

## 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)  
[Download Meeting Manager Installer for Internet Explorer](#)  
[Download Meeting Manager Installer for Mozilla Firefox/Netscape Navigator](#)
- **Click *OK*** (the question asks if you want to open a .msi file)



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



- **Click *Run*** (the question asks to run the program that just downloaded)
  - 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**



- 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 information:

Your name:

Email address:  \*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](#)