How to install Webex on Microsoft before the meeting starts?
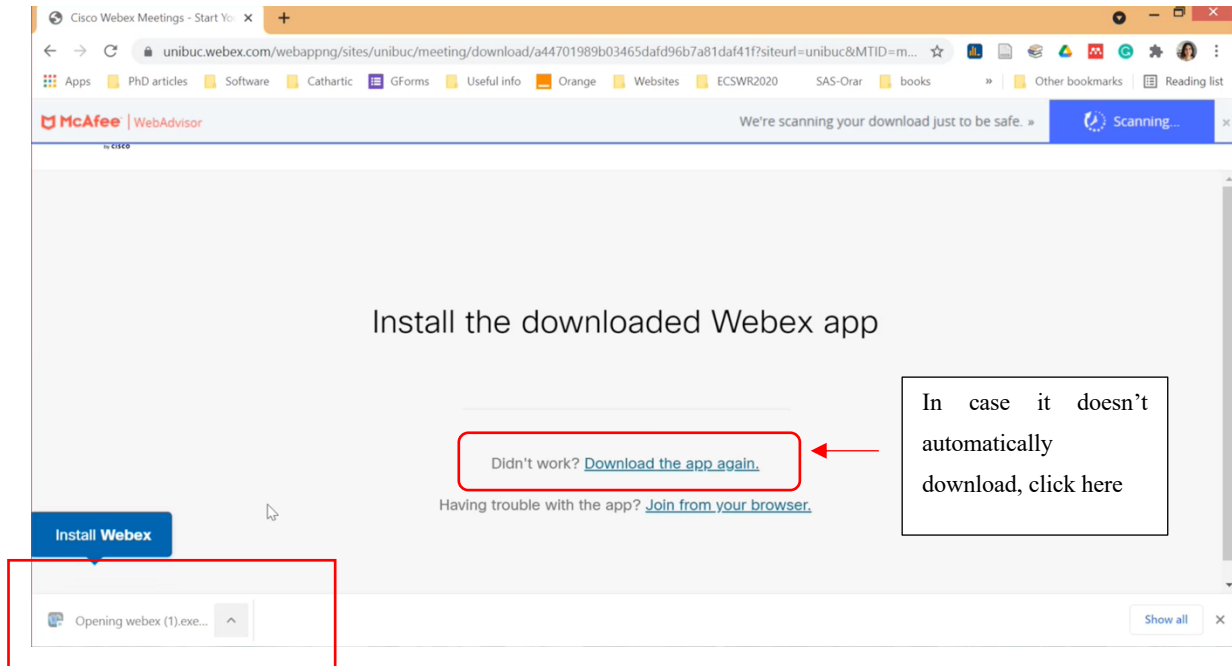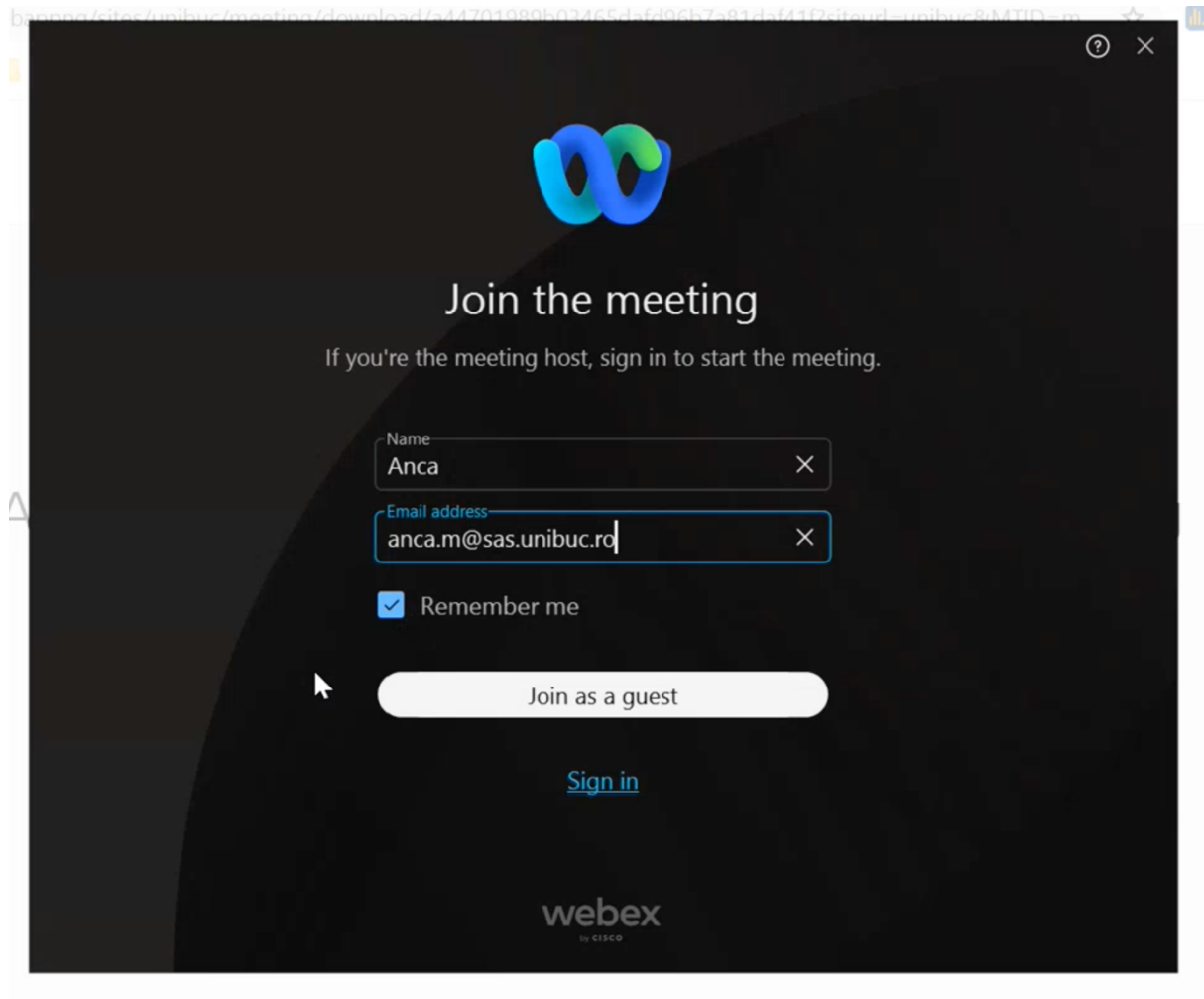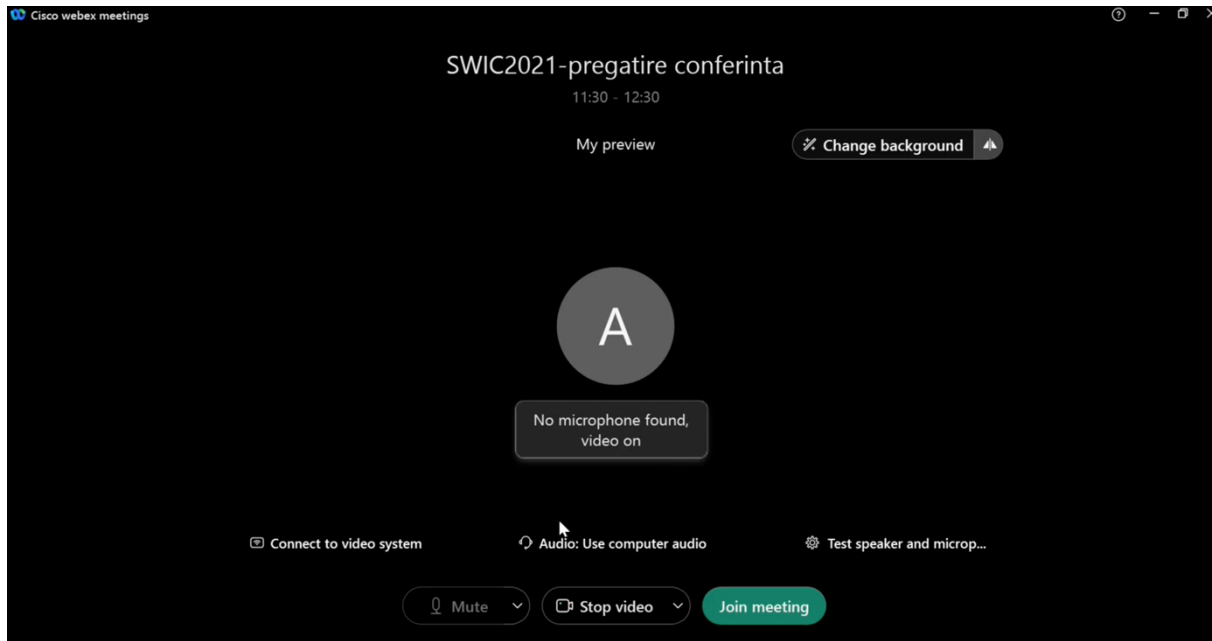
1. Click on the meeting.
   a. The .exe file downloads automatically. If not, click on the *download the app again* option.
2. Open the .exe file to start the process.

3. When it's completed, in the new window, insert your name and e-mail address. Please make sure your name is spelled correctly, as it will be seen by the other participants in the conference. Click on the Join as a guest button.

4. Arrange your settings before joining the meeting: **mute/unmute** the microphone, **turn video on/off**. Then click Join meeting. You will be allowed to enter once the meeting is started.

5. See you at the conference!