

Webex Meetings | Join a Test Meeting

IF THE MEETING INCLUDES VIDEO, please test your video connection in advance using Webex as soon as you receive your Notice of Hearing.

The recommended internet requirement for Webex is 1.0 Mbps download to receive and 1.5 Mbps Upload to send video and audio.

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

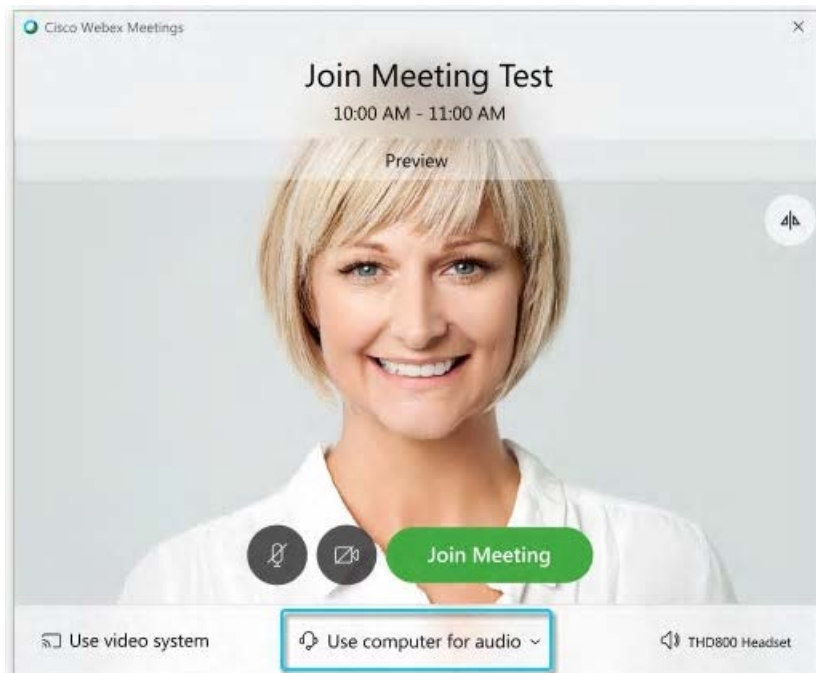
1. Go to <https://www.webex.com/test-meeting.html>.
2. Enter your name and email address, and then click **Join**.
3. Click the installer file to install the Cisco Webex Meetings app.

For Windows, click Webex.exe.

For Mac, click Webex.pkg.

Install the desktop app to get the full-featured Webex Meetings 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 in your meeting invite. Choose this option if your Internet connection is slow.

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

You'll see **Unmute** when your microphone is muted. Click **Unmute my microphone** **Unmute** when you want to speak.

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

You'll see **Start my video** when your video is turned off. Click **Start my video** **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. Follow the tips and instructions that you see in the meeting window and try out the available options.

100 When you're finished, click **Leave**, and then select **Leave Meeting**.