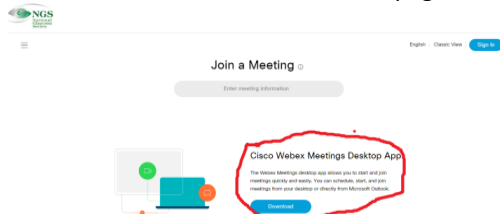


## WebEx Desktop App

The National Glaucoma Society uses Cisco WebEx for the NGS live webinars. If you use a computer to connect to the webinars, WebEx has a desktop app that makes it quicker and easier to connect. For example, you will not need to enter your name and email address each time you connect to WebEx. You can also set video preferences. See details below.

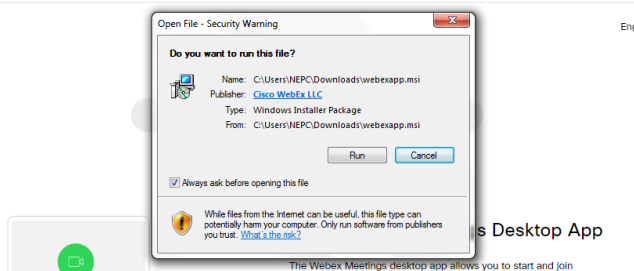
### Step 1: Download the Desktop App

1. Go to the National Glaucoma Society WebEx page at: [nationalglaucomasociety.webex.com](http://nationalglaucomasociety.webex.com) (there is no "www").
2. Here is what the NGS WebEx home page looks like, with the Desktop App circled in red:

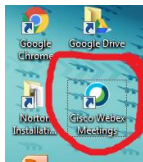


Click on the Download button.

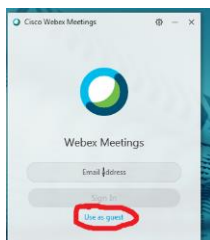
3. The file "webexapp.msi" will be downloaded to the menu bar at the bottom of your screen as well as in your Downloads folder. Click on the file name and the following menu will pop up:



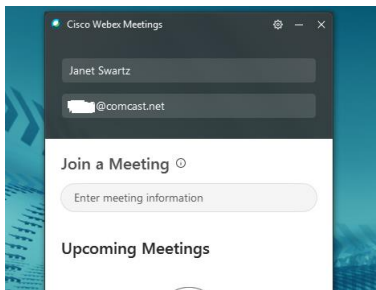
4. Click on Run. The WebEx App will be placed on your desktop. See below:



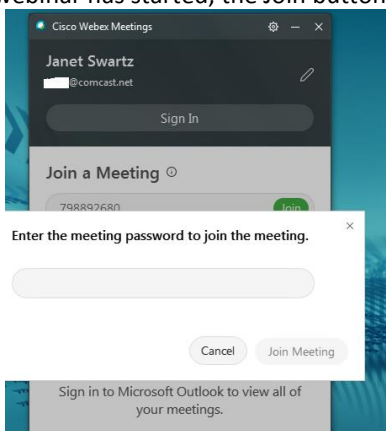
5. Click on the WebEx icon to open the Desktop app. On the WebEx App main screen, **DO NOT PUT IN YOUR EMAIL ADDRESS OR ATTEMPT TO SIGN IN.** Select "Use as Guest" as shown in red below.



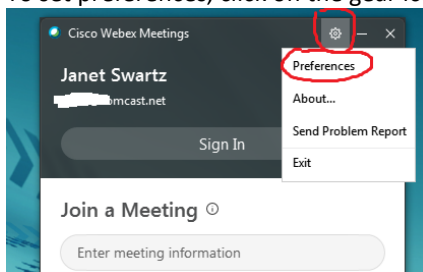
- On the next screen, put in your name and email address. This will be the name that shows up as a participant in webinars. Please use at least your first name and first initial of your last name.



- If you have the meeting number for the NGS webinar, enter it under "Join a Meeting" and hit Enter on your keyboard. If you are downloading the Desktop App ahead of a webinar, skip to step 9.
- After you enter the meeting number, a screen will pop up asking for the meeting password, as below. If the webinar has started, the Join button will be green and you can click it to join the webinar.



- The Desktop App allows you to set preferences, such as disabling the video from your webcam during a webinar. To set preferences, click on the gear icon in the upper right and then click on Preferences:



Under Preferences, choose Video Devices and move the slide so that the video option is off (gray). In this way, if you have a webcam on your computer, it will not be connected during the webinar and other participants will not see your picture; this protects your privacy and also minimizes distractions from the PowerPoint slides.

