## Visitor Quick Reference Guide for Webex Meet (Virtual Visitor)

1. **Get the meeting number and password from your family member (the patient)**

2. **Install Cisco Webex Meetings on your device**

3. **Select the Webex Meetings icon**

4. **Accept all permissions**

5. **Press JOIN MEETING**

6. **Enter the Meeting number, your name, and email address**

7. **Press JOIN**

8. **Accept permissions again if needed**

9. Make sure “Use Internet for audio” is selected, and press **NEXT**

10. **Press OK for any prompts**

11. If the microphone and camera icons at the bottom are RED, tap them and they will turn black. This will turn on the microphone and camera.

12. You should see an image of yourself on the screen. Press **JOIN**

13. Enter the meeting password and Press **OK**

14. If you receive a message stating “The meeting has not started,” wait for your family member (the patient) to log in.

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