Wealth Management

RBC ®

Webex: First-time user of Cisco Webex Meetings

When you join a meeting for the first time, you will be prompted to download an installer file, which allows you to install the desktop app on your computer.

If you can't download the installer file, you can still join the meeting using the web app instead. You don't need to install anything to use the web app – it will launch in your web browser.

If you have an invite to join a Webex meeting, the desktop app will automatically download when you click "join." If you don't have a Webex account, don't worry. It's also easy to join and participate in the meeting as a guest.

1. Click "Join meeting" in your email invitation to join the video conference.
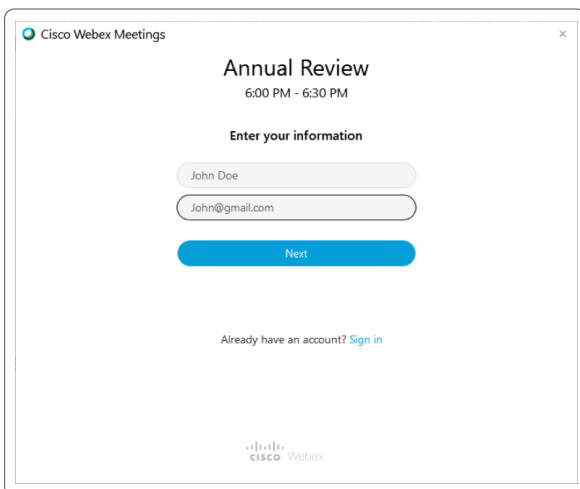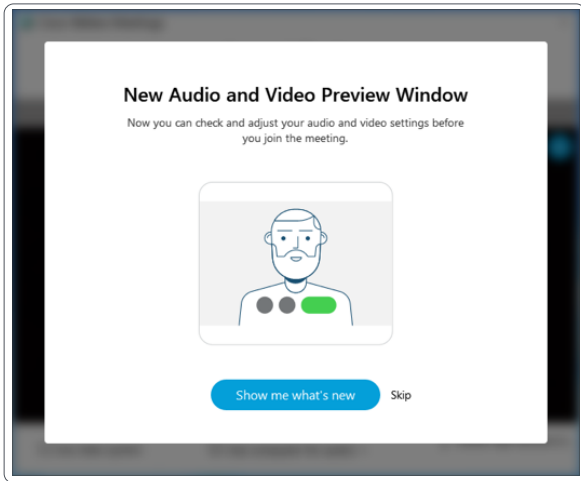
2. Install the Cisco Webex Meetings app.
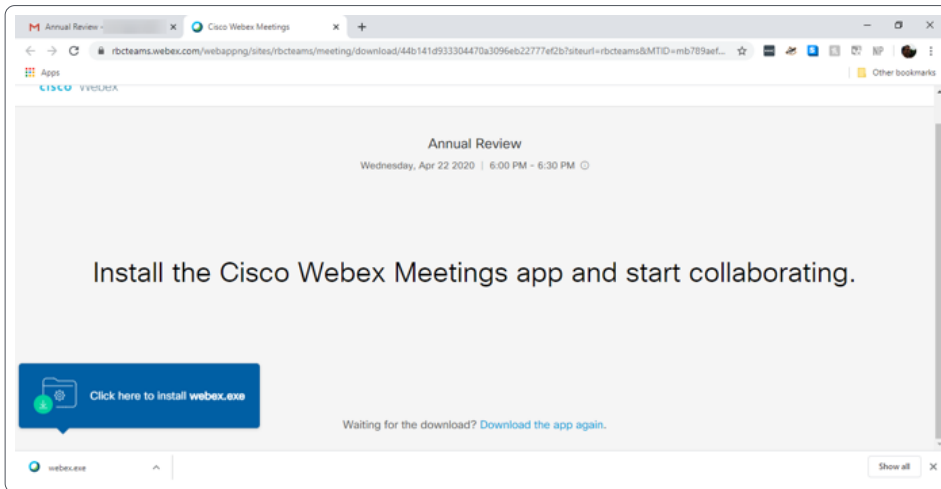
3. Read the Terms of Service and Privacy Statement and choose whether to accept.
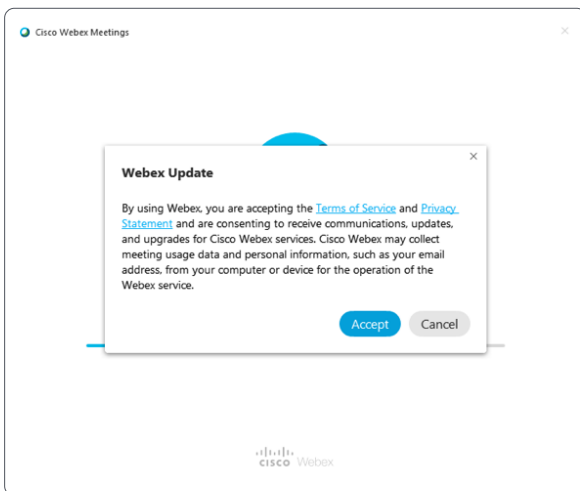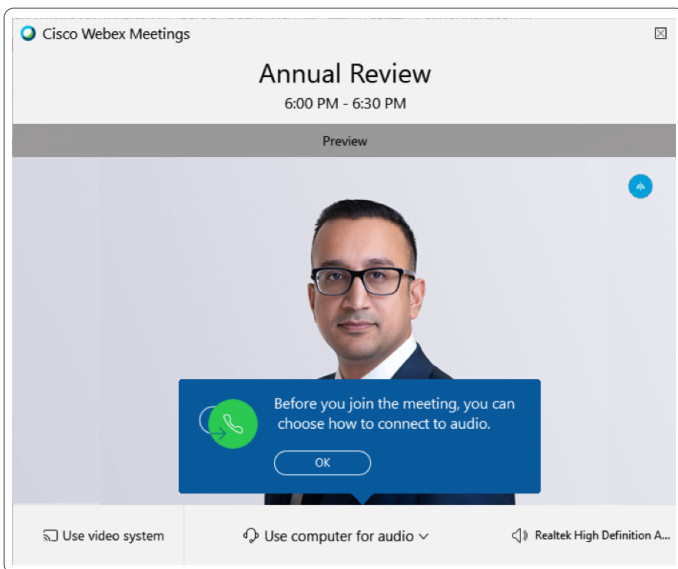

4. Click "Open Cisco Webex Meetings" if a message appears in your browser. Enter your name and email address and click "Next."
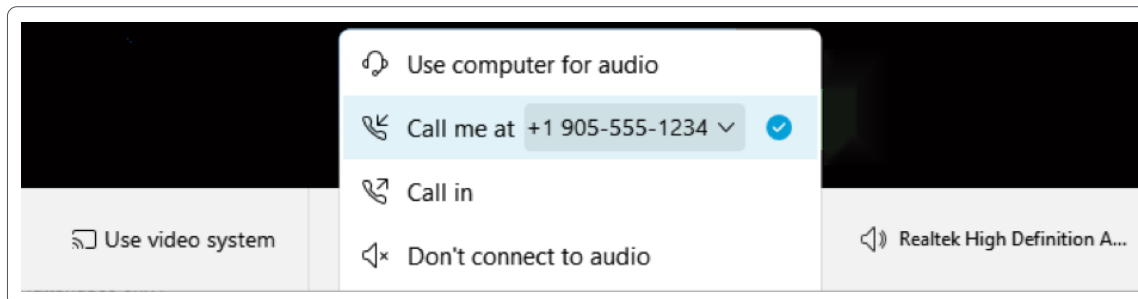
5. Click "Show me what's new" for a quick tour, or select "Skip."

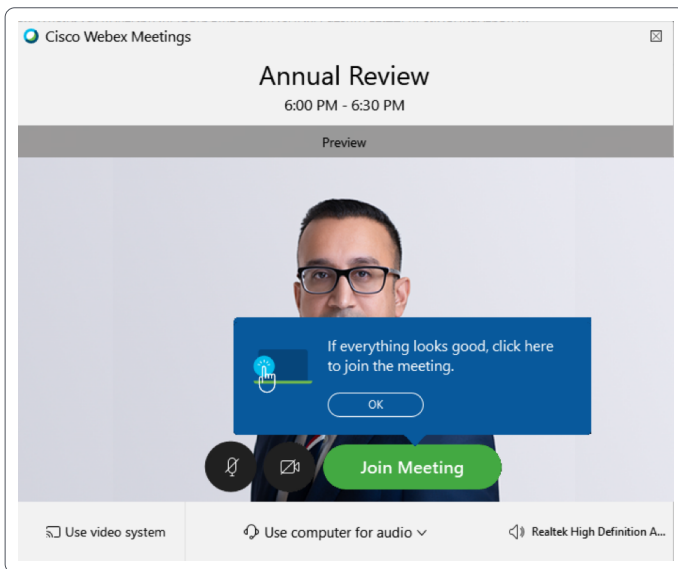6. You see a video preview of how you'll look to others.

7. Change your audio and video settings before joining your meeting. We recommend using the "Call me at" option, which prompts you to enter a phone number.

8. You can then choose to mute yourself or activate your camera – don't worry, no one can see you until you join the meeting.
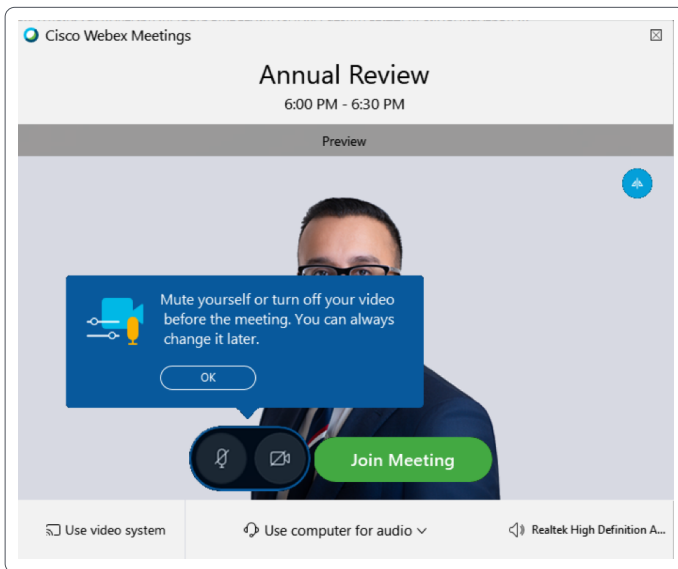
9. Click "Join Meeting."

For more help resources, visit [Webex Help](#).