


Quick start Webex guide for external partners

1. Click the **Join** button in the invite you received 
2. Install the Cisco Webex Meetings app or Join from your browser
3. Enter your information (name and email) and click **Next**
4. Select how your audio will connect (Using computer audio is recommended)
 - **Use computer for audio** - Use your computer with a headset or speakers. This is the *recommended* option as it provides with the best meeting experience. You can change your headset, speakers, and microphone if needed.
 - **Call me** - Enter or select the work or home phone number that you'd like the meeting to call.
 - **Call in** - Dial in from your phone when the meeting starts. A list of global call-in numbers will be available after you join the meeting.
 - **Don't connect audio** - You won't hear any audio in the meeting through your computer or phone. Use this option if you're in the meeting room but want to use your computer to share content in the meeting.
5. Click **Join meeting**
6. Collaborate in your meeting!

