

## **Double Click Virtual Meeting: Software Instructions**

We recently announced that upcoming Double Click meetings will be changed to “virtual” on-line meetings.

Following are some instructions to help you install, configure and use the free Cisco Webex Meetings application that will be 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 “Webex Meetings.”

A new web page will open up with some instructions. **Ignore the instructions on that web page!**

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

In the webexapp.dmg window, open the “Cisco Webex Meetings.pkg”

installation file and proceed through the installation process. (You may need to enter the administrator's name/password to perform the install.)

When the installation has completed, the "Cisco Webex Meetings" application should startup automatically. (It should have been installed in your Applications folder with the name "Cisco Webex Meetings".)

You can quit the Installer app now or just quit it later. **Do not quit the "Cisco Webex Meetings" which just auto-started.**

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. (This is how you will be identified during an on-line meeting. You can edit this later.)

Enter an email address. (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.

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.”

Likewise, 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](#)

[Cisco Webex Meetings Video Tutorials](#)

[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