



How to join Webex meetings

1. If you received an email invitation to your Webex meeting, when it's time for the meeting, open the email and **click the green bar labeled "Join Meeting."**
2. You can also simply type the appropriate address into your web browser:
 - Nutrition Education Classes: oh.webex.com/meet/shall
 - Pre-Op Teaching Classes: oh.webex.com/meet/mford
3. Support Groups: If you don't have access to an email invitation, go online to OwensboroHealth.org/BestSelf and click on "Support Groups" on the left of the page. Click the "Join the Meeting" button at the top of the Support Group page.
4. Click the "Join Webex Meeting" link.
5. Enter your name and email address and then click the "Join Meeting" button.
6. If this is your first time joining a Webex meeting, you may be prompted for a one-time install of the Webex desktop app or web add-on before you join. Follow the instructions on the screen to install it.
7. Select "call using computer."
8. Choose whether you want to allow the camera to show video of you. We ask that you keep your microphone on "mute" during the meeting.
9. Now just click the green button to connect.
10. You may see a screen asking you to wait for the host to join the meeting. When it's time to begin, the host will "let you in" to the meeting.