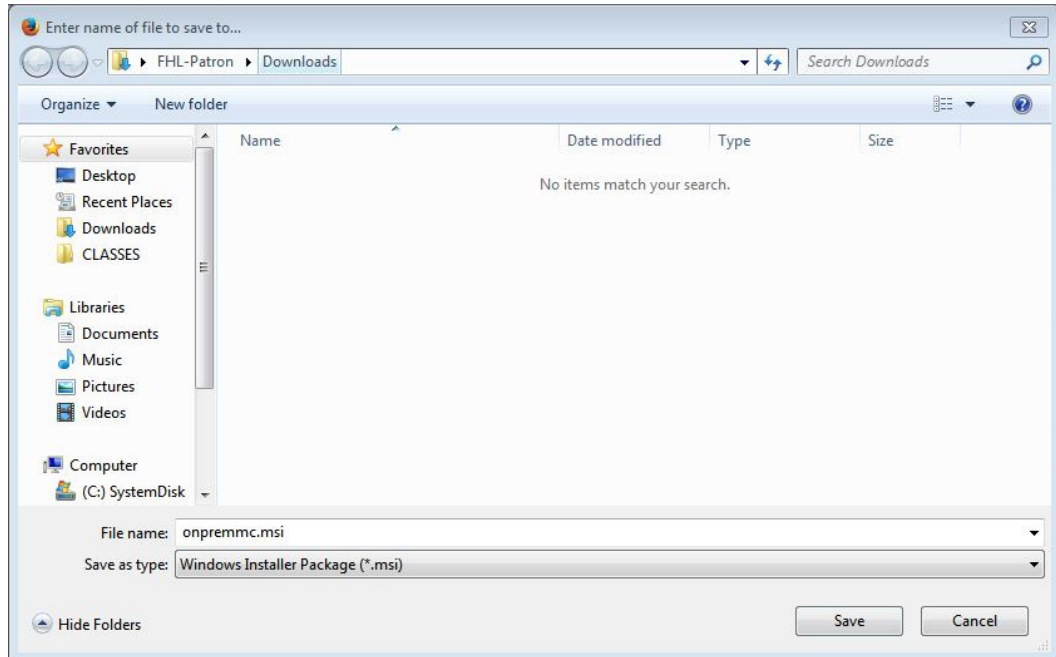
Enter name of file to save to...

▶ FHL-Patron ▶ Downloads   ▼ ✦ Search Downloads   🔎

Organize ▼   New folder   ▤▤ ▼   ❓

⭐ Favorites   Name   Date modified   Type   Size
    🖥 Desktop
    📄 Recent Places   No items match your search.
    📥 Downloads
    📁 CLASSES

📚 Libraries
    📄 Documents
    🎵 Music
    🖼 Pictures
    🎞 Videos

💻 Computer
    🖴 (C:) SystemDisk

File name: onpremmc.msi   ▼
Save as type: Windows Installer Package (*.msi)   ▼

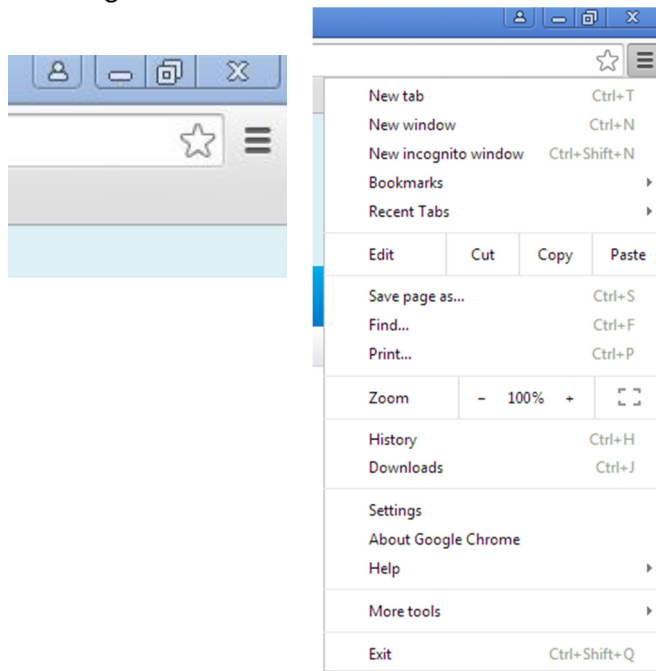⊙ Hide Folders   Save   Cancel

Choose where to save the file or just leave it in the Downloads folder. Be sure to remember the name of the file so you can find it easily.

You will next need to open the file to run the application. Go to the folder where the file is saved and double click on it to run the temporary application.

You can also access the file from your browser's downloads folder. In the upper right corner of your browser click on the Arrow pointing down for Firefox.

For Google Chrome click on the three horizontal bars in Google Chrome and select Downloads.

The file should be at the top of the list as the most recent one downloaded. See below for the example in Firefox. Double click on the file.
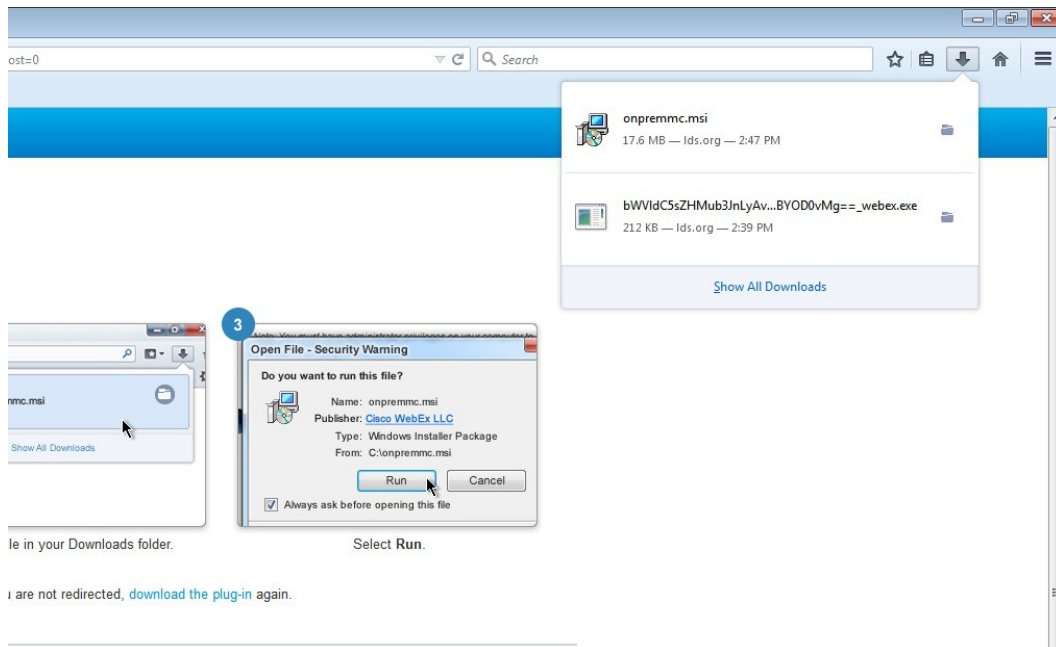
A new dialog box will open. Click on **Next** to begin the installation process.

The next step will be to accept the license agreement.

Click on **Next** and the following dialog box will appear where you can choose your setup type. Unless you are an advanced user and know which components you would like to keep, click on **Complete**.
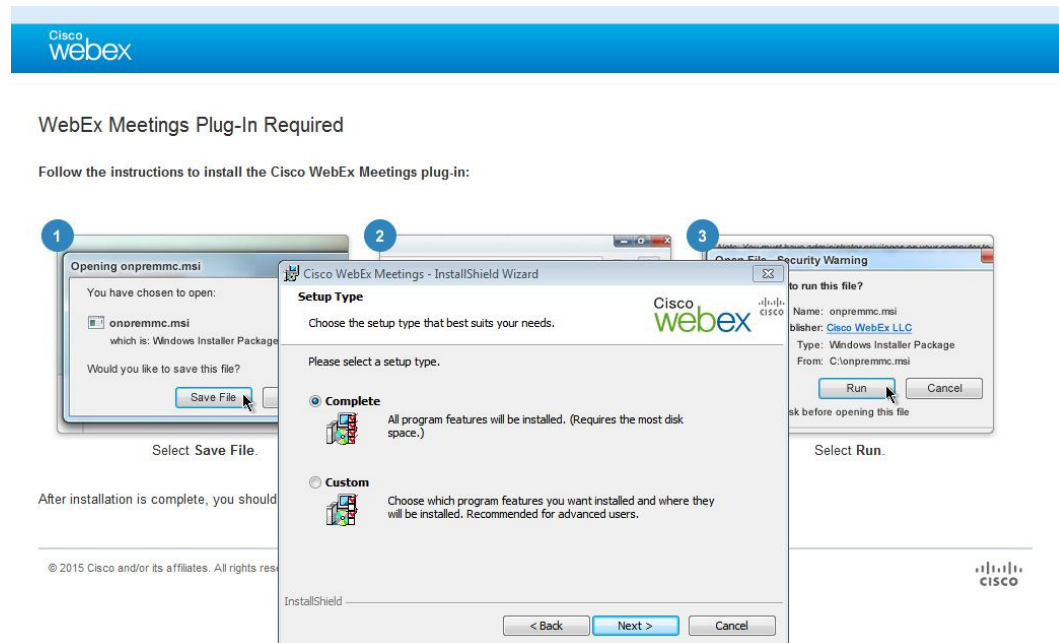
A new dialog box will appear to start the installation process. If you are ready to install, click on **Install**. If you wish to change some aspect of the installation, click on **Back**.
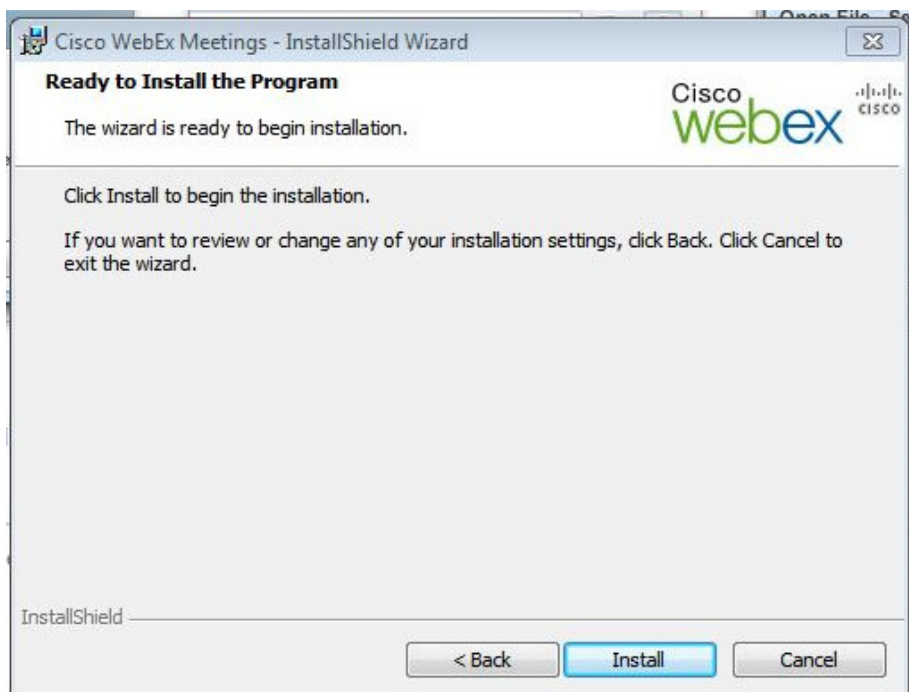
The program will begin to install. When it is finished, the following dialog box will appear. Click on **Finish** to complete the installation.

A new window should now open placing you in the meeting. If that does not happen, close your browser. Copy and paste the link for the meeting in your browser again, sign in and you will be admitted to the meeting.
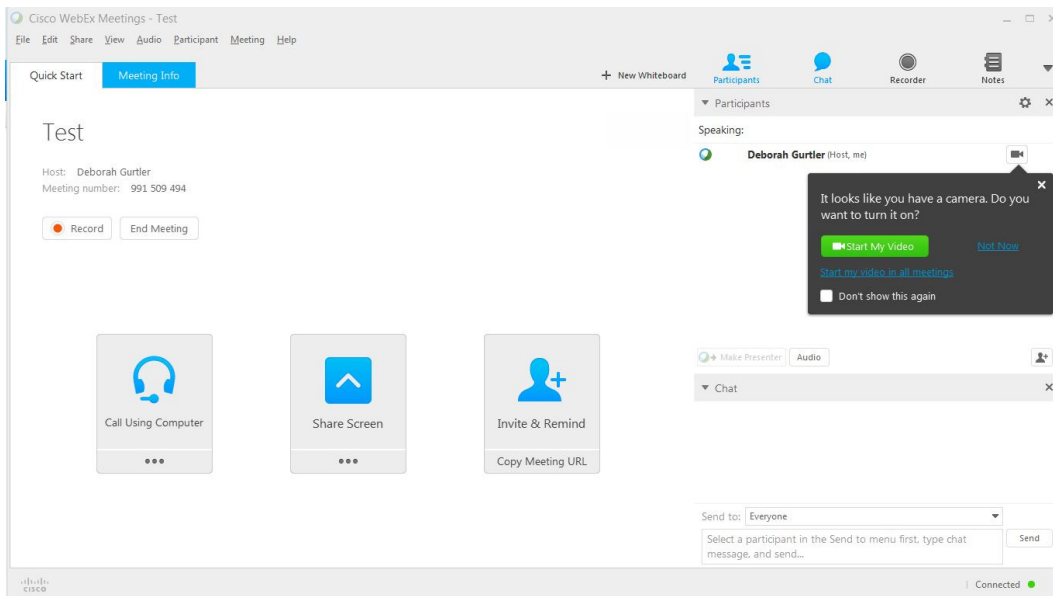
Configure Audio

Once in the meeting room you can choose how to connect your audio. Click on the three small dots which will change to the word **More** when you hover over them. They are found just below the icon **Call Using Computer.** You will then see the following options.

Test

Host: Deborah Gurtler

Audio Connection ✕

↩ **Call Me**
+1-801-240-
[Call me at a different number](#)

↪ **I Will Call In**

🎧 **Call Using Computer**
[Test computer audio](#)

More
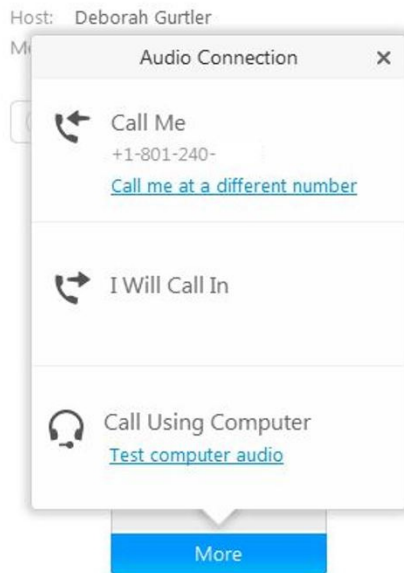
There are three options for connecting to the audio of the meeting.

1. Call Me
2. I Will Call In
3. Call Using Computer

Test

Host: Deborah Gurtler
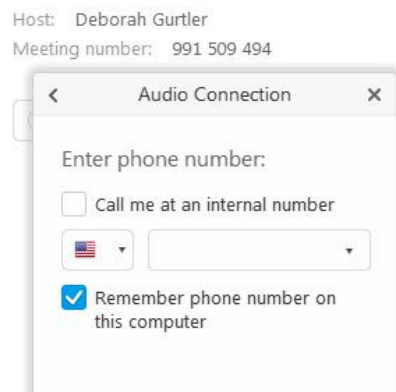Meeting number: 991 509 494

‹ **Audio Connection** ✕

Enter phone number:

☐ Call me at an internal number

🇺🇸 ▾ [▾]

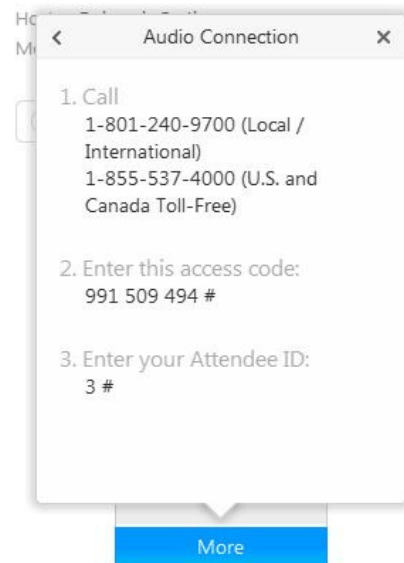☑ Remember phone number on this computer

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The **Call Me** option allows you to enter a phone number and WebEx will call you directly. There is no charge to use this service but if you are using a cell phone, it will require the use of your cell phone minutes.

Just enter your phone number along with country and area code to allow the system to call you.

When your phone rings, you will be prompted to press 1 to enter the meeting.

Test

‹ **Audio Connection** ✕

1. Call
   1-801-240-9700 (Local / International)
   1-855-537-4000 (U.S. and Canada Toll-Free)

2. Enter this access code:
   991 509 494 #

3. Enter your Attendee ID:
   3 #

More

I Will Call In allows you to call in directly to the meeting. If you choose this option, click on the **I Will Call In** option and the system will display the number you should call along with the access code. Follow the prompts to enter the access codes.
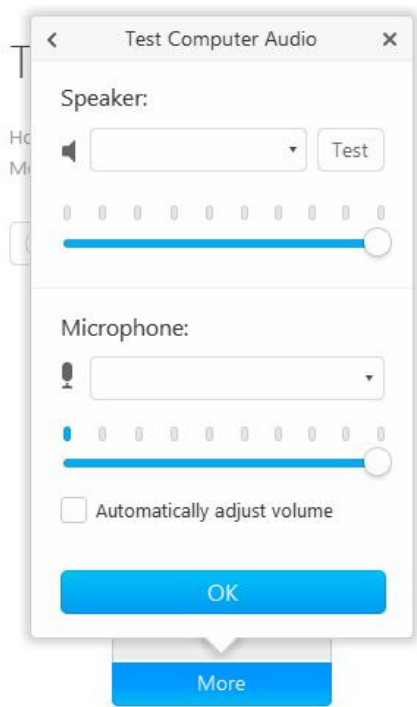
Call Using Computer uses the speakers and microphone of your computer to provide the audio of the meeting.

If you choose this option, you will want to test your speakers and microphone to ensure they are functioning properly. Choose your speakers and microphone from the drop down menus. Click on the **Test** button alongside the drop down menu to test them.
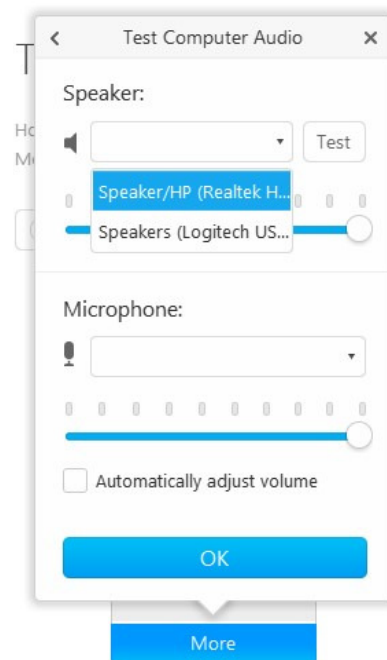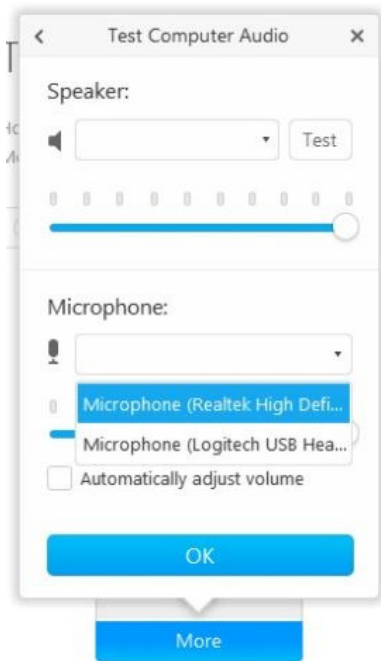
You may adjust the volume for your computer using the **Volume Control Options** located in the lower right corner on your screen. Right click on the speaker icon and click on **Sounds**.

Once open choose **Playback** to choose and/or configure your speakers. You will choose **Recording** to configure your microphone.