

# Setting up Computer for Webex Webinars

## Prepare your computer for Webex Webinars

In order to participate in a WebEx session, you need to install a WebEx extension. If you have never joined a WebEx session before, please prepare your web browser prior to your first webinar session by following the instructions below.

The **WebEx extension can be installed any time before the meeting starts**. Once you download it for a specific browser, it will not need to be downloaded again for future sessions as long as you are using the same computer and browser. We recommend you install it at your earliest convenience. Please note that the test session only allows you to test your connection, it does not allow you to test audio or video

1. To test connection, go to [www.webex.com/test-meeting.html](http://www.webex.com/test-meeting.html).
2. Enter your name and email address
3. Click the **Test a Meeting** button.
4. If the test connection is successful, then you will see a congratulations pop-up. If it is unsuccessful, then you will be prompted to install the needed applications or plugin. Instructions for this are below.

## Test WebEx Connection on your Device

1. Go to <http://www.webex.com/test-meeting.html>
2. Enter your **name** and **email address** in the appropriate fields.



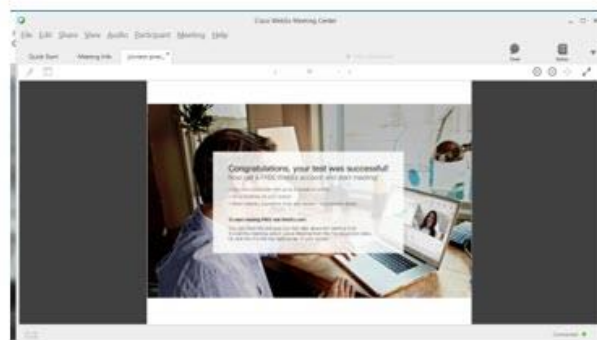
The screenshot shows the top portion of the WebEx website. At the top, there is a navigation bar with the Cisco logo, 'WebEx', and links for 'Products & Pricing', 'Learn', and 'About Us'. Below this, the main heading reads 'Test a WebEx meeting on your device. Then start hosting your own meetings – free!'. A sub-heading says 'Take a minute and try joining a meeting from this system. Just enter the information below to get started.' There are two input fields: 'Name' and 'Email address'. A green button labeled 'Test a Meeting' is positioned below the fields. At the bottom, there is a link: 'Want your own WebEx account? Get one FREE!'.

3. Click on the **Test a Meeting** button.



This screenshot is similar to the previous one but highlights the 'Test a Meeting' button with a red rectangular box. The text 'Test a WebEx meeting on your device. Then start hosting your own meetings – free!' and the input fields are visible. The green button is the central focus of the red box.

4. The following WebEx popup box will appear if the test was successful. If the test connection was not successful, you will be prompted to install the applications needed to launch WebEx video. To install WebEx on your browser, please follow the instructions provided below.



To join a WebEx session using an **iPad** or an **iPhone**, download the free WebEx app from the Apple Store. You can join a WebEx session using Android devices by downloading the free Android app from the Google Store.

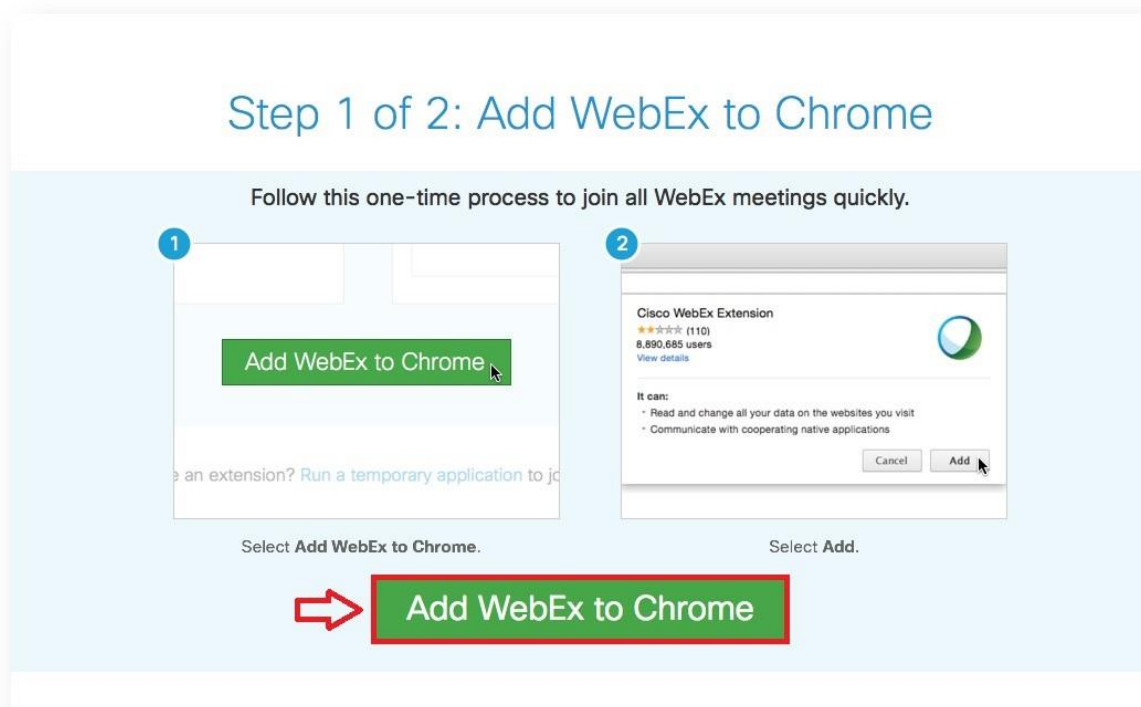
If you experience any problems installing the required plug-in, please call WebEx technical support. Within the United States and Canada call: **866-569-3239**

# Install WebEx for Chrome

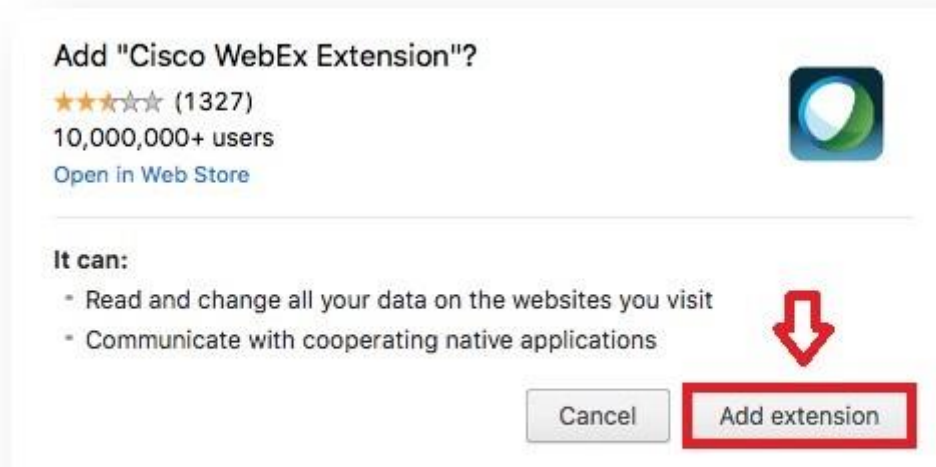
1. If you are prompted, install the Chrome extension by clicking "**Add WebEx to Chrome**", then "**Add extension**".

If not prompted, here is the link directly to the extension:

<https://chrome.google.com/webstore/detail/cisco-webex-extension/jlhmfmgfgeifomenejglieieghnjghma?hl=en>



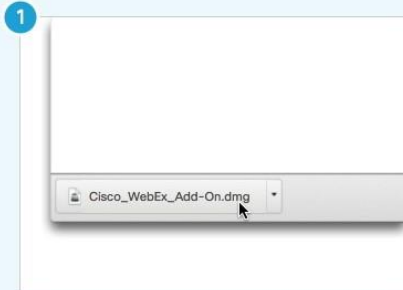
2. If the WebEx Meeting Center applications are not already installed, an installer will be downloaded automatically, and must be run manually. Open the installer by clicking it in the bottom left-hand corner.



3. A window will open showing the installer application. Double-click on **"Install Cisco WebEx Add-On"**.

## Step 2 of 2: Install the Cisco WebEx add-on

Follow these steps to install the Cisco WebEx add-on:



Open the **Cisco\_WebEx\_Add-On.dmg** file.

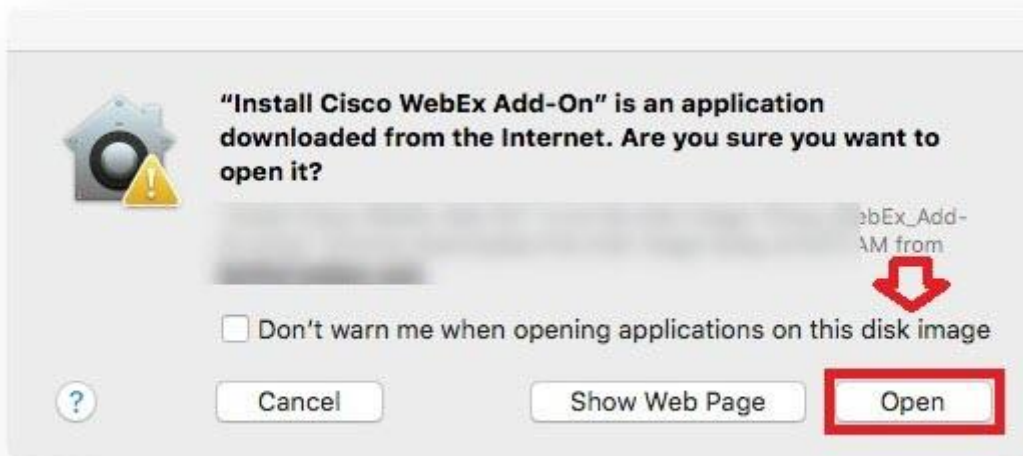


Double-click the add-on icon and then follow the installation instructions.

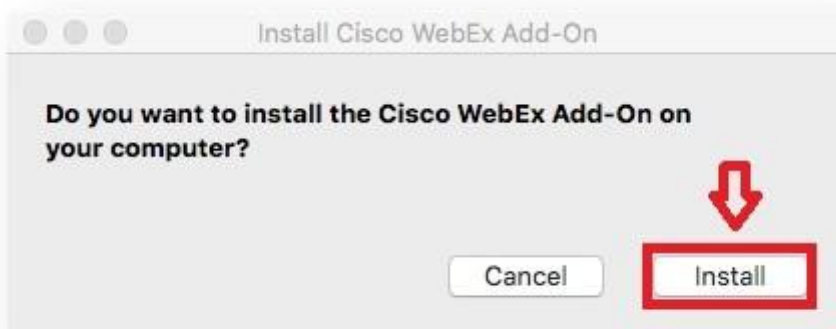
Still having trouble? [Download the add-on again.](#)



4. If presented with a security window, choose **"Open"**.



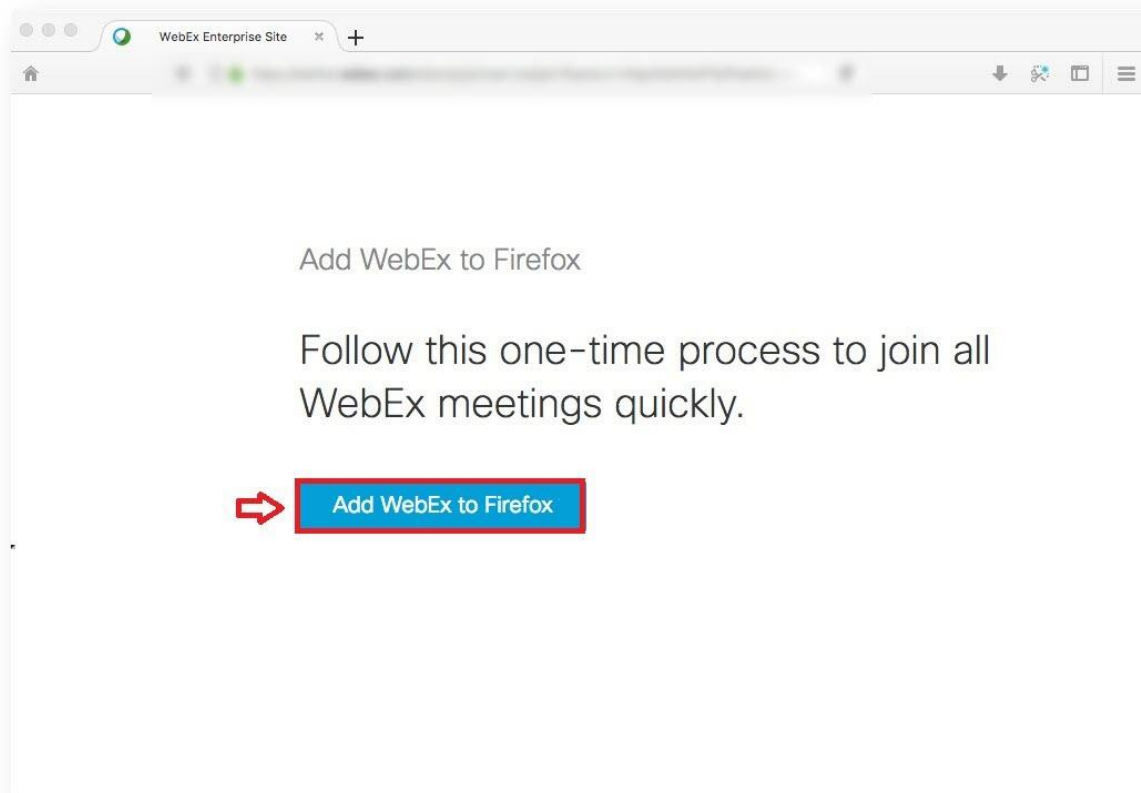
5. The installer application will ask if you want to install the application. Choose **"Install"**.

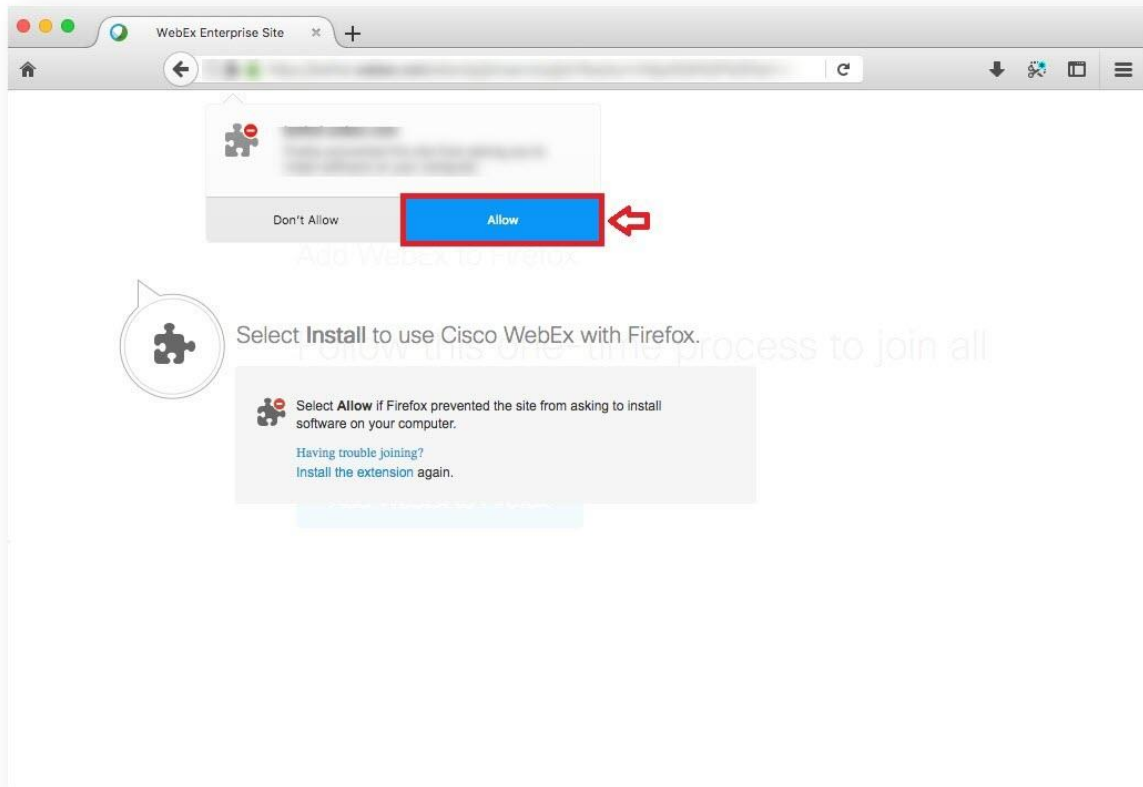


6. This should allow you to run Webex through Chrome.

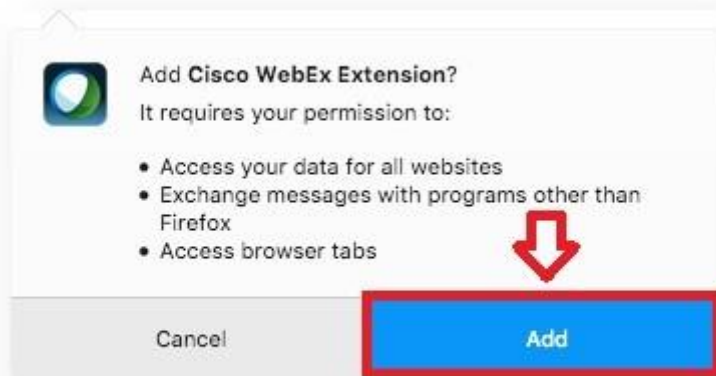
# Install WebEx for Firefox

1. If you are prompted, install the Firefox extension by clicking "**Add WebEx to Firefox**" or add it manually at <https://addons.mozilla.org/en-US/firefox/addon/cisco-webex-extension/>



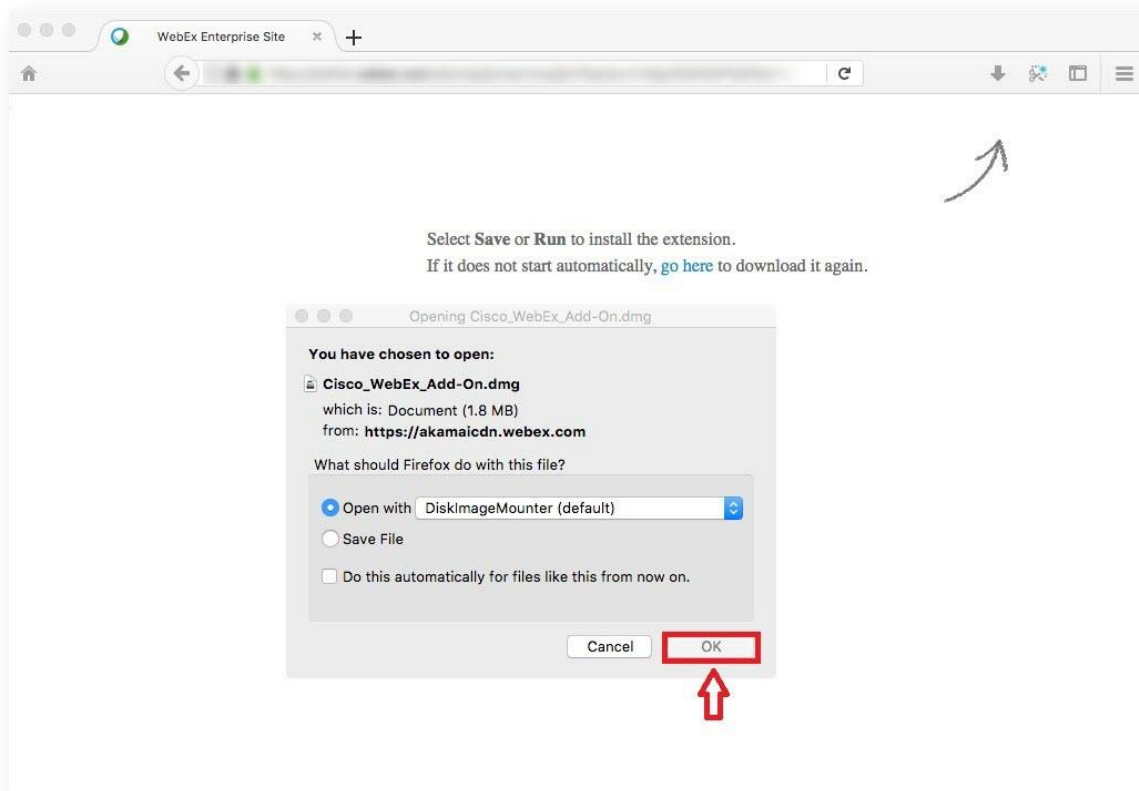


2. Select **"Allow"** if presented with a security popup, and then select **"Add"**.



3. If the WebEx Meeting Center applications are not already installed, an installer will be downloaded automatically, and must be run manually. An Open/Save window should be presented. Open the installer by clicking **"OK"**.

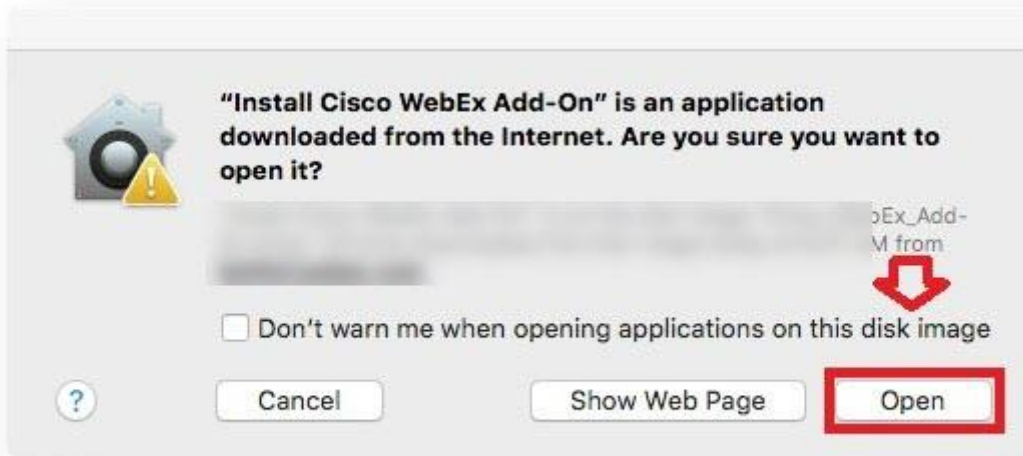




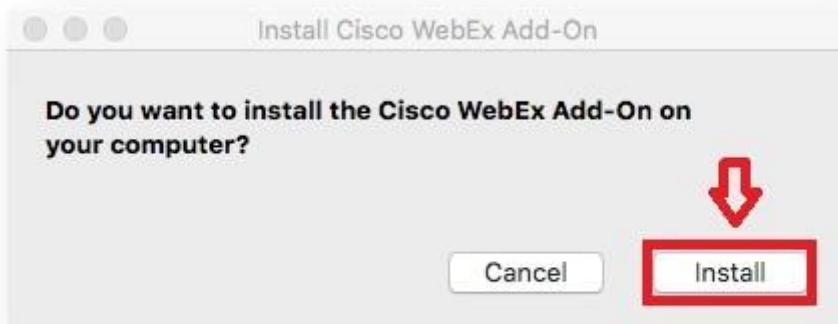
4. A window will open showing the installer application. Double-click on "**Install Cisco WebEx Add-On**".



5. If presented with a security window, choose **"Open"**.



6. The installer application will ask if you want to install the application. Choose **"Install"**.



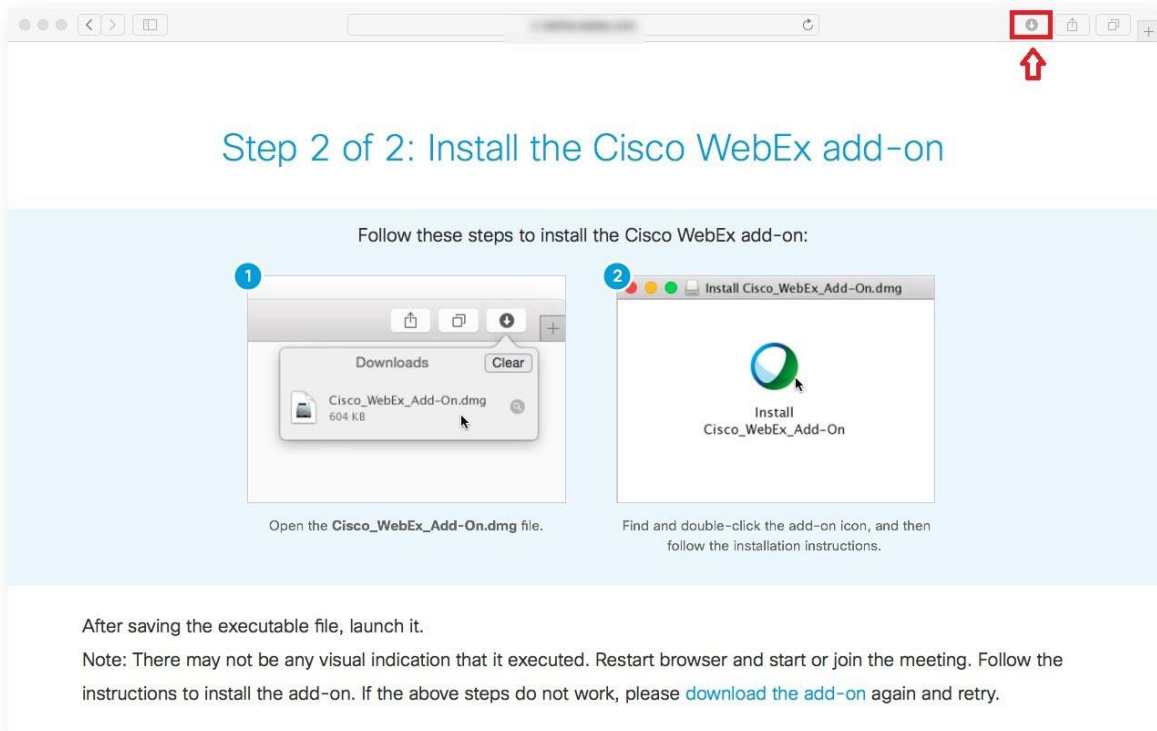
7. This should allow you to run Webex through Firefox.

## Install WebEx for Safari

1. If the WebEx Meeting Center applications are not already installed, an installer must be run manually. You will be presented with a page to download the installer.



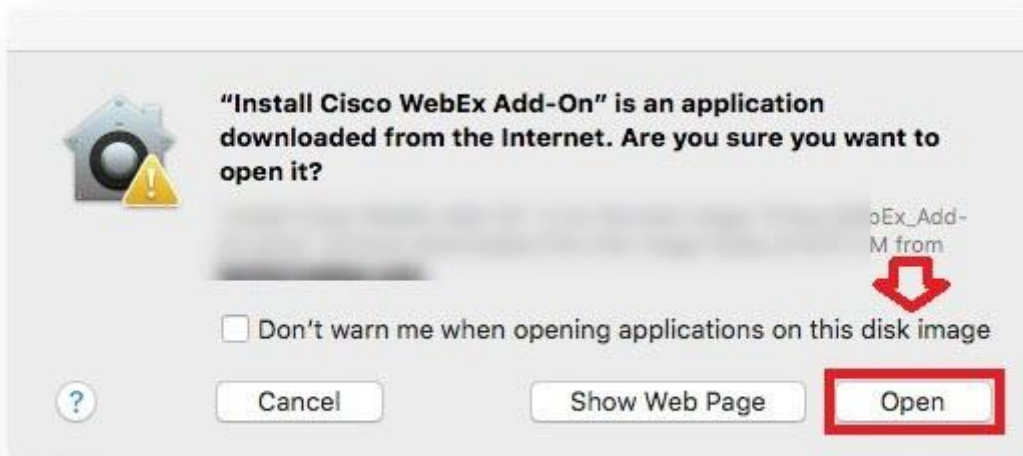
2. When the download is complete, follow the instructions on the next page to open and run the installer. The menu to open the downloaded file, as in the image below (Item 1), will be in the top right.



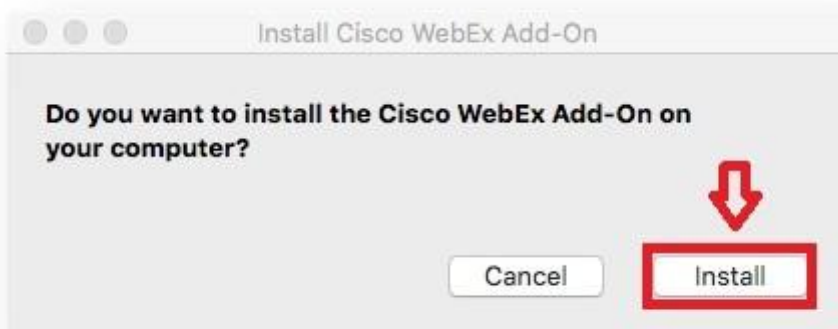
- As shown in the image above (Item 2), A window will open showing the installer application. Double-click on **"Install Cisco WebEx Add-On"**.



- If presented with a security window, choose **"Open"**.



5. The installer application will ask if you want to install the application. Choose **"Install"**.



6. After install close and reopen Safari, go to Preferences > Security, then check Allow plugins.