

WebEx Cheat Sheet

Join WebEx from your laptop

Join a WebEx from Email

1. *Open* the email from your provider/doctor
 - a. If you do NOT see it in your inbox, please check your junk email or call the doctor's office
2. In the meeting body you should see a WebEx meeting similarly formatted to the image below. *Click* the Join meeting button

Thank you for scheduling your telemedicine visit with your Olathe Health provider! Prior to your scheduled video appointment, [please click here](#) for instructions on set up to ensure your visit goes smoothly.

When it's time for your Olathe Health Video Visit, click the Join Meeting button below.

Meeting number (access code): 962 494 978

Meeting password: 7Rd2RmuvRN6

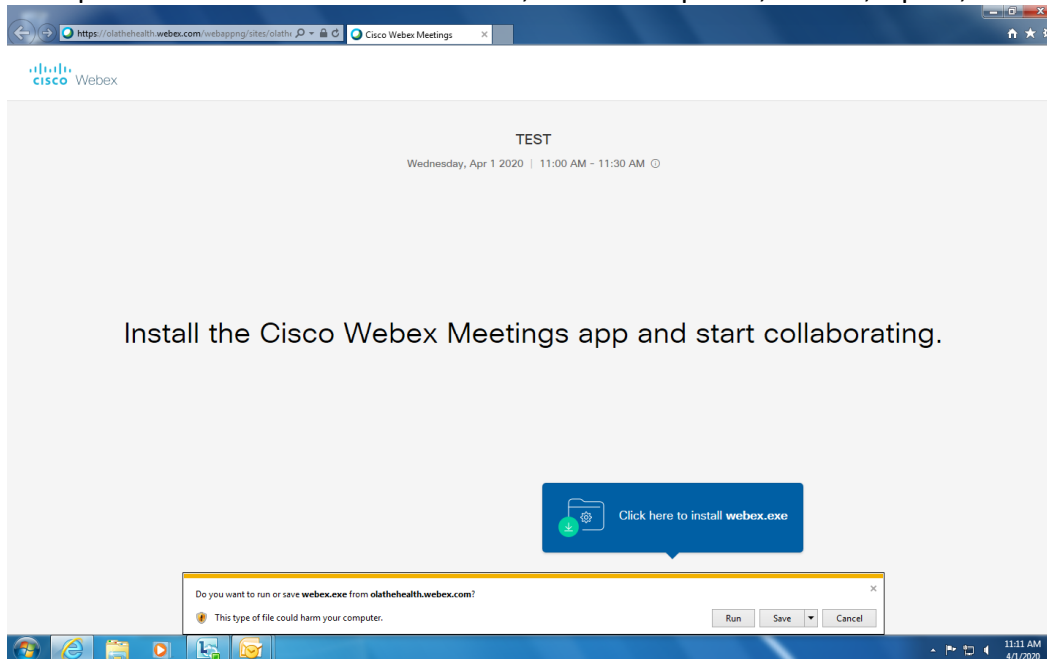
Sunday, April 19, 2020

2:25 pm | (UTC-05:00) Central Time (US & Canada) | 1 hr

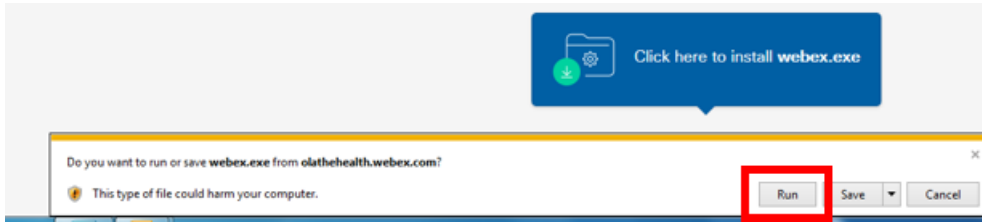
Join meeting

Please do not reply to this email address. All personal/medical concerns should either be sent through the patient portal or called to your doctor's office. Messages sent to this email address may not be checked regularly or addressed in a timely manner.

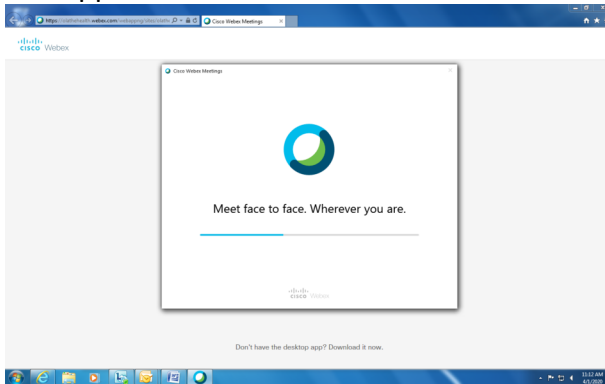
3. This will launch an internet browser and ask to install the WebEx application
 - a. Examples of internet browsers: Chrome, Internet Explorer, Firefox, Opera, etc.



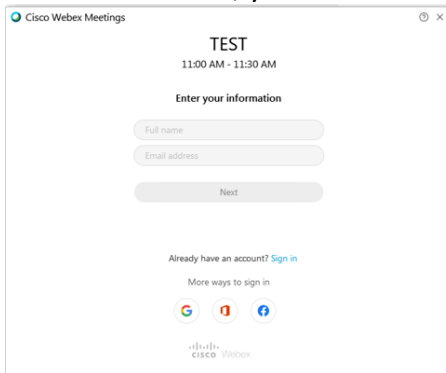
4. Click on the Run button



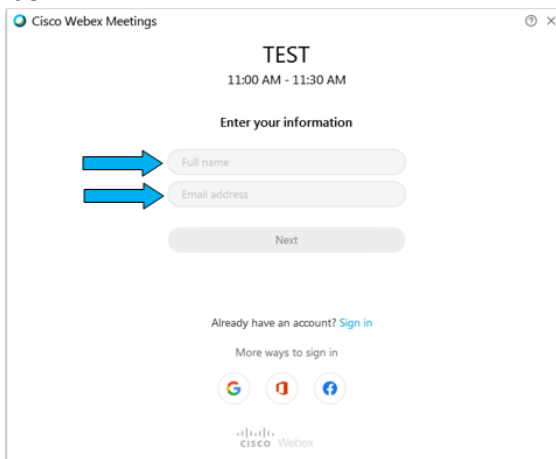
5. The Webex application will then load



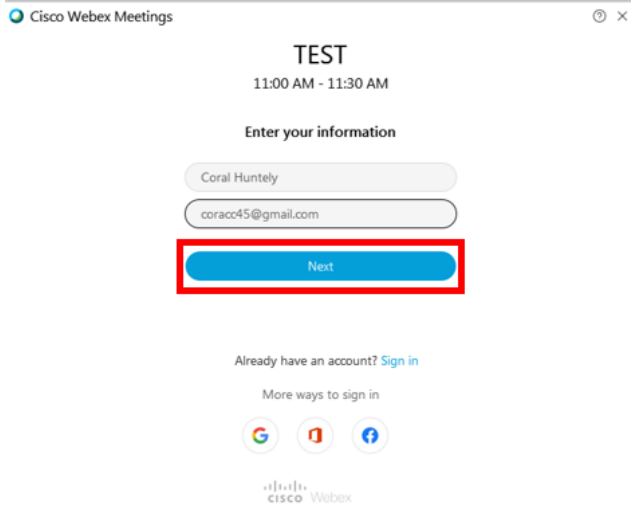
6. When Webex has loaded, you will see the sign in screen below



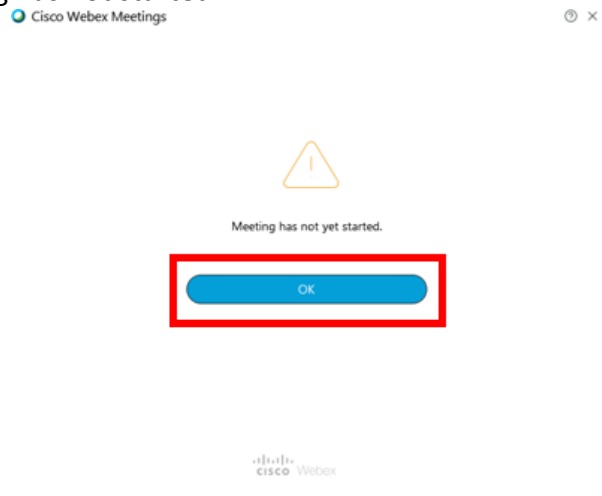
7. Using your keyboard *type* in your first and last name into the first box and your email address into the second box



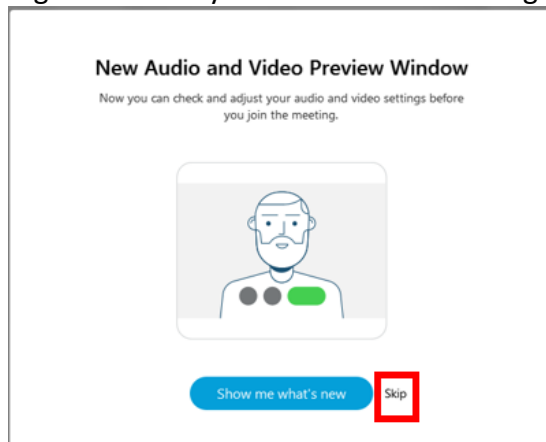
8. Click on the next button



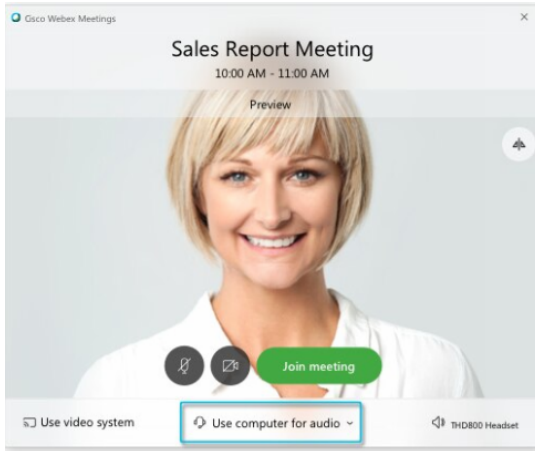
9. Please join the video visit no earlier than 15 minutes prior to the appointment time or you will need to repeat steps 1-9.
- a. If you join earlier than 15 minutes prior to your appointment, you will get a notification that the meeting has not started.





10. Once the meeting has started you will see the following window. Click Skip

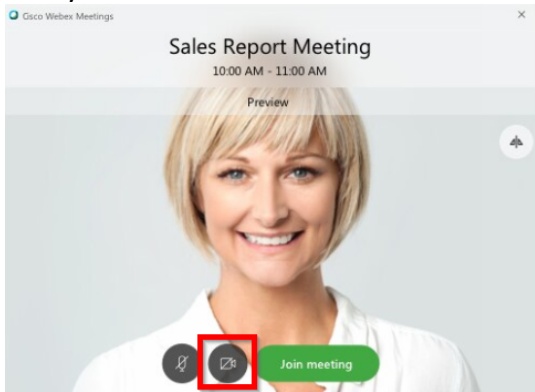


11. In the WebEx Meetings Window check to ensure you are using the computer for audio



Audio On  or Audio Off 

12. Ensure that your video is started – Video On  or Video Off 



13. Click Join Meeting

