## Prior to the Meeting Follow these Instructions to Download Meeting Manager

- Meeting Manager for Microsoft® Windows® MSI Installer Meeting Center automatically downloads, installs, and configures Meeting Manager for Windows the first time you start or join a meeting. However, you may choose to download and run the Meeting Manager Installer before starting or joining a meeting. You must have administrator privileges on your computer to use this installer.
- Click on one of the following links (choose based on your internet browser you will use for the meeting) <u>Download Meeting Manager Installer for Internet Explorer</u> <u>Download Meeting Manager Installer for Mozilla Firefox/Netscape Navigator</u>
- Click OK (the question asks if you want to open a .msi file)

hicroso	ft Office			
?	Opening https://premconf.webex.com/client/T25L10NSP41EP2-premconf/atmcie.m			
	Some files can contain viruses or otherwise be harmful to your computer. It is important to be certain that this file is from a trustworthy source.			
	Would you like to open this file?			
	OK Cancel			

• **Click** *Run* (the question asks to run or save the file – this will download meeting manager)

P	Name: Type:	atmcie.msi Windows Installer Package, 8.64MB	
	From:	premconf.webex.com	
		Run Save C	Cancel

Click *Run* (the question asks to run the program that just downloaded)
o For Firefox you may have to choose version and click *OK*



• Click Next in the Meeting Manager Program



- Choose to Accept the terms, click Next
- Default is complete installation, click Next



• Default Destination File, Click Next

WebEx Meeting Manager for Internet Explorer - InstallShield Wizard				
ange Destination Location	wohov			
Select folder where Setup will install files.	AACRCV			
Setup will install WebEx Meeting Manager for I	nternet Explorer in the following folder.			
To install to this folder, click Next. To install to select another folder.	a different folder, click Change and			
Destination Folder				
CulProgram Files)WebEy1	Chappe			
arb radi ann nastri appril	<u>Change</u>			
lishield				

- Click Install to Install the Program
- Click Finish to Exit
- Estimated installation time- 2 Minutes

## When Joining the Meeting Follow these Instructions

Find your meeting invitation email:

- Click the link under the section To join the online meeting: Go to ... link
- Click the Join Now Button
- Enter Your Name and Email Address
- Click OK

Join Meeting:Meeting	
To join this meeting, please provide the following in	formation:
Email address: OK Cancel Get Info	*note.Verify your e-mail address is correct, so that you may receive a meeting transcript.
Use of WebEx services is governed by this	Privacy Statement