

WebEx Desktop or Laptop Tip Sheet

3/27/2020

How do I connect to a Telehealth meeting on my computer's internet web browser?

- 1. Go to https://mlhealth.webex.com
- 2. Type in the meeting number you were provided in the text box in the middle of the screen
- 3. Press the "Enter Key"
- 4. On the next screen **click** the down arrow to the right of the "Join Meeting" button
- 5. Select "Use web app", then click "Join Meeting"
- 6. On the next screen type in your Full Name and Email, then click "Next"
- During these next steps you might be asked to allow access to your microphone or camera, please click "Allow" when prompted
- 8. The next screen should have a Green Join Button
- 9. Click the Video Camera icon so it isn't red to enable your webcam
- 10. Click the Microphone icon so it isn't red to Unmute your microphone
- 11. Click "Join Meeting"
- 12. You will see a screen saying "You can join the meeting after the host admits you"
- 13. Once the Nurse or Provider Admits you into the meeting your screen will change and you will be connected
- 14. The image below shows some icons you will see in the meeting menu; summaries are also listed below for the icons going left to right



- a. Mute and Unmute your microphone
- b. Disable or Enable your camera
- c. Share your screen
- d. Show the list of people in the meeting
- e. Open the chat window to chat with people in the meeting
- f. More settings
- g. Exit the meeting