Accessing MAAC's Cisco Webex Meeting via Browser

Presumptions:

• These procedures were developed from the FireFox browser / Windows 10 perspective, other browsers and OS's may have a different experience.

• Accessing the meeting from a mobile device (phone, tablet, etc) might require installation of Cisco's App.

• Device / OS security settings allow access to its microphone and camera.

1. Browse to MAAC's Cisco Webex meeting

   (https://jonathanjacobs-248.my.webex.com/meet/053president)
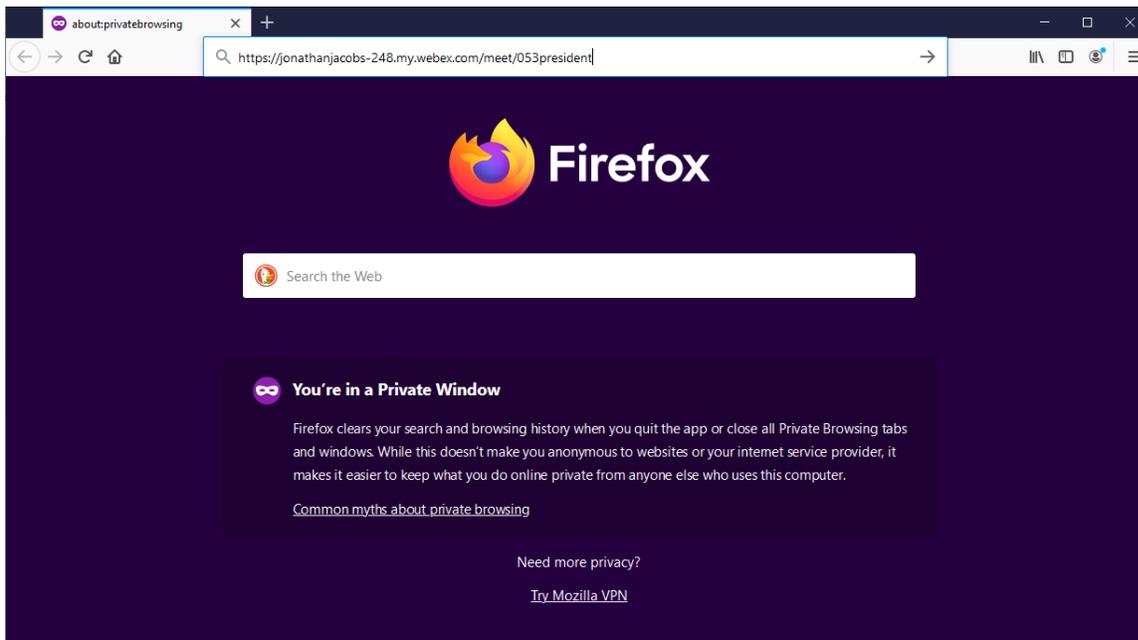
2. Cisco will present a box to save then install its plug-in; THIS IS NOT NECESSARY. Wait for ~10 seconds for the background page to populate a bit more and click on <Cancel>.
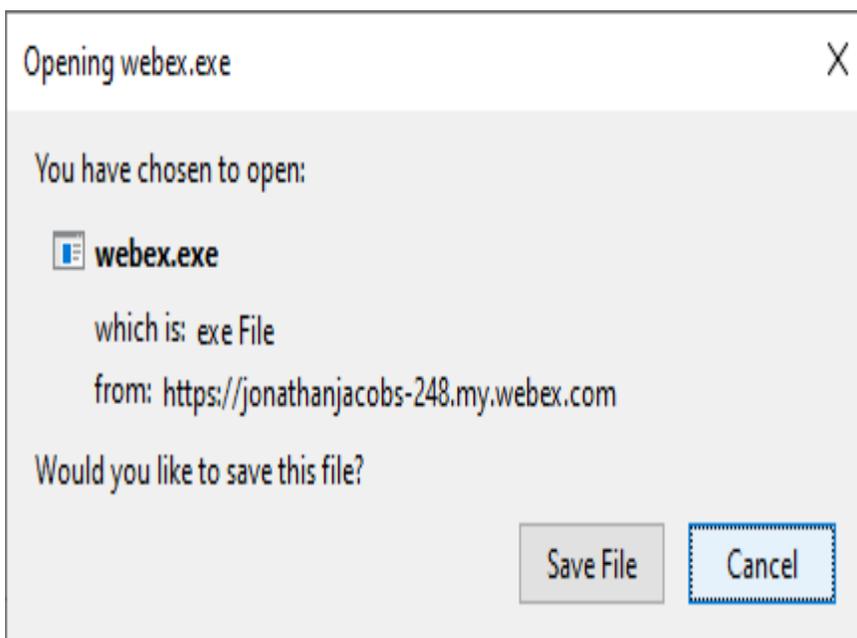
3.   After cancellation of the download (previous step), click on <Join from your browser.>.
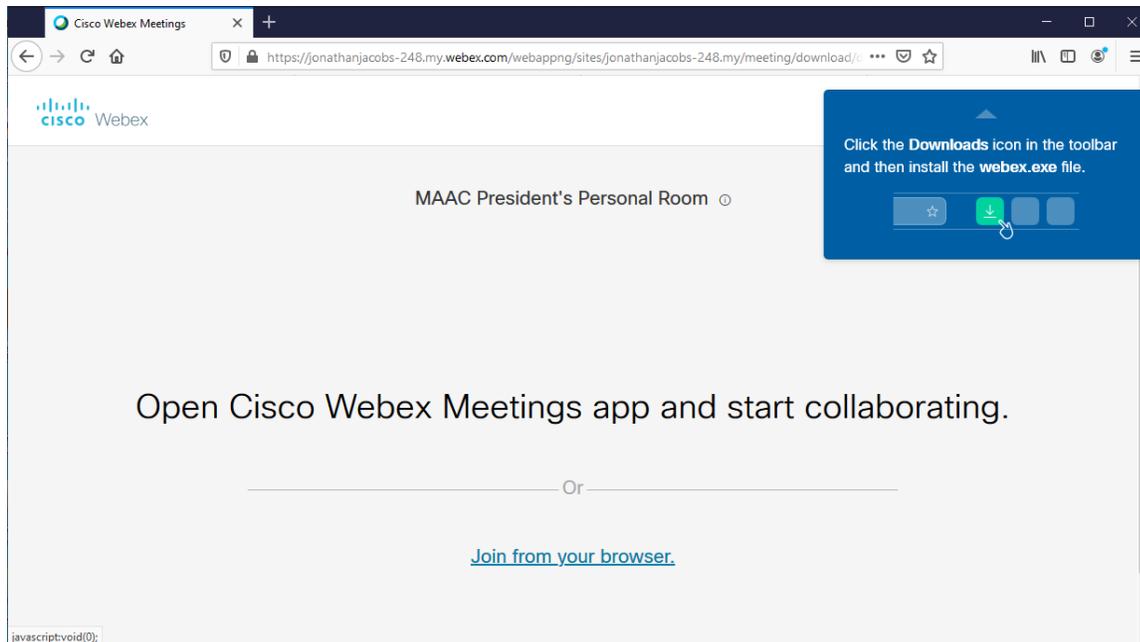
4.   Enter name and E-mail address.

      a.   For the name, this is necessary to get past the Waiting Room; if the name is not on our invitation list (or otherwise easily recognizable), the meeting moderator will not allow entry into the meeting.

      b.   Use of a valid E-mail address is optional; however a valid looking address is mandatory to get past Cisco's requirements.

      c.   Anybody with an existing Cisco Webex account may elect to logon; this will likely bypass some of the following steps.
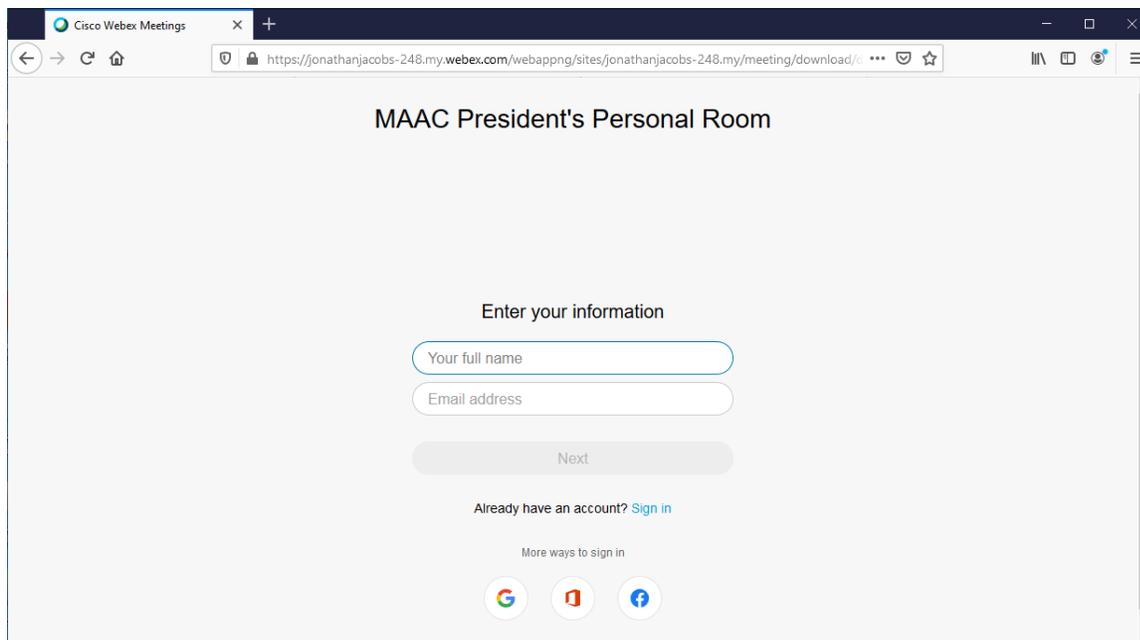
5.	Review the sharing settings for camera and microphone; click on <<u>A</u>llow> when appropriate.
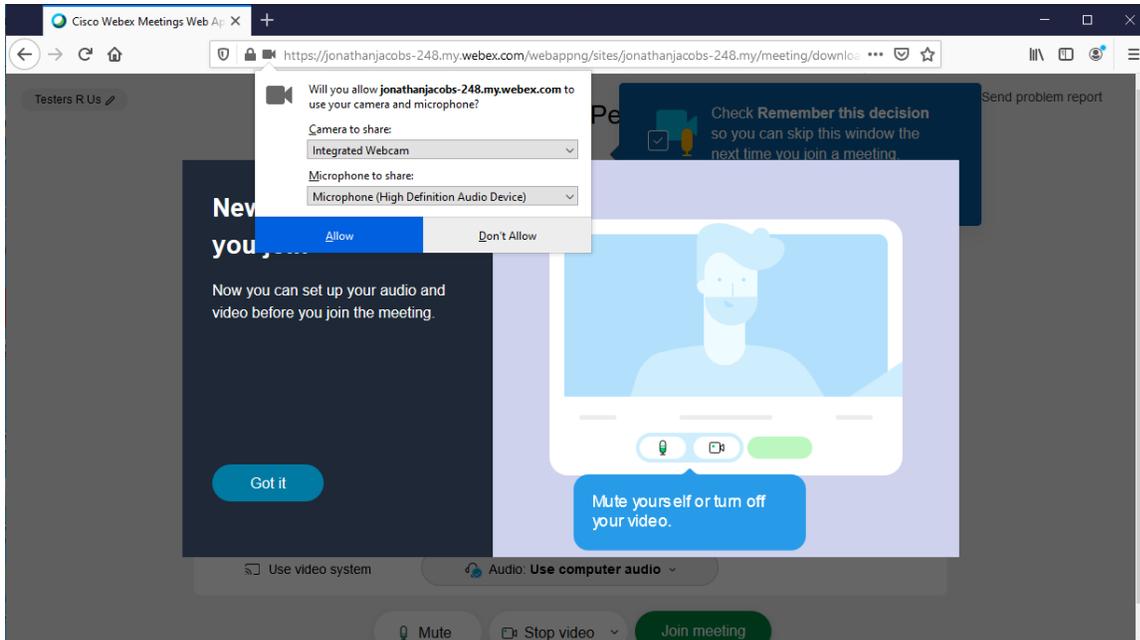
6.	When ready, click on <Got it>.
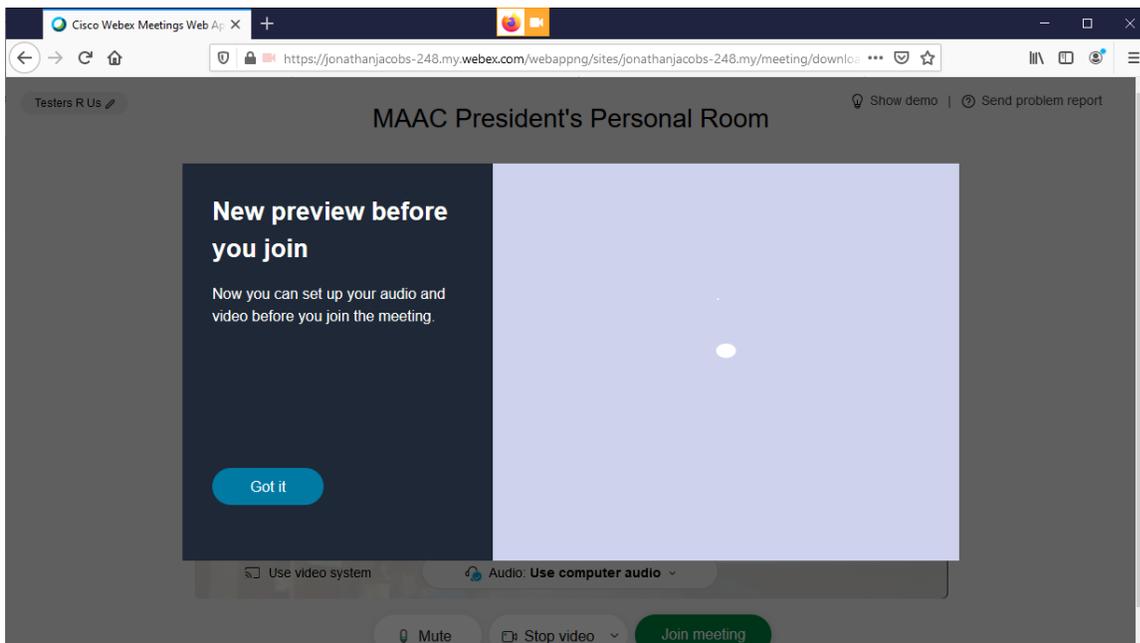
7.   Review the preview toward what imagery the camera views, adjust as necessary, and when ready click <Join meeting> which will enter this cession into the Waiting Room.
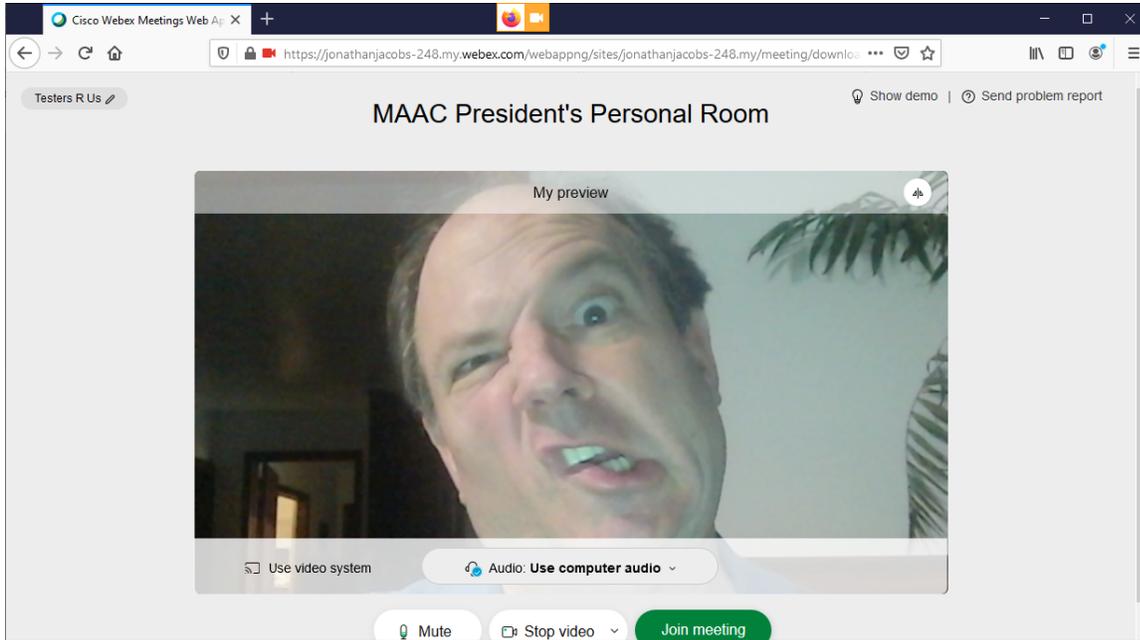
8.   Wait for the meeting host to accept entry into the Meeting Room.
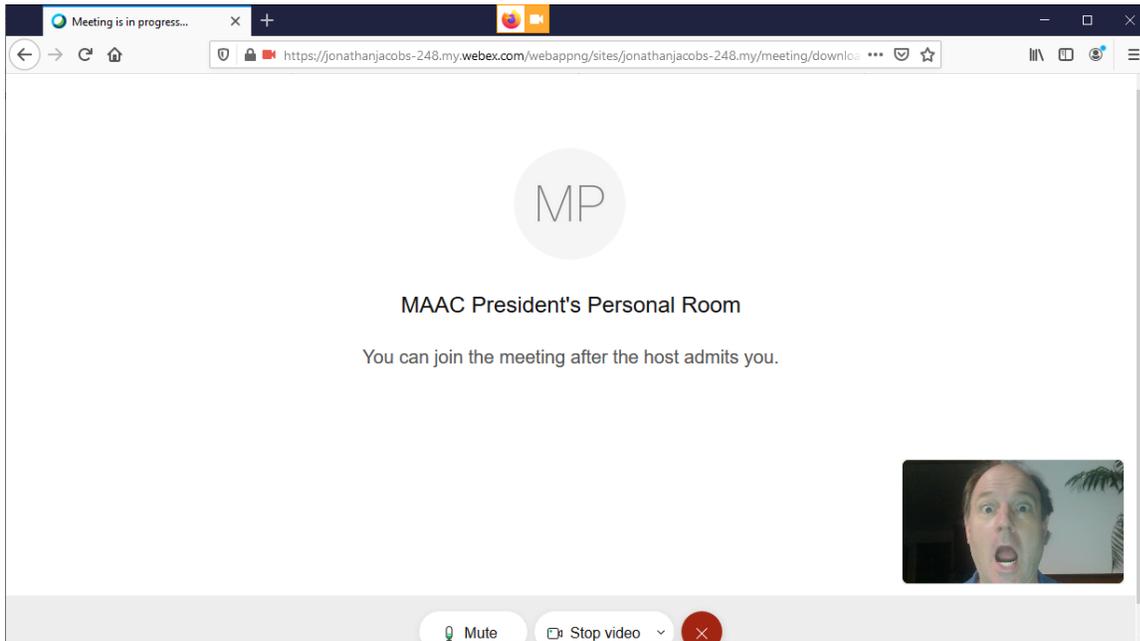
9. When the Host allows entry into the Meeting Room, another sharing setting might appear; please review settings and click <<u>A</u>llow> when ready.
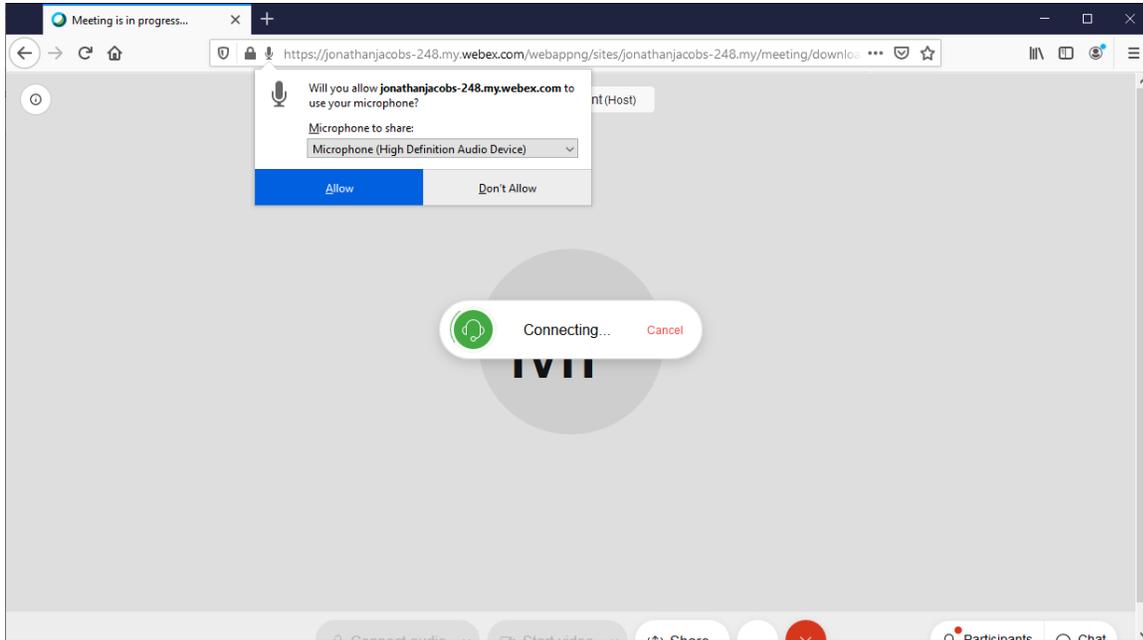
10. Congratulations, the entry process is complete!
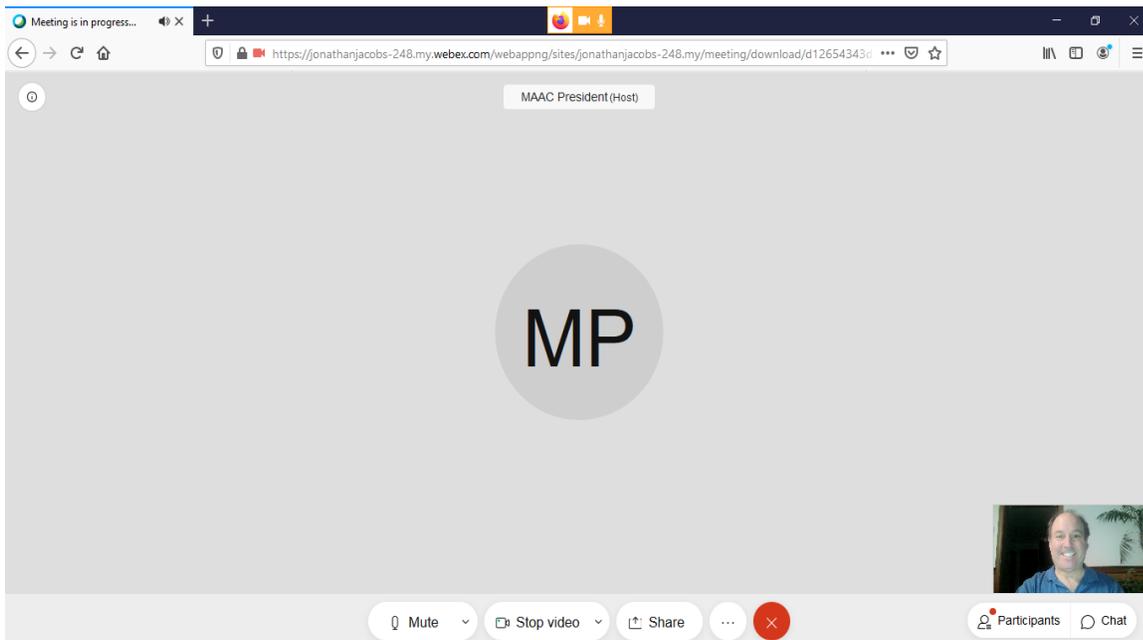
Please note that exiting the meeting is a two click process:

• Click on the round red 'X' button

• Click on text that appears (usually just above the round red 'X') to exit the meeting.