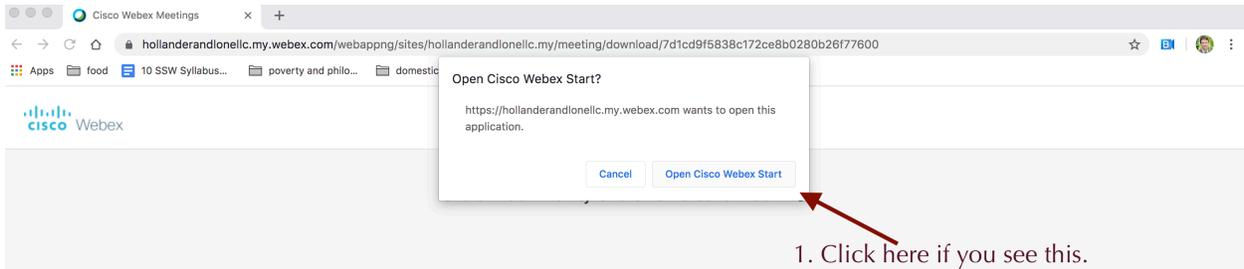


Step by Step Guide for Webex

1. Click on the link from the email.

<https://hollanderandlonellc.my.webex.com/join/dhollander>

2. You'll likely be prompted to download the web app. If you are comfortable downloading it go ahead and follow the instructions for installation. You don't need to



Starting Cisco Webex Meetings...

Click **Open Cisco Webex Meetings** if you see a message from your browser.

If you don't see a message from your browser, [open the desktop app](#).

3. If you don't want to use the app then click here

2. If not, click here

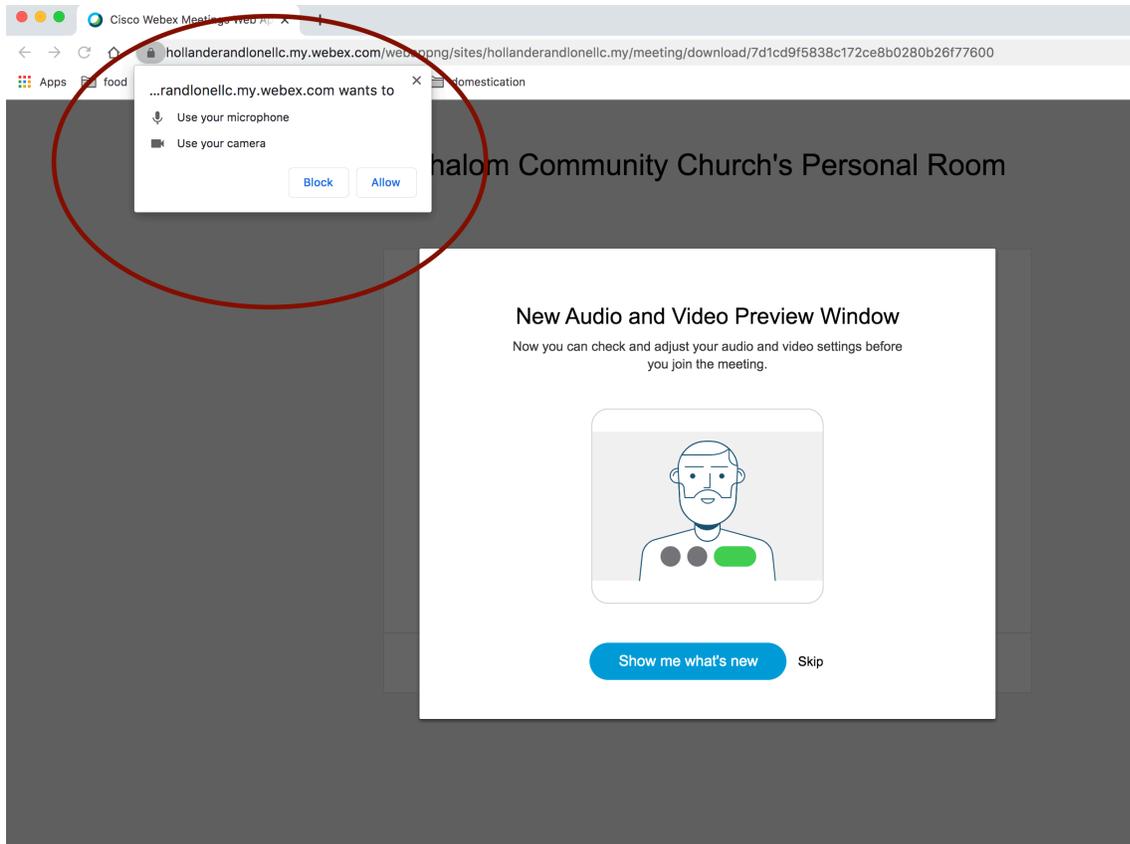
Having trouble opening the desktop app? [Join from your browser](#).
Don't have the desktop app? [Download it now](#).

4. If 1 and 2 don't work click here to get the app

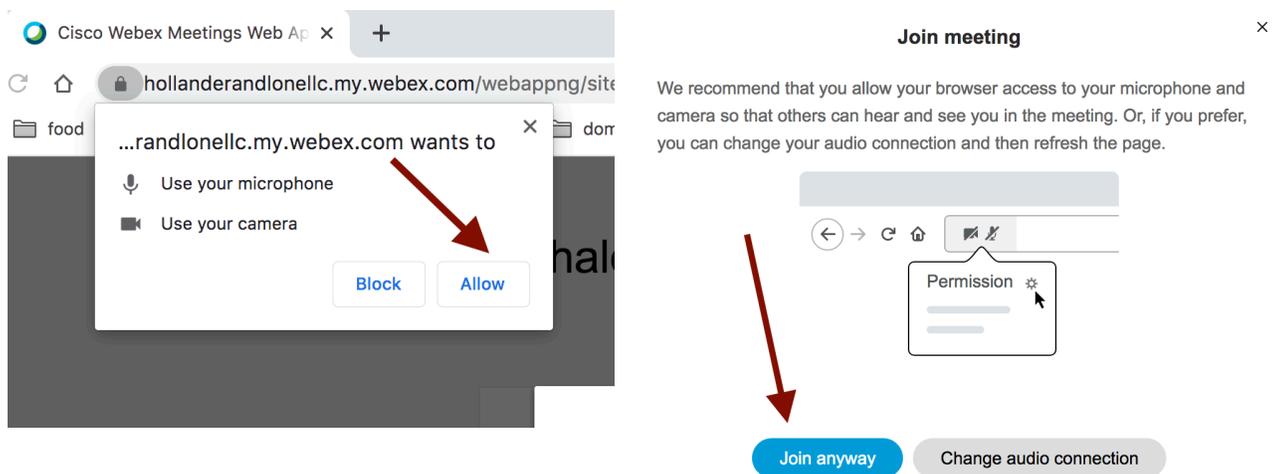
3. One the web (grey) and app (white) you'll next see the Sign In screen. Fill it out.

The image shows two side-by-side screenshots of the Cisco Webex Meetings sign-in screen. The left screenshot is titled "Shalom Community Church's Personal Room" and has a grey background. It contains the text "Enter your information" and two input fields: "Your full name" and "Email address". Below these fields is a "Next" button. At the bottom, it says "Already have an account? [Sign in](#)" and "More ways to sign in" with icons for Google, Microsoft, and Facebook. The right screenshot is titled "Cisco Webex Meetings" and has a white background. It features the Webex logo at the top, followed by the text "Sign in to Webex Meetings" and an "Email address" input field. Below the input field is a "Next" button and a "Use as guest" link. The Cisco Webex logo is also visible at the bottom right.

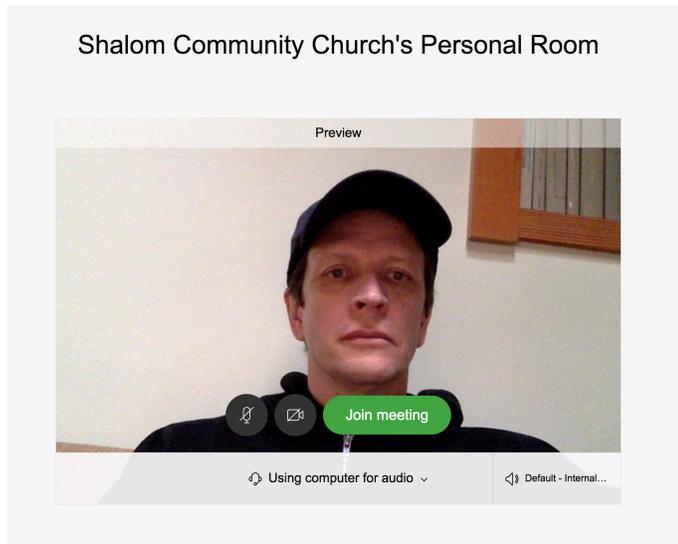
4. You should get some kind of prompt to allow your browser or app to access your camera and microphone.



5. You probably want to allow this but you could decline in which case you'll get a recommendation. If you want to enter without choose the "Join anyway" button and you'll be able to listen to the service without sharing your face or voice.



6. You should then be in the room. You get a brief time to preview your camera and then click the 'Join Meeting' button.



7. You should then see something like this, but without the labels. Your picture will be in the bottom right and the host (Trevor and Hillary) should be in the center. You can get meeting information in the top left. If you mouse over the bottom of the screen some icons should appear which let you mute your mic or video, enable a text chat and adjust settings. Please mute your mic unless you are talking.

