

Tip Sheet



Install/Join WebEx From Personal Computer

This tip sheet details what the patient should see when joining a WebEx meeting for a Video Visit with a provider.

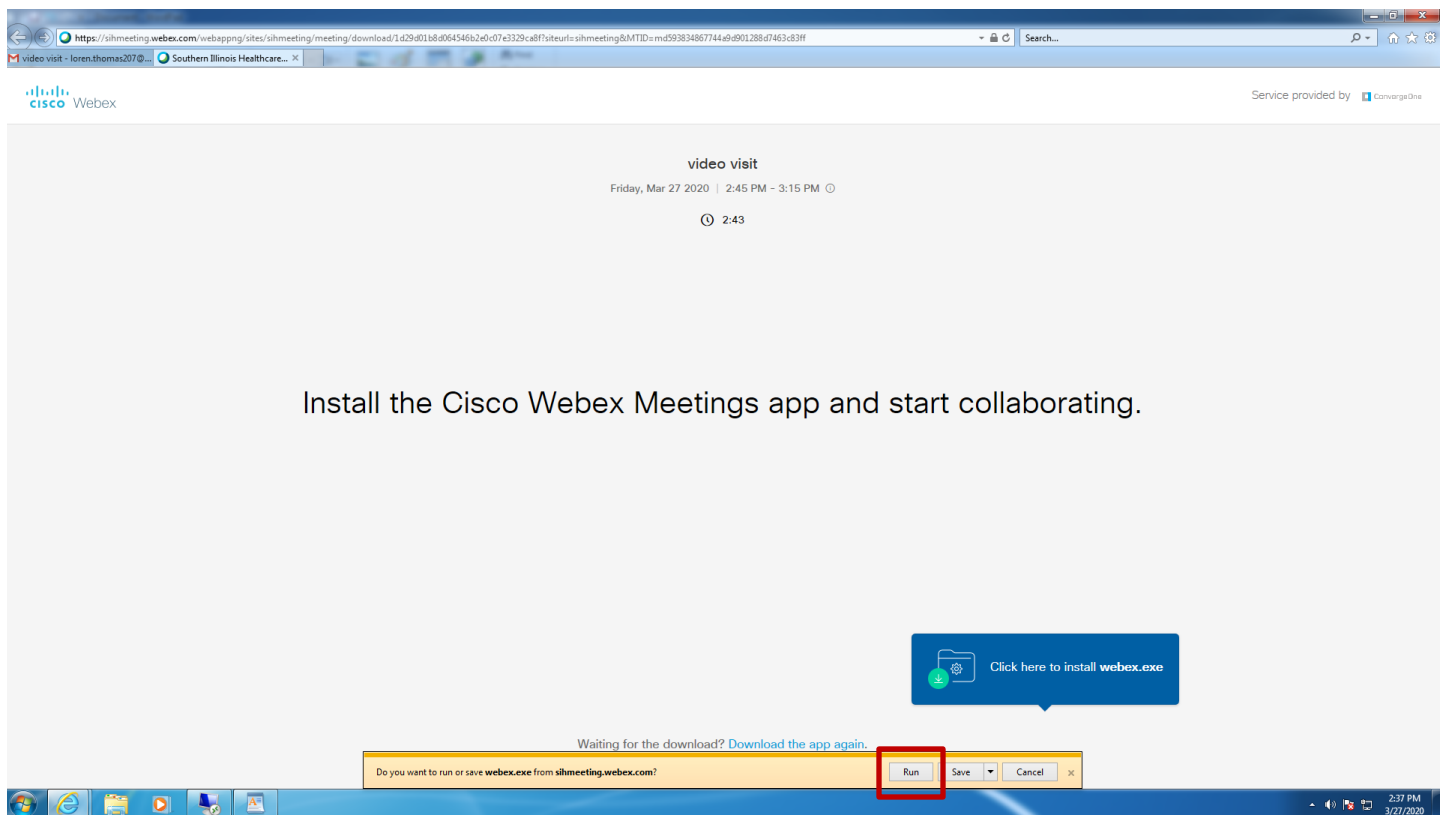
Try It Out

1. The nurse will call you at your appointment time and review medications, allergies, medical histories just like a normal office visit. When the nurse is done, the nurse will instruct you to hang up and go to your email to find the meeting invite email. You will need to join the meeting from the device that has the camera you will be using for the visit. Find the email and click **Join meeting**.

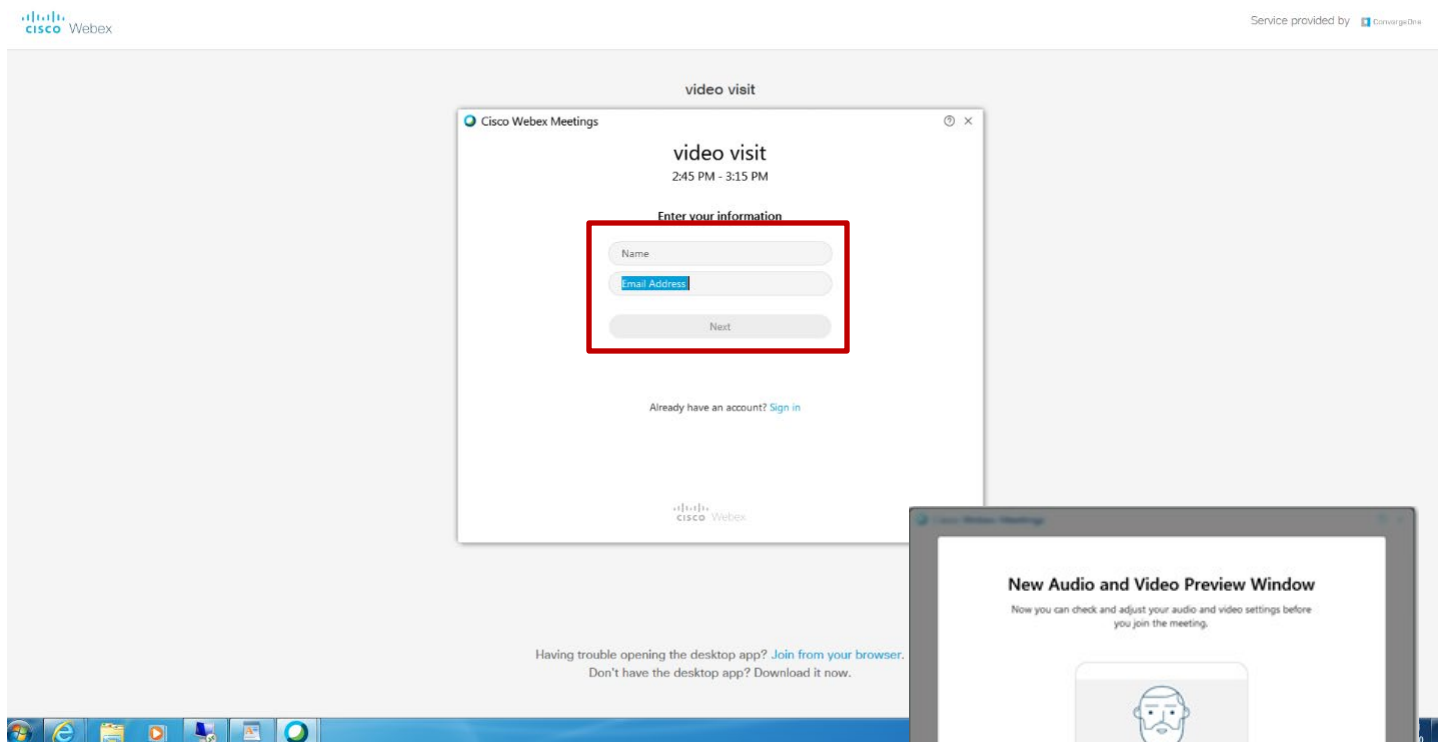
A screenshot of an email client interface. The top bar shows a search field and navigation icons. The main content area displays an email titled "video visit" with details: "View on Google Calendar", "When: Fri Mar 27, 2020 2:45pm - 3:15pm (CDT)", "Where: webex", and "Who: Laura Jones*". Below the details are buttons for "Yes", "Maybe", "No", and "More options". To the right, an "Agenda" section shows "Fri Mar 27, 2020" with "2:45pm video visit". Below the email header, a message reads: "Do not delete or change any of the following text. -- When it's time, join your Webex meeting here. Meeting number (access code): 804 669 781 Meeting password: fJbh53KS73". A green button labeled "Join meeting" is highlighted with a red rectangular box. Below this, there are sections for "Join by phone" (with toll-free numbers), "Join from a video system or application" (with a WebEx link), and "Join using Microsoft Lync or Microsoft Skype for Business" (with a Lync/Skype link). At the bottom, it says "If you are a host, go here to view host information."

(If you see a block that the meeting has not started, wait a minute and click Join again.)

2. The meeting will ask you to Save or Run. Choose Run. This will not leave any files behind on your PC.

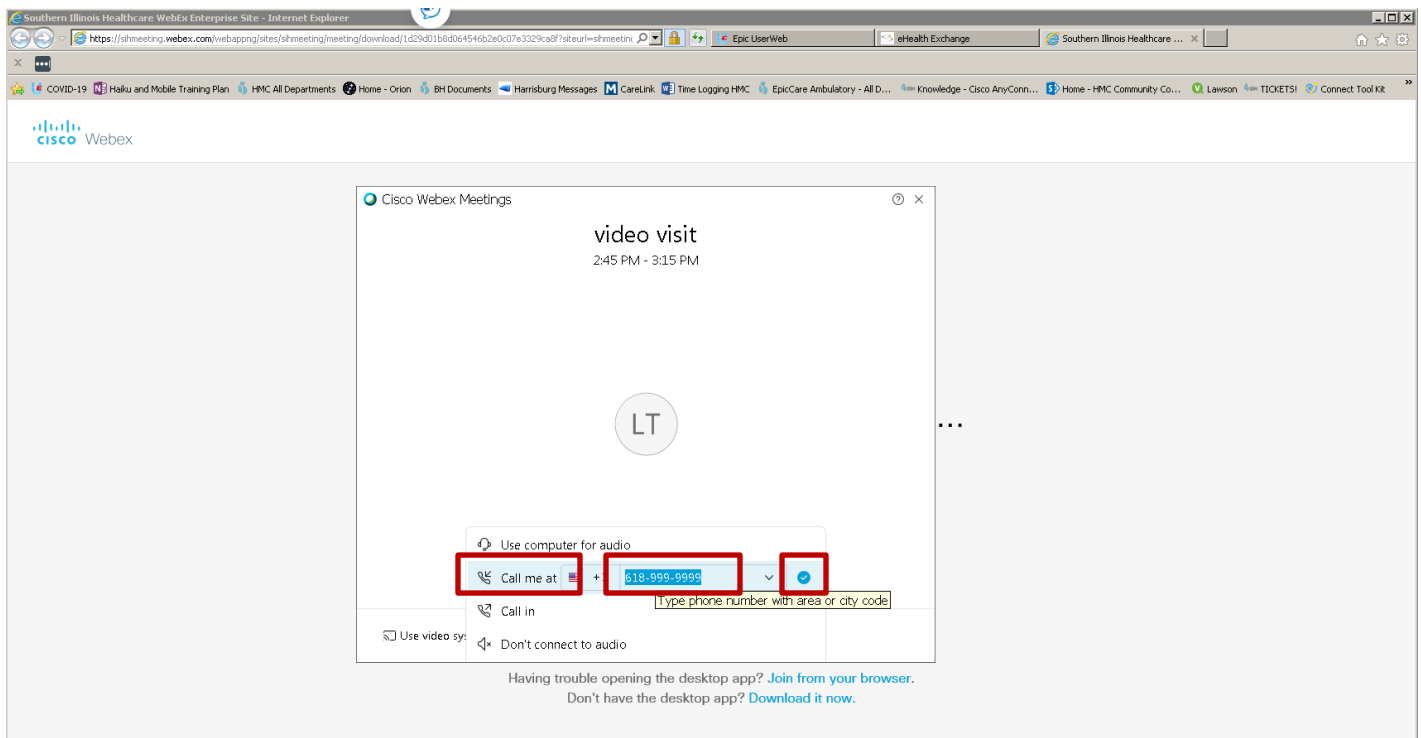


3. After a few minutes of loading, you will be asked to enter your Name and Email Address.



4. If asked if you want to see new features, choose Skip.

5. To set up audio, click on the dropdown list of options and choose **Call me** and enter your phone number. Click on the **checkmark** and your phone should begin ringing within 30 seconds. (The phone call may come from an odd location such as Half Moon Bay, California.)



6. Make sure the following icons are not red. Switch them to white/gray/black to make sure you are unmuted and your video is on.

