Joining a Cisco Webex meeting as an external user

This manual is intended to help you with the joining of a Cisco Webex meeting organized by DNB. We assume that you already accepted the meeting request received in your email and that it is located in your calendar.

Figure 1 A green button containing the text "Join meeting"

Join meeting
Open your calendar and go to the meeting you want to join. In the meeting request you will find a green button called **Join Meeting**. Click this button.

Figure 2 A text reading "Open Cisco Webex Meetings app and start collaborating"

When you click this button you will be redirected to a new tab in your browser. At this moment there will be four options to join the meeting.
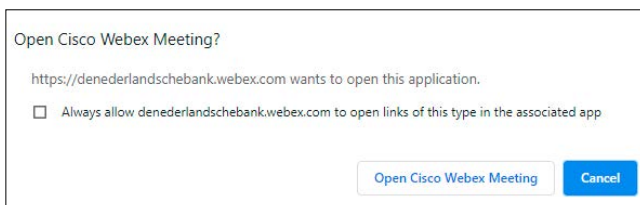
Figure 3 A browser pop-up window requesting permission to open the Cisco Webex Meeting app

Option 1: Joining with the Cisco Webex Meeting-client
The first option will be to join with the Cisco Webex Meeting application that is already in use at your company or installed on your private device. You will get this notification:

Click the button **Open Cisco Webex Meeting**. The application will be started on your device. See for further instructions "Login and starting the meeting".

Figure 4 A blue text bubble indicating where to click to install Cisco Webex

Option 2: Installing the Cisco Webex Meeting application
Should you not have Cisco Webex installed already, the following steps can be taken to install it on your system. In case Webex is currently installed on your system, you can progress to "Login and starting the meeting"

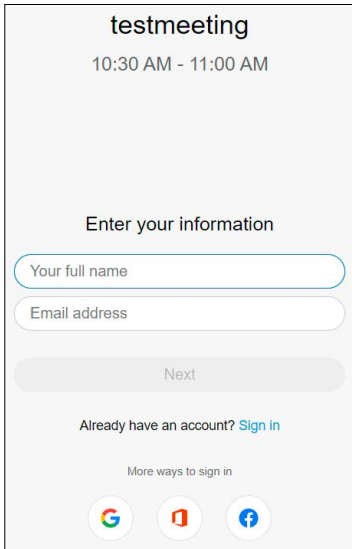The second option will be to install the Cisco Webex meeting application.

DeNederlandscheBank
EUROSYSTEEM

Figure 5 A login screen askings for a full name and an emailadress

Click on the **webex.exe** and proceed with the installation.

Please note that you will only be able to install this application on a device if you have the permission to do so.

See for further instructions "Login and starting the meeting".

Login and starting the meeting
Before you can join the meeting you will have to fill in your data. After you filled in your data you can click on Next.
If you already have an account you can click on **Log in** next to "**Already have an account?**" Log in with your own Webex account.

Figure 6 A taskbar showing the audio device and below that a button for muting audio, stopping video and a green button with the text "Start Meeting"
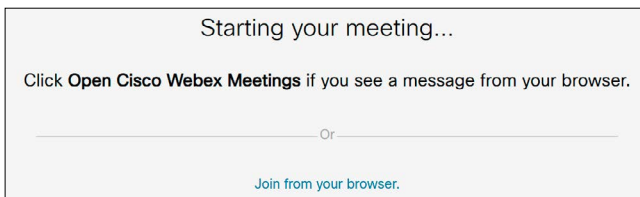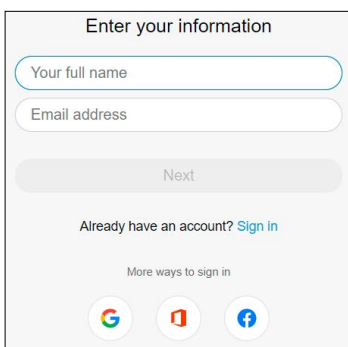
After you logged in you will get to a screen where you can change your audio- and video-settings. Click on **Join the meeting** if you are finished with the settings to start the meeting.

Figure 7 A text reading "Click Open Cisco Webex Meetings if you see a message from your browser"

Option 3: Joining with the browser
The third option will be joining via your browser. In the new tab, which was opened after clicking the button Join Meeting, you can click the button **Join with you browser.**

Figure 8 A login screen asking for a full name and an emailadres

Fill in your data or log in.

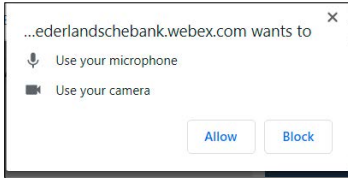DeNederlandscheBank
EUROSYSTEEM

Figure 9 A browser prompt asking for permission to use a microphone and camera

In the browser you will have to give permission for the use of your microphone and your camera. Click on **Allow**.
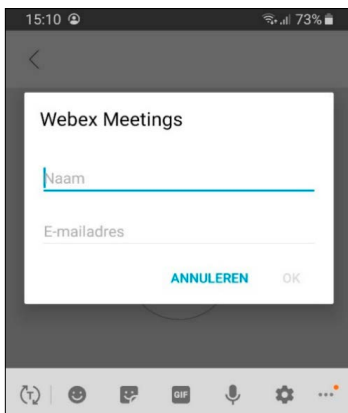

Figure 10 A mobile window asking for a name and an emailadres

Option 4: Joining with the app installed via the store of a smartphone or tablet
The fourth option is to join the meeting via the app on your smartphone or tablet. You will need to have installed this app on your device.

Open the meeting via your calendar on your smartphone or tablet and click on **Join Meeting**. The proceeding text will be explaining how you join if you don't have a Webex account. If you have a Webex account you maybe have to log in again.

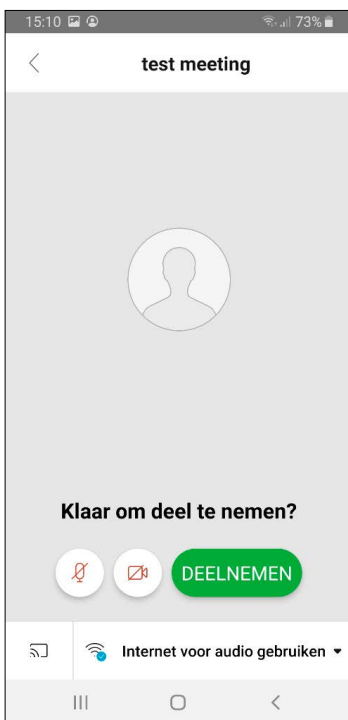Fill in your data and click on **OK**.

Figure 11 A mobile window displaying the meeting name, a button for muting, a button for video and a green button for joining

In the proceeding screen you can change your settings. When you are finished with the settings, click the button **Join**. The meeting will start.
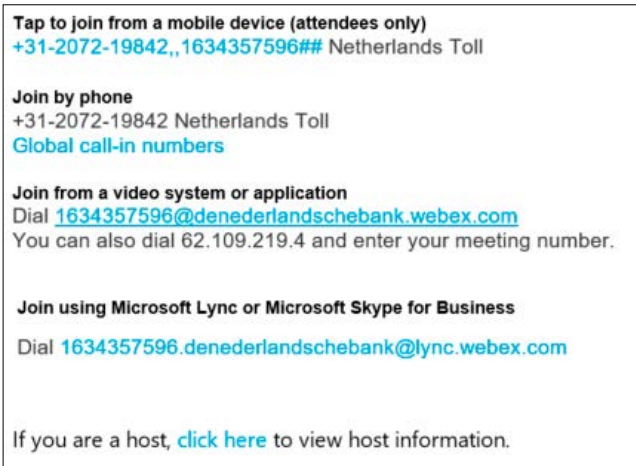
De Nederlandsche Bank
EUROSYSTEEM

3

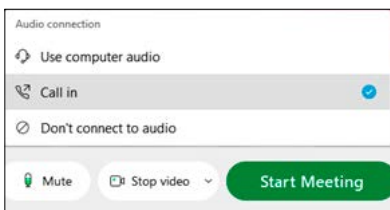Figure 12 Text containing the phone numbers to join a meeting via phone

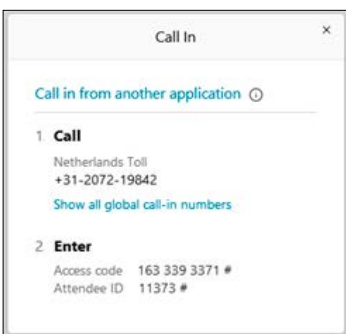Figure 13 A menu displaying the option to call in for a meeting via phone

Figure 14 A window displaying the toll numbers for joining a meeting via phone

Optional option 5: Call-in

The option to join the Webex meeting via call-in will need to be turned on by the organizer of the meeting. If the option is available you will have two options to join via call-in.

1. Go to the invitation in your calendar and see below the button **Join Meeting**. Below the header **Join by Phone** you will see the Dutch call-in number. If you are calling in from abroad you search for the call-in number of the country you are in via **Global call-in numbers**. Follow the instruction over the phone.

2. The second option will be to open the Webex meeting via your computer. When you have logged in or join as guest you will get the audio settings. One of these options will be to Call in and click on **Start Meeting**.

When the meeting starts there will be a pop-up.

Call the number and follow the instructions over the phone. If you are calling in from abroad you search for the call-in number of the country you are in via **Global call-in numbers**.