Joining a USACE WebEx Meeting from a Computer with a Webcam

1. Click on the following link: https://usace1.webex.com/meet/samantha.a.heilig

2. You will then be given the option to open the meeting the **Cisco WebEx Meetings App** or **Join via your browser**. Either method will work. If you choose to use the App, it will take a few moments to load the app, then you will be prompted to follow the same directions listed below.

3. Enter your name and email address into the boxes provided. Then click the green **Join Meeting** button.

4. Usace.webex.com may ask for permission to use your camera. Click **Allow**. If a box appears telling you there is a "New preview before you join" feature, click **Got it**. *(NOTE: if your computer is not equipped with a webcam, you can still join the meeting online and see the other participants. You will not be seen by the other participants.)*

5. Before selecting the green join meeting button again, change the audio option from "Call in" to "**Call me at**" and enter the phone number you wish to be reached at. Then click the green **Join Meeting** button. Immediately after clicking the join meeting button your phone should ring. (*NOTE: The phone number calling you will not be a Rock Island, Illinois, number. It will likely appear as a call from another state like Texas or Minnesota.)* Answer the call and **press 1** to be joined to the meeting.
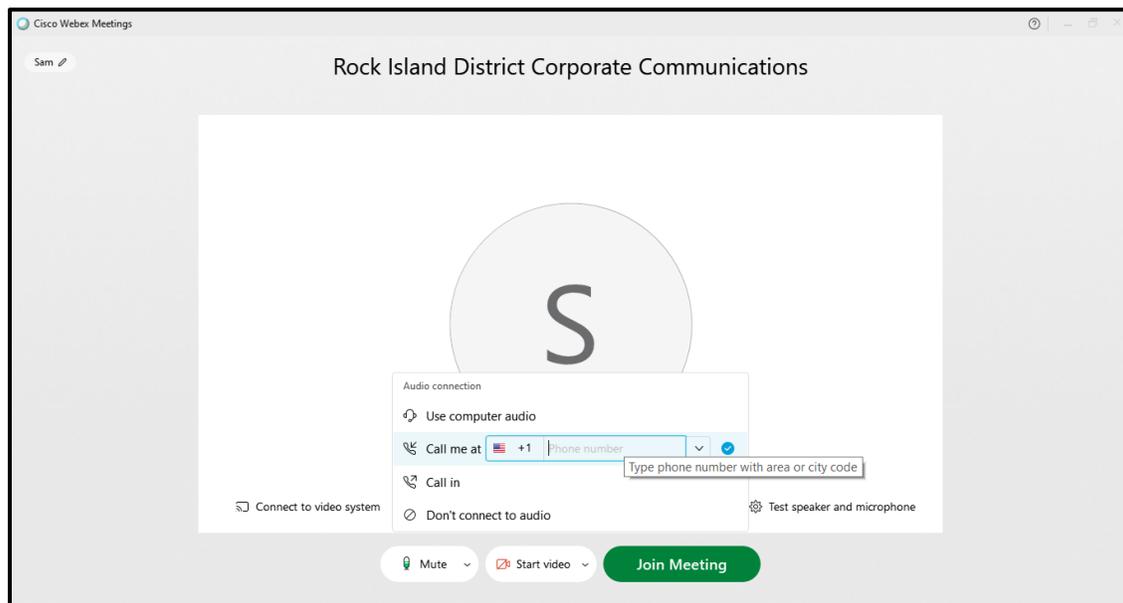
6. You should now be able to hear the call through your phone and view the video on your computer. You should also be able to see audio and video controls near the bottom of your screen as well as buttons that allow you to view the participants list and the chat area.