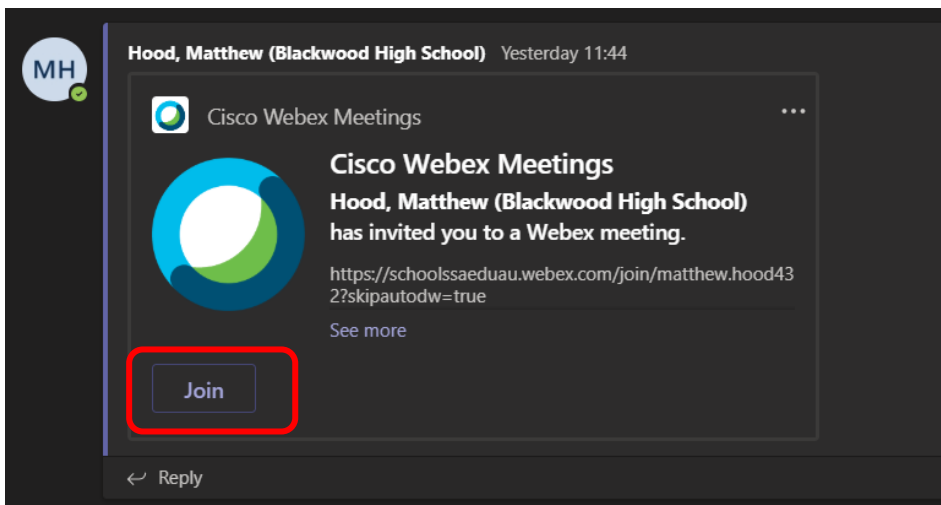


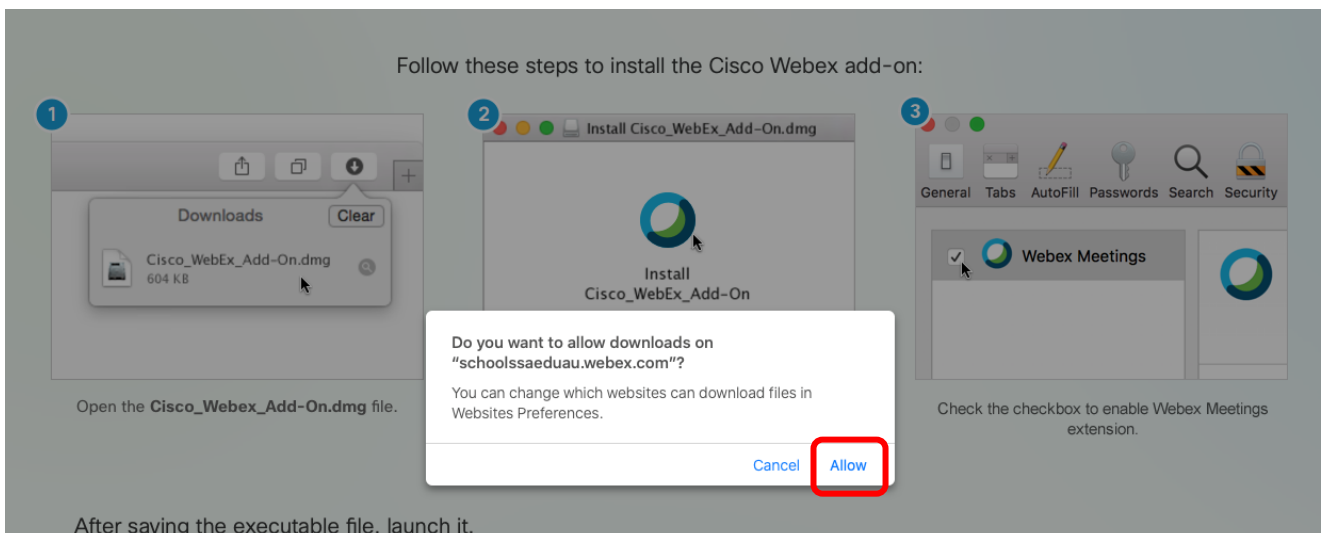
Microsoft Teams – MAC Setting up a Cisco WebEx Meeting

This document will explain how to connect to a WebEx meeting through Microsoft Teams for the first time and will go through how to install and setup the WebEx program on your Mac OSX computer. Please be aware that these instructions were created on a Mac running MAC OSX Catalina 10.15.1. If you have a different version, the instructions may differ slightly. This guide is also going to assume that you already have Microsoft Teams setup and have access to a Team that has a WebEx meeting available to join

1. **Open Microsoft Teams** and navigate to the WebEx meeting post
2. Click on the **Join** button



3. Your default browser will then open and take you to the WebEx meeting join page. this will then start to download the client application. You may be presented with a message asking if you want to accept the download. Click the **Allow** button

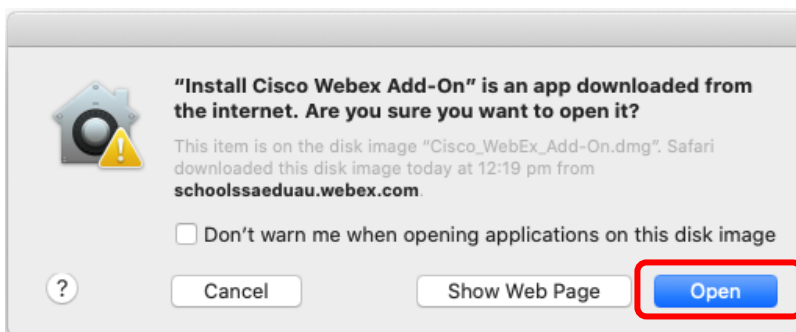


4. Once the download has completed, you will need to **open the downloaded file**. To do this, open your downloads folder and double click on the file called Cisco_WebEx_Add-on.dmg or follow the onscreen instructions.

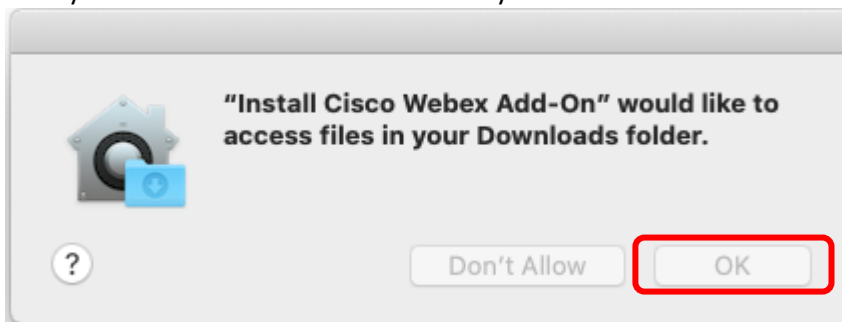
5. Now double click on the **Install Cisco WebEx Add-On** to launch the installer and follow the prompts



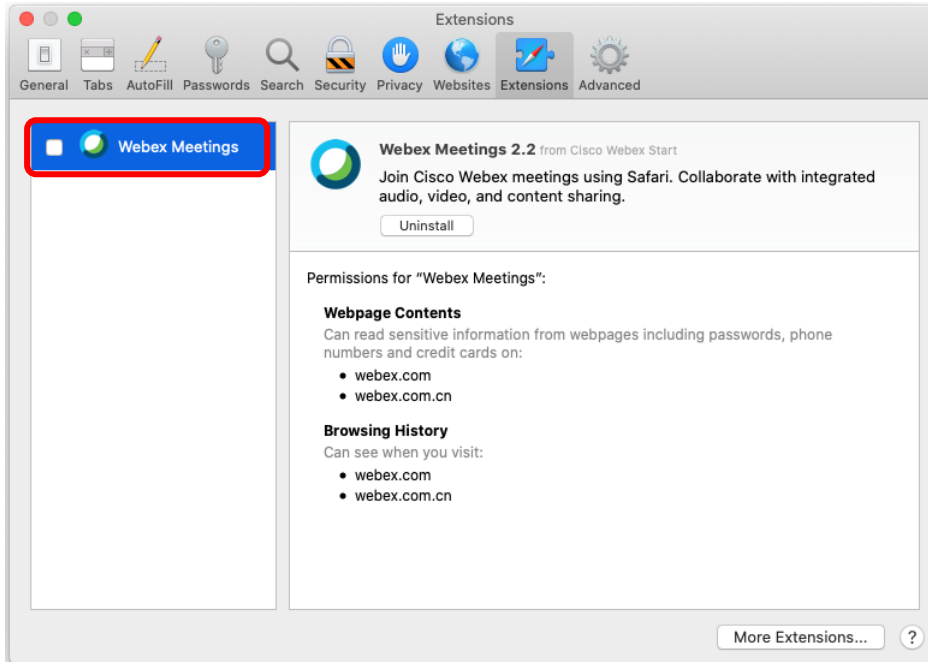
6. You will be presented with a message asking if you want to open the downloaded installer. Click the **Open** button.



7. Next you will be asked to allow access to your downloads folder. Click on **OK**.



8. Next, you will be taken to the extension settings for your browser. You will need to click on the **check box** so that there is a tick to allow the extension.



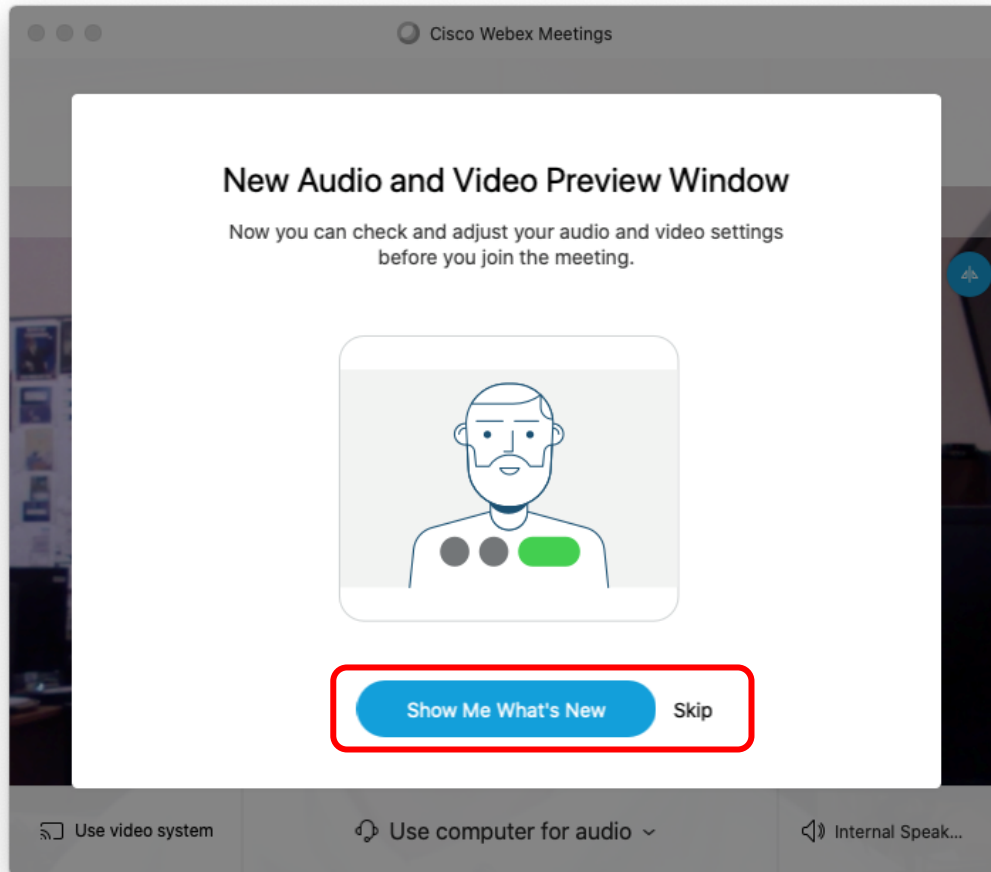
9. Next, you will be asked to allow the use of the microphone. Click **OK**.



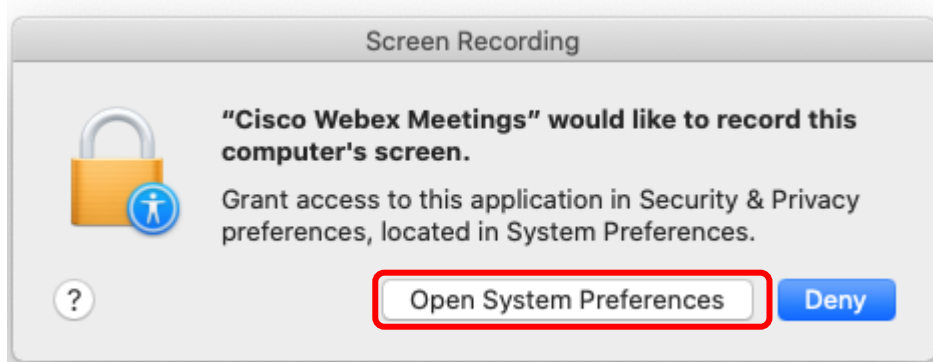
10. You will then be asked to grant access to the webcam. Click **OK**.



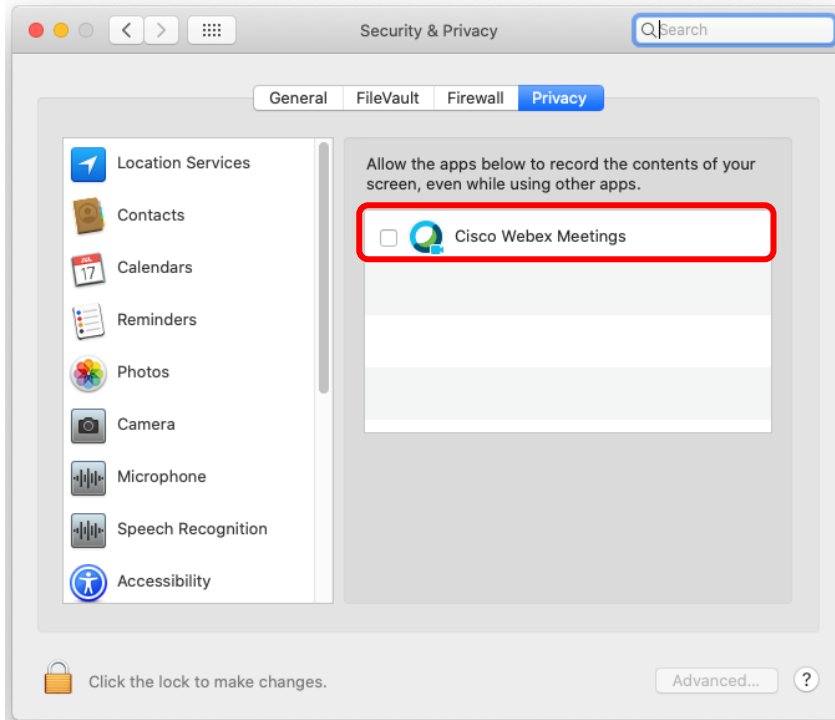
11. When the New Audio and Video preview window appears, you can click **Show Me What's New** or click **Skip**.



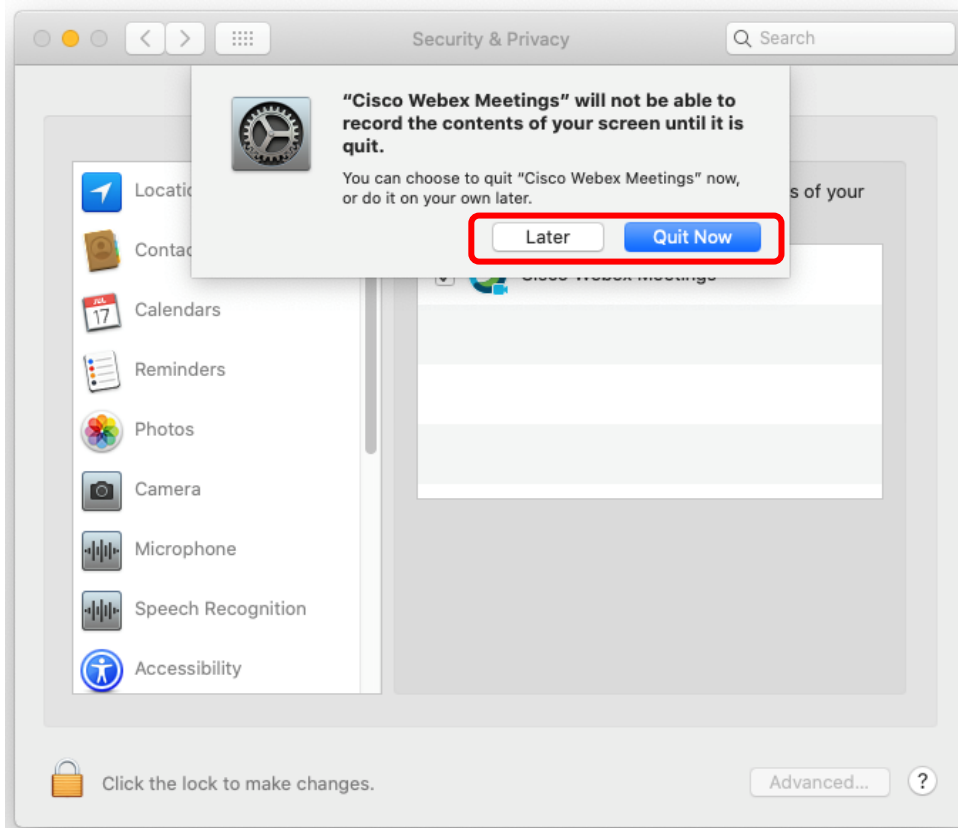
12. Now you will be asked if you want to grant access to screen recording. Click on **Open System Preferences**.



13. Once system preferences opens, you will need to **check the box next to Cisco Webex Meetings**.



14. If you are wanting to record your screen during this session, click **Quit Now** or if not click **Later**.



15. You will now be taken to the start/join meeting page and you will be able to access the WebEx meeting. Next time you open a WebEx meeting, you will be directed straight to this screen. Click **Start/Join Meeting**.

