

This is for people who **never** have used Webex before...If you have, you already know and can skip this ! 😊

The very **first** time – on Windows 10


- 1 In the meeting invite, find the URL to click.

For this meeting it is:

<https://meetingsapac.webex.com/meetingsapac/j.php?MTID=m32eb0361055a80999b837ef601f50f53>

Notes:

The meeting URL is different for every meeting. Make sure you check the meeting times !



Kathy Murphy has invited you to Toastmasters test meeting led by Dave

Title: Toastmasters test meeting led by Dave

Location: <https://meetingsapac.webex.com/meetingsapac/j.php?MTID=m32eb0361055a80999b837ef601f50f53>

When: Friday, 3 April 2020 7:00 pm – 7:45 pm

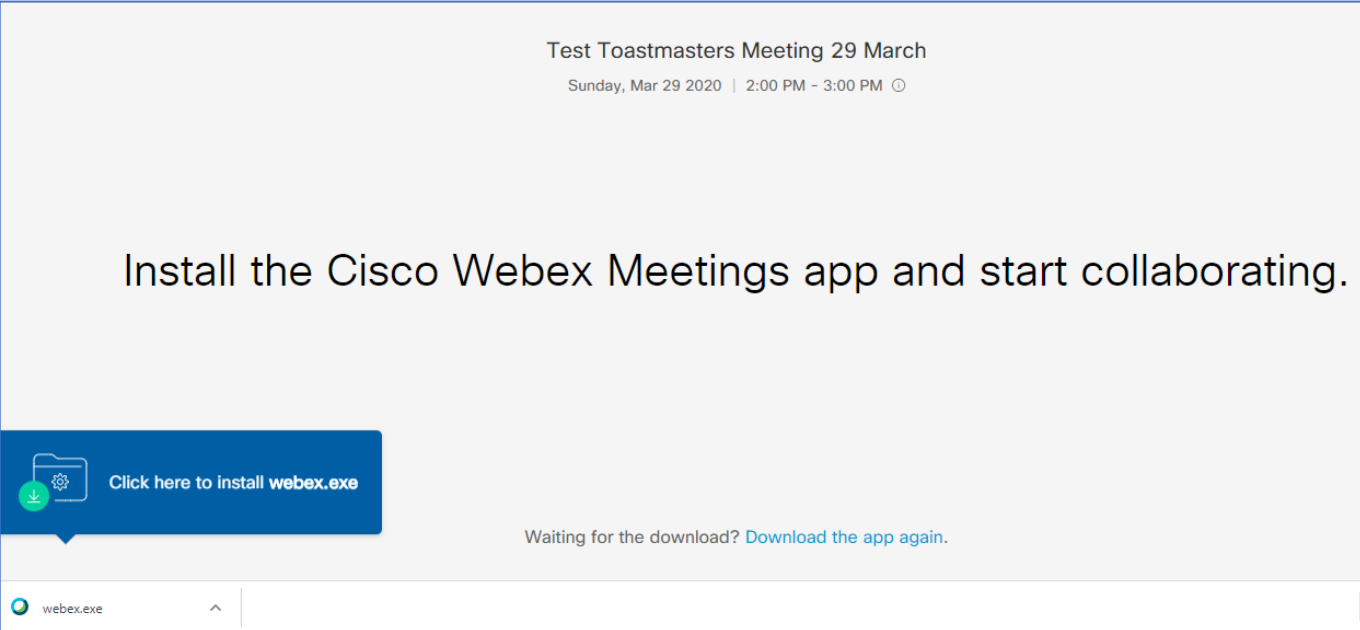
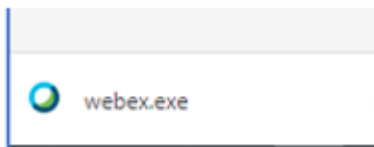
Organizer: 🧑 Kathy Murphy <katymary@yahoo.co.nz>

Description:

- 2 Open the URL.

This will download a small file and then ask you to install the Webex app.

Wait a bit for the download to finish, and then click on the file called webex.exe that should be in the lower left corner of your browser



Test Toastmasters Meeting 29 March
Sunday, Mar 29 2020 | 2:00 PM - 3:00 PM ⌵

Install the Cisco Webex Meetings app and start collaborating.

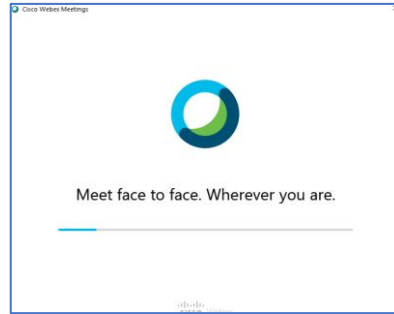
Click here to install webex.exe

Waiting for the download? [Download the app again.](#)

webex.exe

3 After you click on **webex.exe**, you will see this dialog box for a few seconds

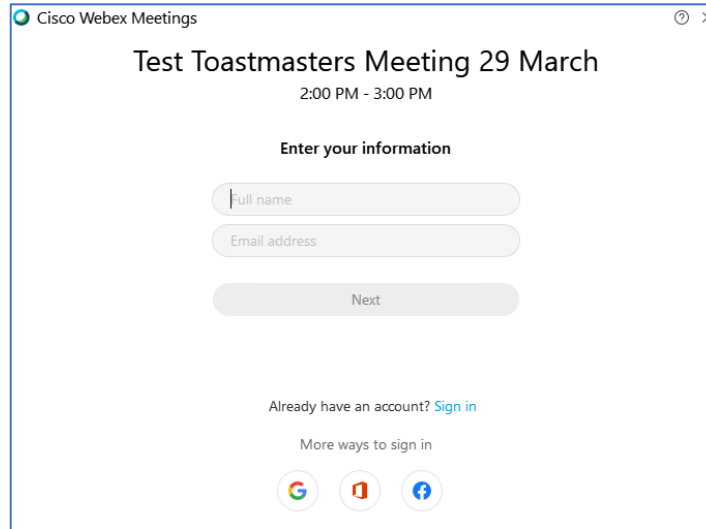
Be patient, the webex app is installing... 😊



4 Once webex is installed you will be prompted to enter your details

Notes:

- We are not signing in.
- We just enter our details and email address (see below)
- For toastmasters, we want to enter our name and role – see below



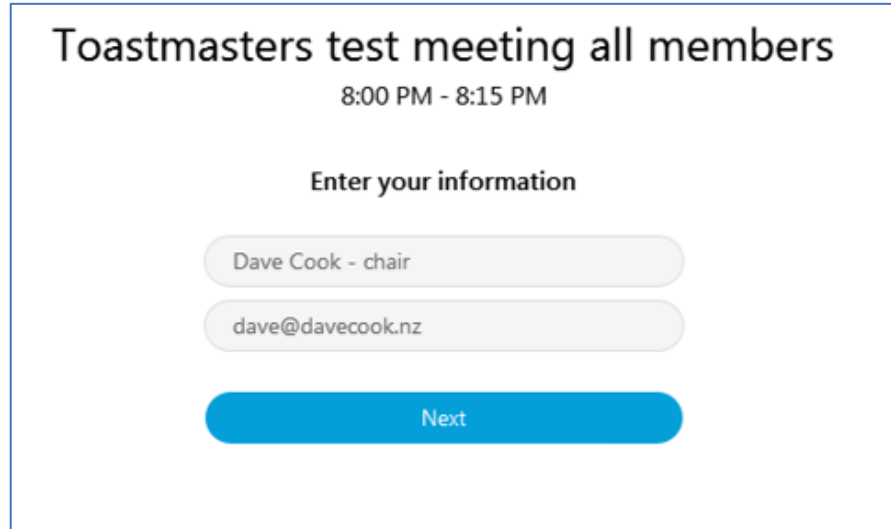
5 Enter your details

1. Your full name + role
2. Your email
3. Click next.

Eg;

- Ima Toastmaster – speaker
- Eva Toastmaster - evaluator
- Chronos Toastmaster - timekeeper

If you have lots of roles, just enter the main one



The very **first** time – on Windows 10

You will go straight to step 4

Enter your details

4. Your full name + role
5. Your email
6. Click next.

Eg;

- Ima Toastmaster – speaker
- Eva Toastmaster - evaluator
- Chronos Toastmaster - timekeeper

If you have lots of roles, just enter the main one

Toastmasters test meeting all members

8:00 PM - 8:15 PM

Enter your information