

Double Click Virtual Meeting: Software Instructions

Since the onset of the COVID pandemic, Double Click meetings have been changed to “virtual” on-line meetings.

Following are some instructions to help you install, configure and use the free Cisco Webex Meetings application that is the platform for our on-line Double Click meetings.

Please perform the Cisco Webex Meetings software installation on your Macintosh computer at least a few days before the meeting date so that the you have plenty of time to fix any issues the may occur.

I would strongly recommend that you pre-read through all of the instructions before starting to follow them.

Although these instructions may at first seem to be rather lengthy and/or convoluted, they are actually rather straightforward if you follow them carefully.

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Installing the free Cisco Webex Meetings application on your Macintosh

Steps to download, install and configure Cisco Webex Meetings for Macintosh:

In your Safari web browser, go to <https://www.webex.com/downloads.html/> and download the “Webex” software that is for your Macintosh computer.

Go to your Downloads folder and open the “Webex.dmg” file that you just downloaded.

In the Webex.dmg window, drag the “Webex” icon and drop it onto the “Applications” folder icon. This will copy the “Webex” application into the “Applications” folder on your Macintosh.

Open your “Applications” folder and start up the Cisco Webex Meetings application.

In the Cisco Webex Meetings window, click on “Use as guest.” (You can become a registered user later if you want to do so.)

Enter your first and last name in the top input box. (This is how you will be identified during an on-line meeting. You can edit this later.)

Enter an email address in the lower input box. (You can edit this later. I have not received any marketing emails from Cisco as a result of providing my email address here, so this should be “safe” to do.)

Click “Continue as guest.”

If asked, click “OK” to allow the app to access your computer’s microphone and/or camera.

The basic setup of “Cisco Webex Meetings” is now complete. You can quit the application.

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Joining a Meeting

A few minutes before the meeting is due to start, click on the green-colored “Join Meeting” link in the meeting invitation email that you received for the particular meeting that you are now joining. Safari should open.

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The following applies to the very first meeting that you are joining:

After clicking on the green-colored “Join Meeting” link in the meeting invitation email, a download will start in Safari. (Allow the download if you are asked to do so.) (If the download gets stuck, click on “Download the app again.”)

When the download completes, go to your Downloads folder and open the “Webex.pkg” file that you just downloaded. Click on the button to allow the Installer to check your computer to see if the file can be installed.

You may have to enter your computer password to allow the software installation.

If asked, allow Webex to access files in your Downloads folder.

The Installer (which adds a “Webex Meetings” extension for Safari) will very quickly (seemingly) quit and you will see a dialogue box asking to allow “Cisco Web Meetings” to access the microphone. Click “OK.”

You may see a window that states “To use Webex Meetings, allow Cisco Webex Meetings app to have these Mac operating System permissions:” and then a list showing “Microphone, Camera and Share Content.” Click on the “Show Me Permissions” button at the bottom of this window. This may or may not open the Privacy tab in the Security & Privacy preference pane in the System Preferences application. If it does, just switch back to the Webex application for now.

If asked, click “OK” to allow access to the camera in the next dialogue box.

Click “Show me what’s new” on the “New Audio and Video Preview Window.” You will see a video of yourself in the window that is revealed. Read and click through the explanation boxes.

Change your audio and video settings if you need to do so.

Click the green “Start Meeting” button.

The actual meeting window should now open to the live video and audio feed of the meeting.

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The following applies to subsequent meetings:

After clicking on the green-colored “Join Meeting” link in the meeting invitation email that you received for the particular meeting that you are now joining, Safari will open and may present a dialogue box asking “Do you want this page to open “Cisco Webex Start?” Click on “Allow”.

If you don’t see the above-noted dialogue box, then you may need to manually open the

“Cisco Webex Meetings” application in your Applications folder if the application does not open automatically.

The Cisco Webex Meetings application will now show you a preview of your video feed. Change your audio and video settings if you need to do so.

Click the green “Start Meeting” button.

The actual meeting window should open to the live video and audio feed of the meeting.

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On-line Info and Tutorials

Following are links for some web pages on the Cisco Webex help website that will be useful for familiarizing yourself with Cisco Webex Meetings. I strongly recommend that you check them out!

[Get Started with Cisco Webex Meetings for Attendees](#)

[Join a Webex Meeting from an Email Invitation](#)

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If you encounter any problems in trying to install the the Cisco Webex Meetings application or in joining a meeting, send a question about your issue to our talk-double-click email group. **Be sure to include plenty of detailed information about the problem you are having.**

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Jim Macak