1. Before the day of the meeting, the end user should test to make sure his/her computer has the needed plugins to join a meeting. To test your computer, click on the following link: http://www.webex.com/test-meeting.html, it will take you to a test website.

2. Once the “Join Meeting Test” website loads, type your name and Email address in the provided fields, then click the “Join” button (as seen below)

Join Meeting Test

Test your browser by joining a meeting. Please enter the information below to get started.

Name
Username

Email Address
email@vt.edu

Join

Client download and join meeting test

- Please review System Requirements before proceeding.
- If you are unable to join or having difficulty running the test, please contact WebEx Support at 866.229.3239 Option 1 or visit support.webex.com for helpful support information.

Note: if you are hosting a meeting, sign in to your WebEx account to start your meeting.
3. Once you click “Join” you will see the following image. If you already have the plugin, the meeting will automatically load without the “Download and Agree” screen. If that happens, you are done.

![Cisco WebEx Add-On Required to Join Meetings](image)

4. Click the “Download and Agree” button, which will start the plugin install needed to successfully join a WebEx meeting, as seen below. *(NOTE: You will need administrator rights on your computer to install the add-on)*

![Cisco WebEx Add-On Required to Join Meetings](image)

Follow these steps to install the Cisco WebEx add-on:

1. Select Save File.
2. Open the file in your Downloads folder.
3. Find and double-click the add-on icon, and then follow the installation instructions.

After installation is complete, you should be directed to the next step. If you are not redirected, **download the add-on again**.

5. Once you go through the steps in the image, you will see the following:
6. Click “Open” then click “Install” when prompted. When the installation is complete, click “OK” then the meeting will open automatically (as seen below). You are done and your computer is ready for any WebEx meeting.

Congratulations!
Your system is now set up properly...

- Please note: A dialogue box that says “The host has not yet joined the meeting” will appear. You may close this box.

- This meeting will not be hosted – it is for testing only. Standard meeting functionality is not available.

To contact Technical Support, please dial 1.866.229.3239

To exit, select Leave Meeting from the File drop-down menu or click the x in the top-right corner. Thank you for joining.