

Join Webex New Employee Orientation (NEO)

Windows / Mac

1. In your NEO invitation email **click the Join Meeting button.**

Join meeting

2. A webpage will open to connect you to NEO. On this page **click Join from your browser.**

Starting your meeting.

Click **Open Webex** in the browser message.

Or

[Join from your browser.](#)

3. Enter your name and email address. Then **click Join as a guest.**



Join the meeting

If you're the meeting host, sign in to start the meeting.

Name
New Employee

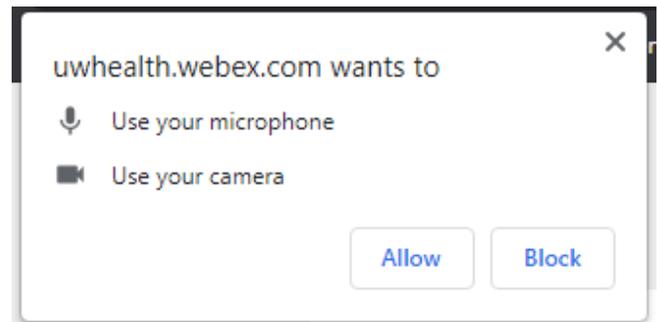
Email address
newemployee@uwhealth.org

Remember me

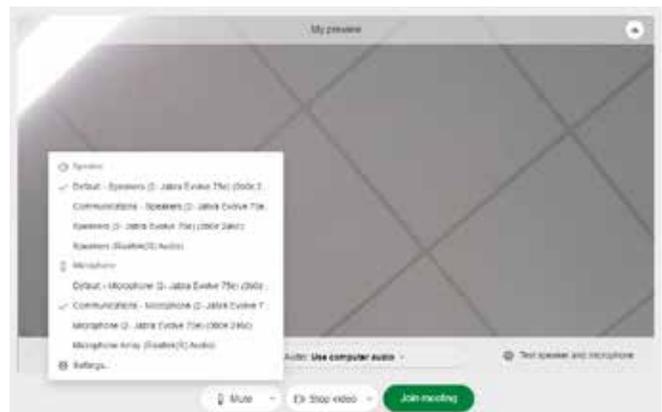
Join as a guest

Already have an account? [Sign in](#)

4. Allow Webex to use your camera and microphone. **Click allow.**



5. Before you join NEO make sure your microphone, speaker and webcam is set to the correct device. Click the down arrow next to the mute button to set microphone and speaker. Use the down arrow next to the video button to set webcam. When everything looks correct **click Join meeting.**



Join Webex New Employee Orientation (NEO)

iPad / iPhone / Android

On an iPad, iPhone or Android device you will need to install the Cisco Webex Meetings app before you join NEO. There are multiple Webex apps in the store so be sure you get the Webex Meetings app with the green camera icon in the bottom right corner. This app is a free download.

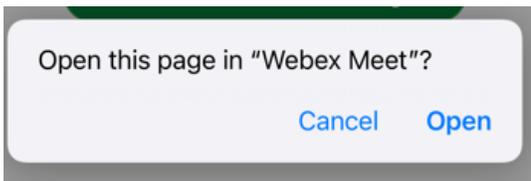


Steps to join:

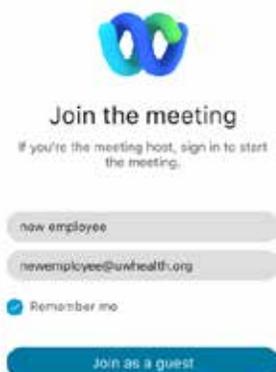
1. In your NEO invitation email tap the **Join Meeting** button.



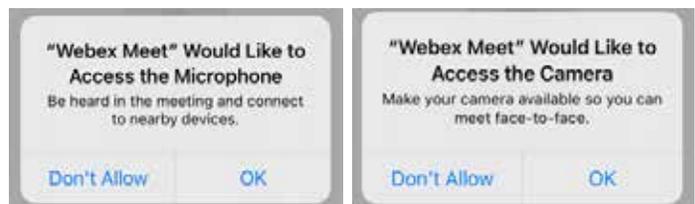
2. Tap **Open** to run Webex Meet.



3. Enter your name and email address.
Tap **Join as a guest**.



4. The first time you use Webex Meetings it will ask you for permission to use microphone and camera. Tap **ok**.



5. Choose "User Internet for audio." Confirm your microphone and camera are green and not red (not muted). Tap the **Join** button when you are ready to connect.

