

Webex Guest Setup

It is recommended that you install the Webex Desktop App as it provides more screen controls than the Web Based Browser version. You do not have to create an account.

- Go to webex.com/downloads
- Download the appropriate Windows or Mac version
- Run the downloaded .msi (Windows) or .dmg (Mac)
- Follow the installation instructions
- The Webex Meetings desktop app opens when the installation is complete.

Computer Speakers are highly recommended. Web Cam and Microphone are not required, but greatly improve your experience. Turn Web Cam off if you have distractions in your room or activities you'd rather not have an audience for.

Please leave your microphone on Mute at all times. If you want to speak, Hold Down the Space Bar, this will temporarily Unmute your microphone. Having your microphone muted when not in use prevents unnecessary noise disturbances and allows the meeting and active speaker to execute more efficiently.

You will receive an Email invitation to Join Meeting, typically 15 minutes prior to the meeting. Click on Join Meeting, it will open a web page at Cisco. Chose Open Cisco Webex Meeting or Open the Desktop App if you have already installed it.

(If not, you can install now. Click the [Download it Now](#) link at the very bottom of the web page. This will download [webex.exe](#). You will be prompted to click on the downloaded file which will start the install process.)

Click on Join Meeting in the Webex Desktop App. You may have to wait for the Host to Admit you. If you are joining a Competition Judging meeting you will be Muted automatically. Host, Judge and Score Keeper will be Unmuted.

The following optional settings may improve your desktop appearance.

Tool Bar in Upper Left corner of Screen

- View
 - Uncheck Show Participants Video if not already done

Enable Full Screen Mode or use these keyboard commands below.

- Windows **Alt+Enter** use **ESC** to exit full screen mode
- Apple **Shift+CMD+F** use **ESC** to exit full screen mode

Toggles Off/On Meeting Controls display

- Windows: **CTRL+Shift+Q**
- Apple: **CMD+Shift+Q**