

Download the Desktop App

Once you have a WebEx Account, you can download the desktop app at www.nyp.webex.com

The screenshot shows the Cisco Webex Meetings Desktop App download page. The page has a yellow header with the user's name "NewYork-Presbyterian". A left sidebar contains navigation links: Home, Meetings, Recordings, Preferences, Insights, Support, Downloads (circled in red), and Feedback. At the bottom of the sidebar are links for Webex Training, Webex Events, and Webex Support. The main content area features a search bar with the text "Search for meetings and recordings", language and view options ("English", "Classic View", "Kalifa"), and a "Download" button. The page title is "Download" with a sub-heading "Version information". The main heading is "Cisco Webex Meetings Desktop App". Below the heading is an illustration of a laptop with a green video camera icon and an orange calendar icon. The text describes the app's functionality and integration with various applications like Microsoft Outlook and IBM Lotus Notes.

NewYork-Presbyterian

Home Meetings Recordings Preferences Insights Support Downloads Feedback

Webex Training
Webex Events
Webex Support

Search for meetings and recordings

English | Classic View | Kalifa

Download

Version information ⓘ

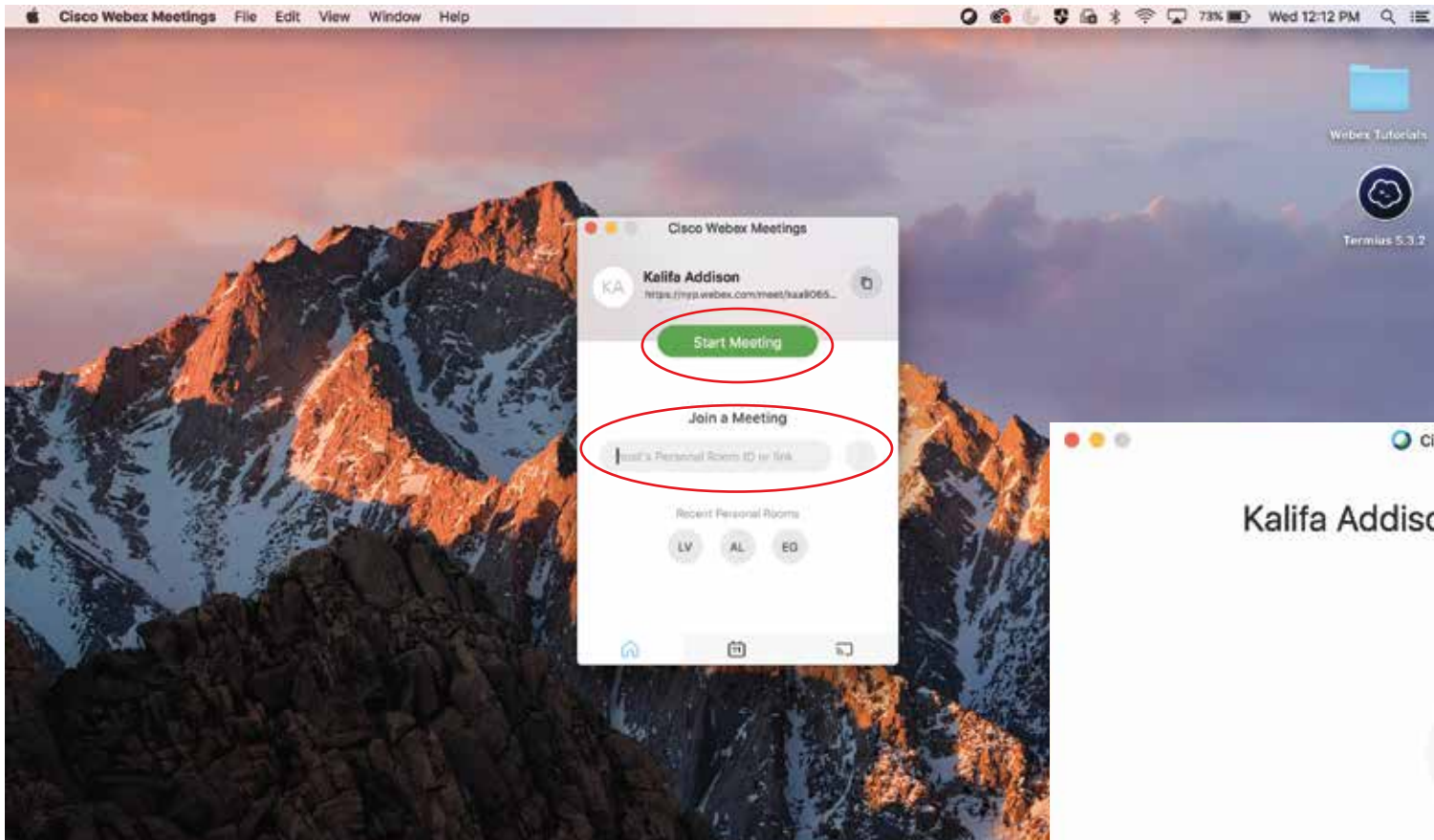
Cisco Webex Meetings Desktop App

The Webex Meetings desktop app allows you to start and join meetings quickly and easily. You can start and join meetings from desktop app or click a button to schedule a meeting from your calendar application. Starting with version 39.10, the Webex Meetings desktop app no longer includes integrations with Microsoft Outlook, Microsoft Office, IBM Lotus Notes, or other applications. When you install the latest version of the Webex Meetings desktop app, any previous versions of those integrations will be uninstalled. To install those integrations, download Cisco Webex Productivity Tools.

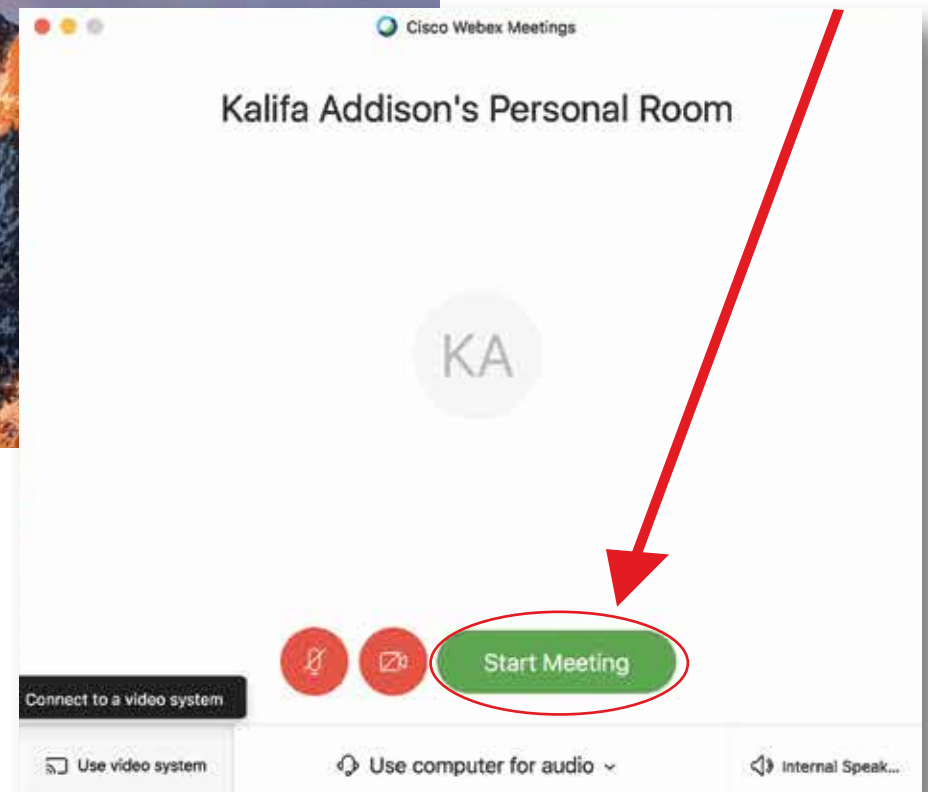
Download

Open the WebEx Application Start Meeting or Join a Meeting

- To join a Meeting, select start meeting
- To Join a Meeting copy and paste the Host room ID or link

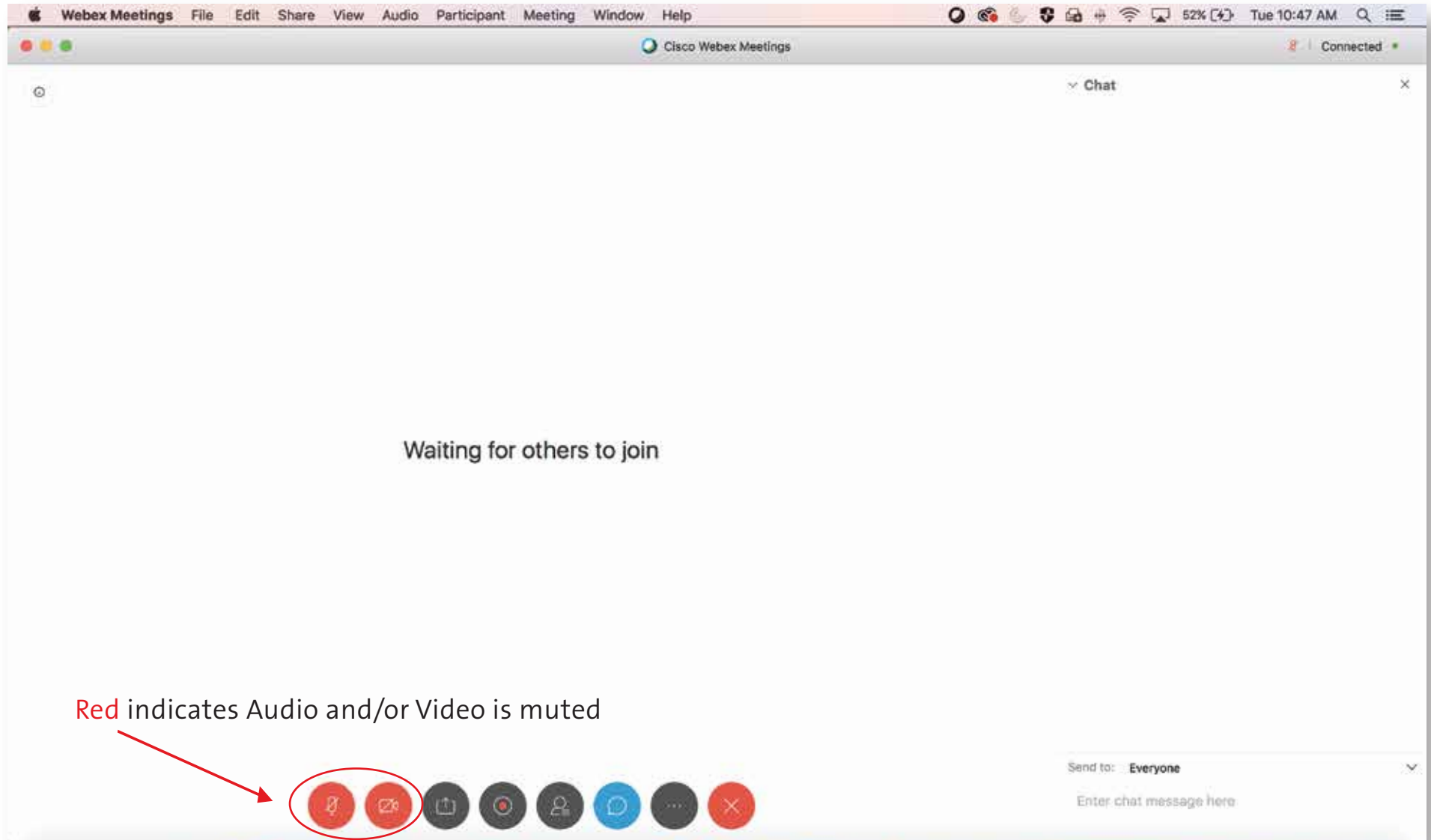


This window will open next
select **Start Meeting** again



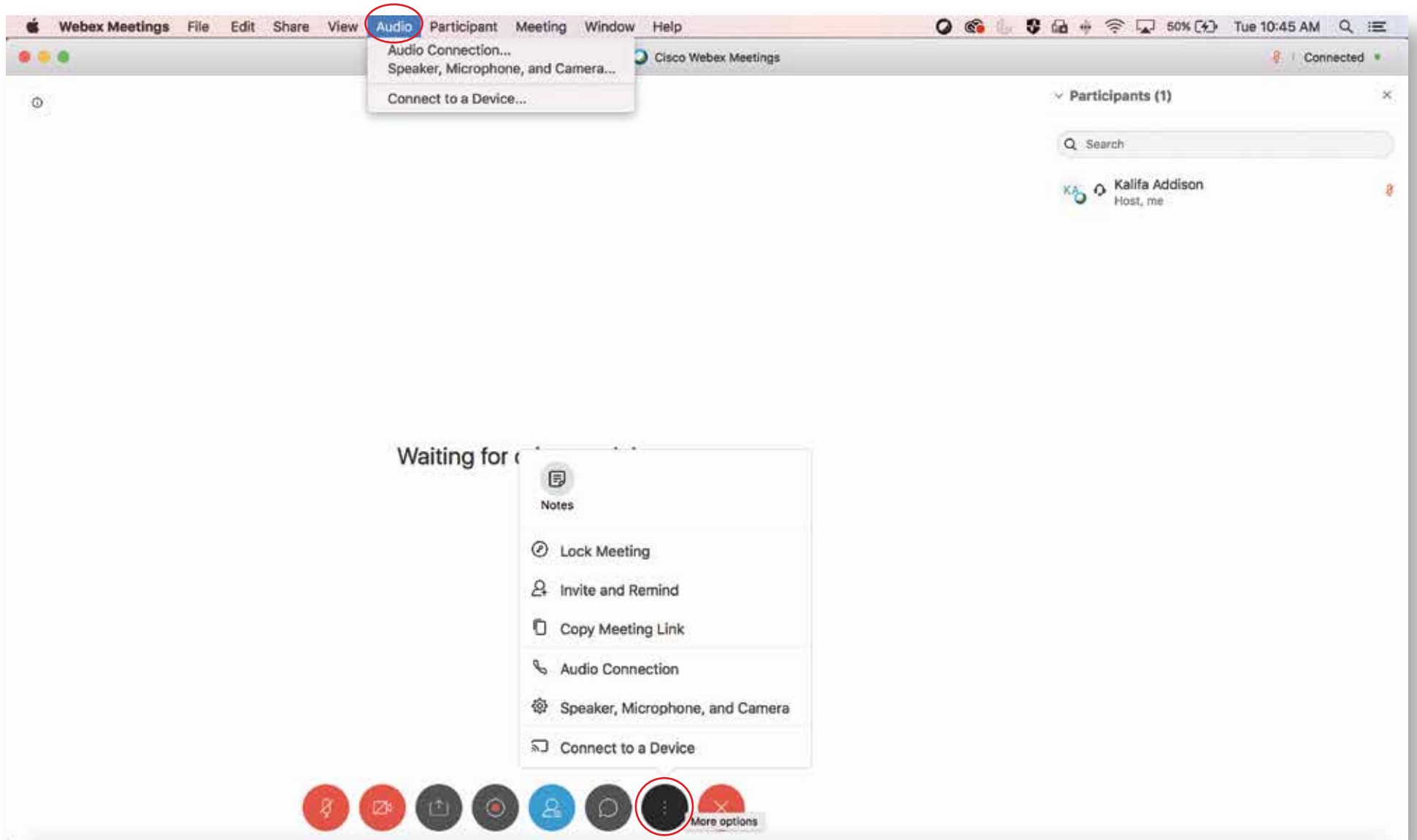
Customize Meeting

As host, once you are in the meeting you can customize the meeting by selecting your options for audio, video, hosting, screen sharing, chat capabilities, etc.



Audio and Video Preparation

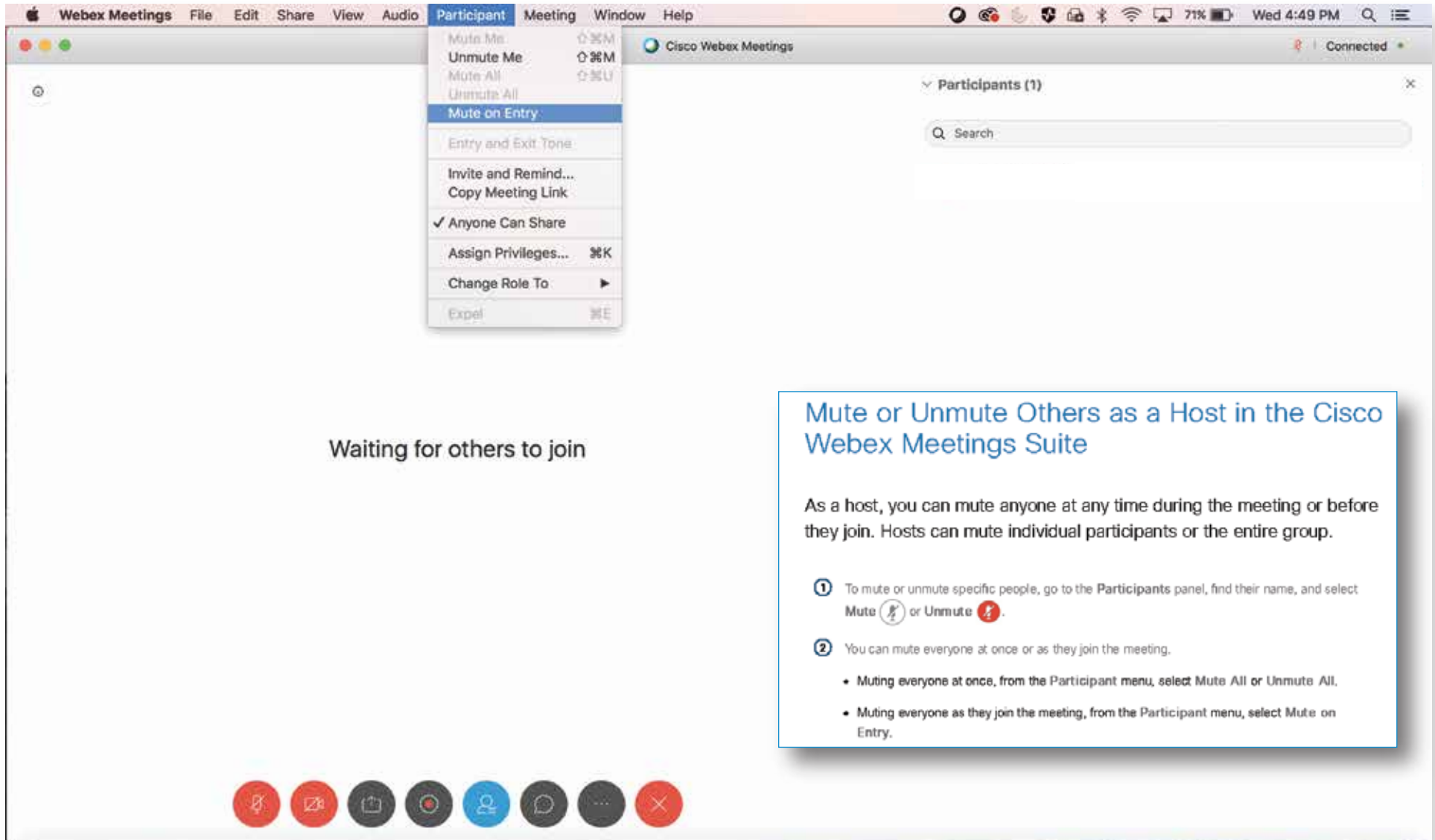
Take advantage of the time before other participants join to explore the app and test your audio and video connections.



Audio - Mute on Entry

To avoid unnecessary background noise from participants, you can choose to **Mute all participants on Entry**.



(For new users it may take some time to figure out how to mute/unmute so this makes it easier to avoid interruptions)



The screenshot shows the Cisco Webex Meetings application window. The 'Participant' menu is open, and 'Mute on Entry' is highlighted. The main meeting area displays 'Waiting for others to join'. The 'Participants (1)' panel is visible on the right, and the bottom toolbar contains icons for audio, video, chat, and other meeting controls.

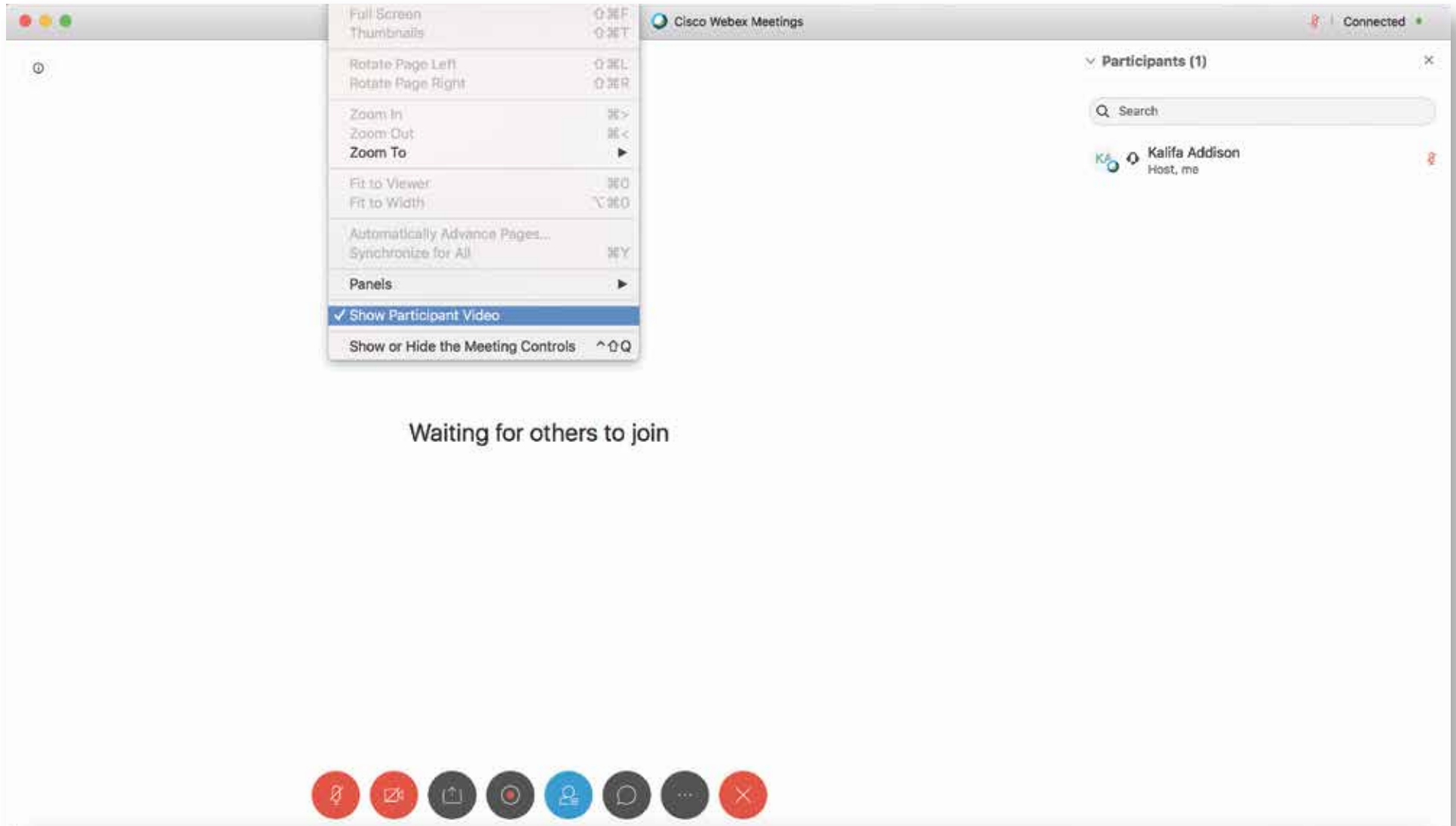
Mute or Unmute Others as a Host in the Cisco Webex Meetings Suite

As a host, you can mute anyone at any time during the meeting or before they join. Hosts can mute individual participants or the entire group.

- 1 To mute or unmute specific people, go to the Participants panel, find their name, and select **Mute**  or **Unmute** .
- 2 You can mute everyone at once or as they join the meeting.
 - Muting everyone at once, from the Participant menu, select **Mute All** or **Unmute All**.
 - Muting everyone as they join the meeting, from the Participant menu, select **Mute on Entry**.

Participant Video

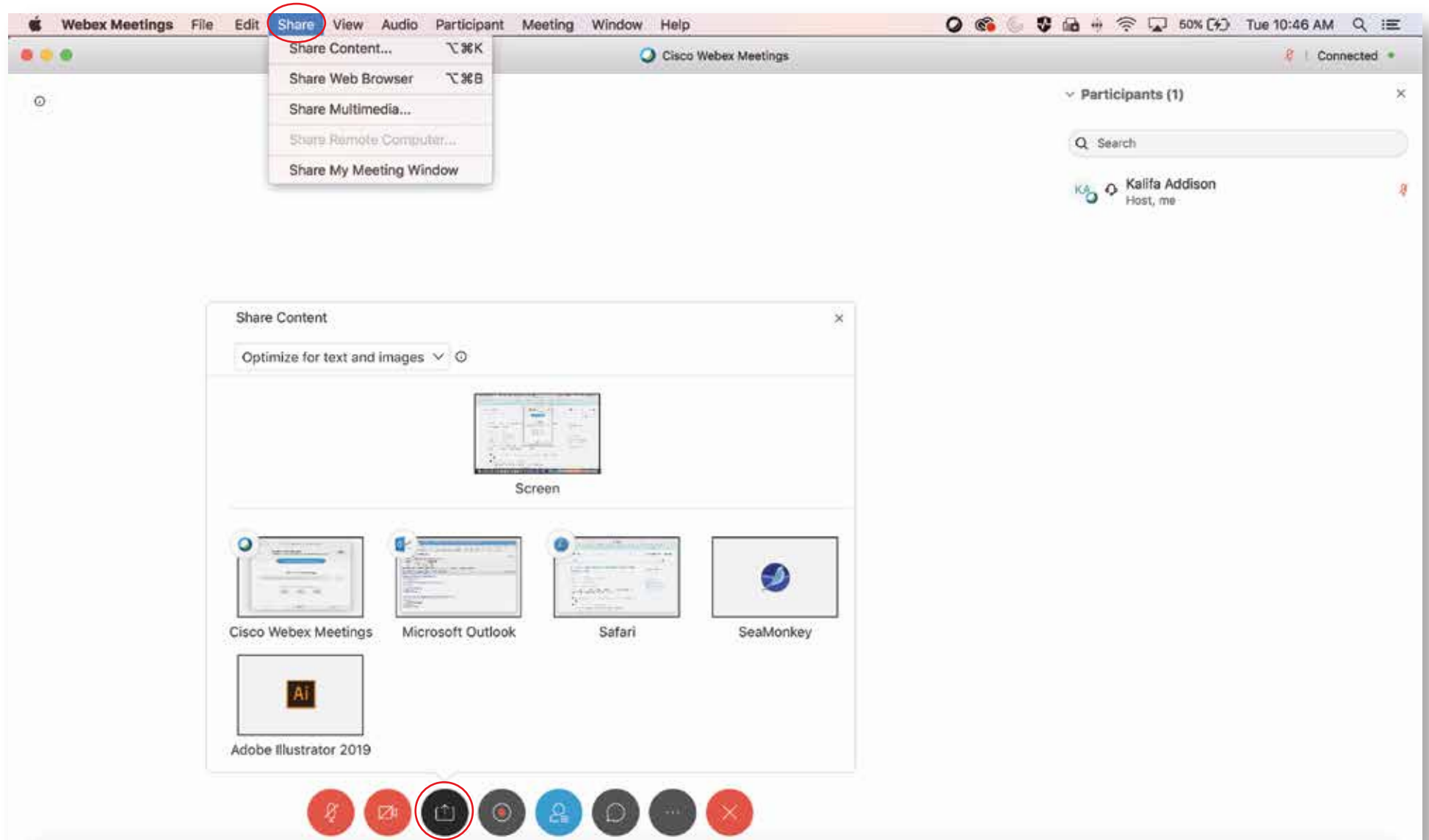
This option can be used to disable the option of seeing video.



Screen Sharing

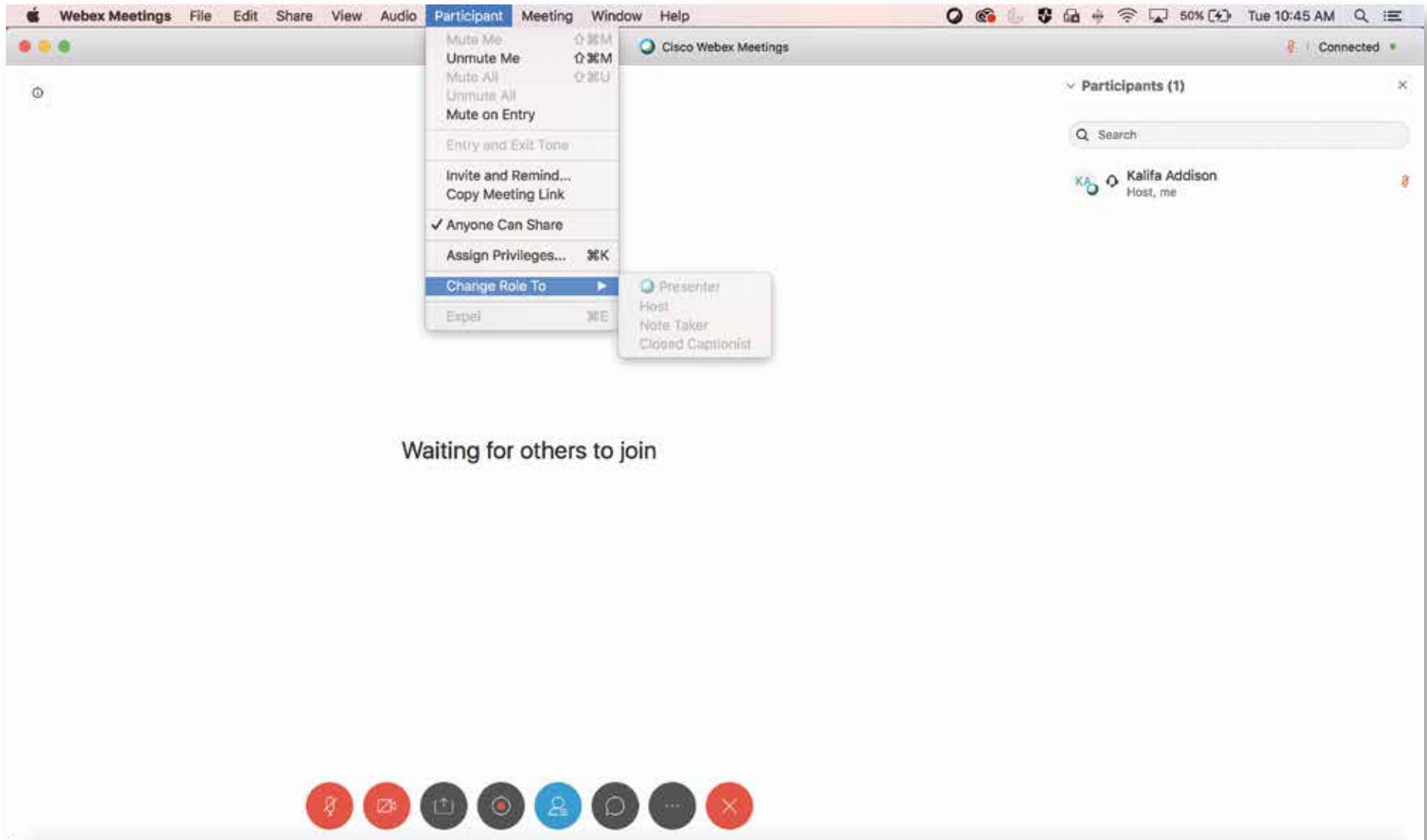
The host and participants have the ability to share their screens.

- Only one participant can share at a time.
- Only one screen can be shared at a time.



Role of Host

At any point during the meeting, the Host can assign the Role of Host another participant.

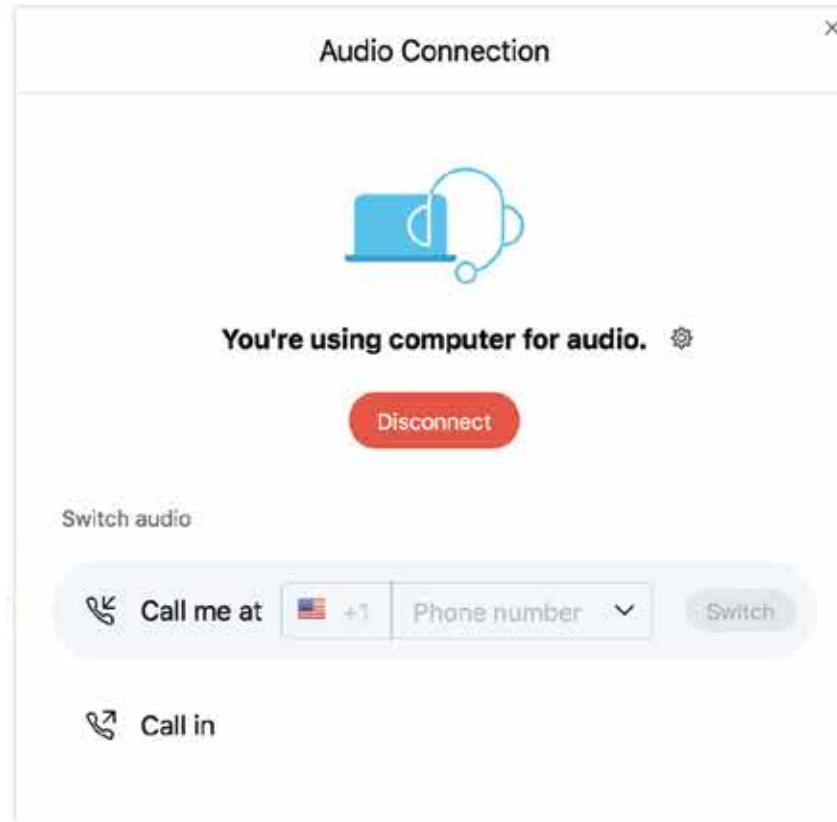
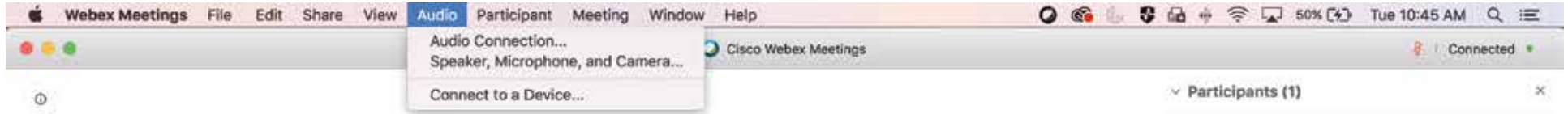


Waiting for others to join

AUDIO BEST PRACTICES

DO NOT join from a computer and a phone (for audio)

If you're unable to connect audio using your computer,
Choose the "Call Me" option.



Join From A Quiet Place

If you have a very noisy background, participants will struggle to hear you clearly, so try to join from a quiet location. This is especially important if you are the presenter.

Mute Yourself

Muting your audio is a good way to prevent unwanted sound from your environment disturbing the meeting. Sounds such as keyboard strokes, breathing, and background chat may be more audible to other participants than you realize. Click or tap your microphone icon to mute.

Use A Good Headset

The best audio experience is achieved with a good internet connection and a good quality headset.

Earphones can be used but tend to pick up a lot of background noise, so they are not recommended.

When using a headset, place the microphone in front of your chin, not in front of your mouth, to avoid heavy breathing sounds.

Have One Audio Source

If you and your colleagues are planning to join a Webex meeting from the same meeting room, it's best for everyone to join the web part of the meeting individually from their computers.

However, only one audio connection should be made to avoid feedback and echoes.

Designate one person to join the Webex meeting with audio either by dialing in using a phone or by connecting via their PC. Other participants in the same room should join the Webex meeting, and turn on their videos but not connect to audio.