# Participant Webex Desktop Guide
Starting an e-visit

Webex Sign-In Instructions for Anyone that DOES NOT Currently Have a Webex Account.

★ If you already have a Webex account, Instructions start on page 5.
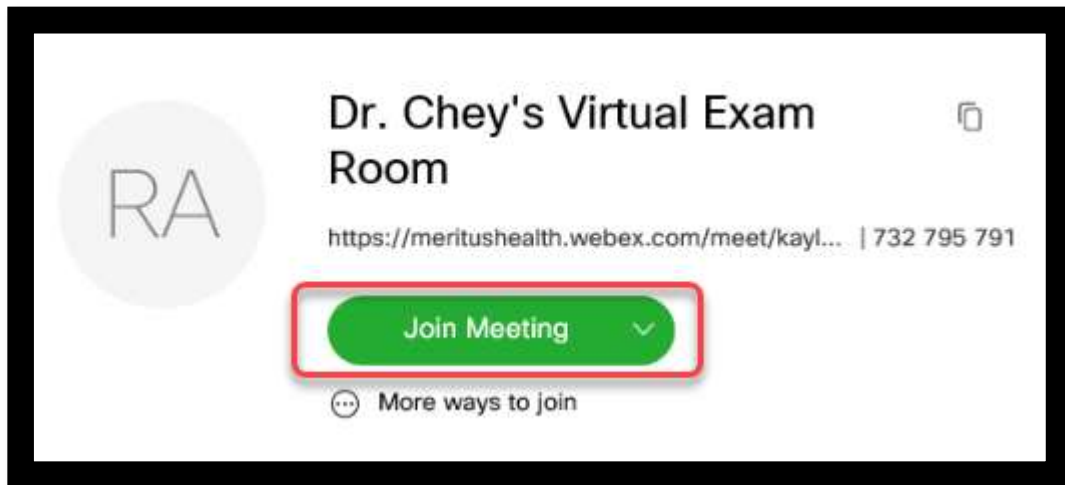
Your doctor will send you an **e-vite** to your **MyChart** or **email account**. It will be named **Join me now in my Personal Room**.
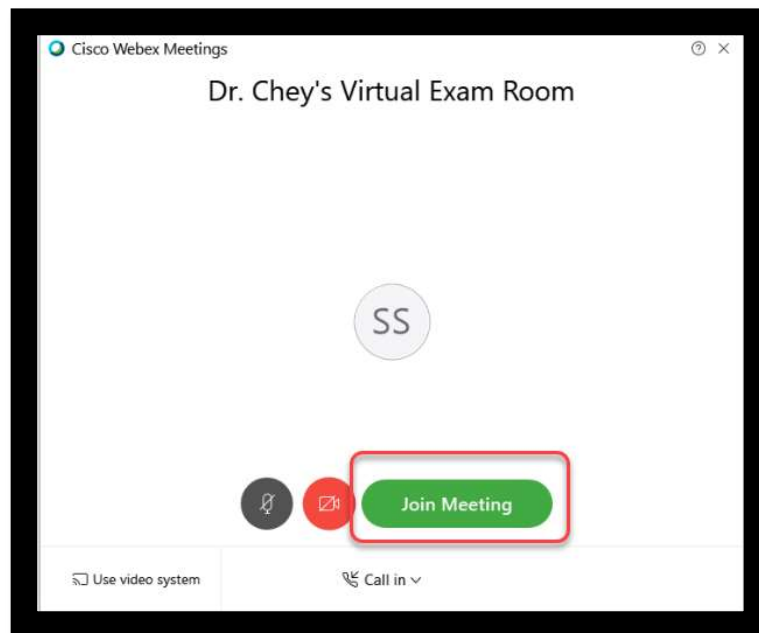

- **Step 1** - If you have not used the desktop Webex before, you will need to select **Run** on the web browser.
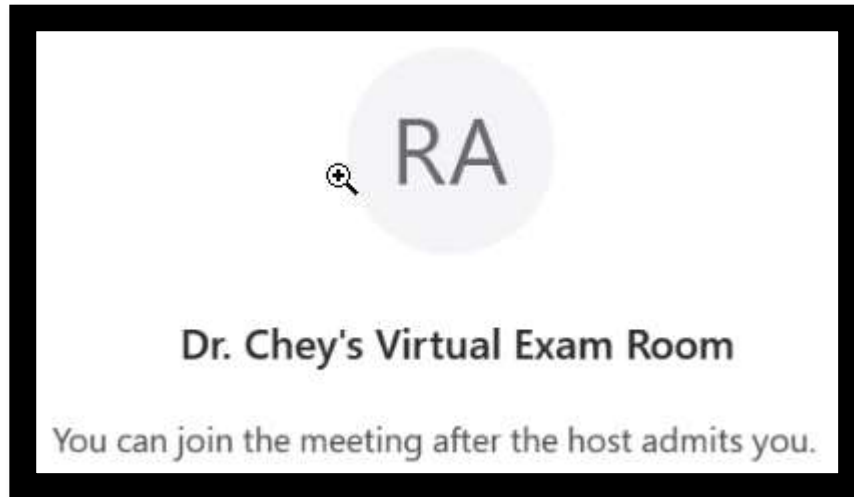

Meritus Medical Center
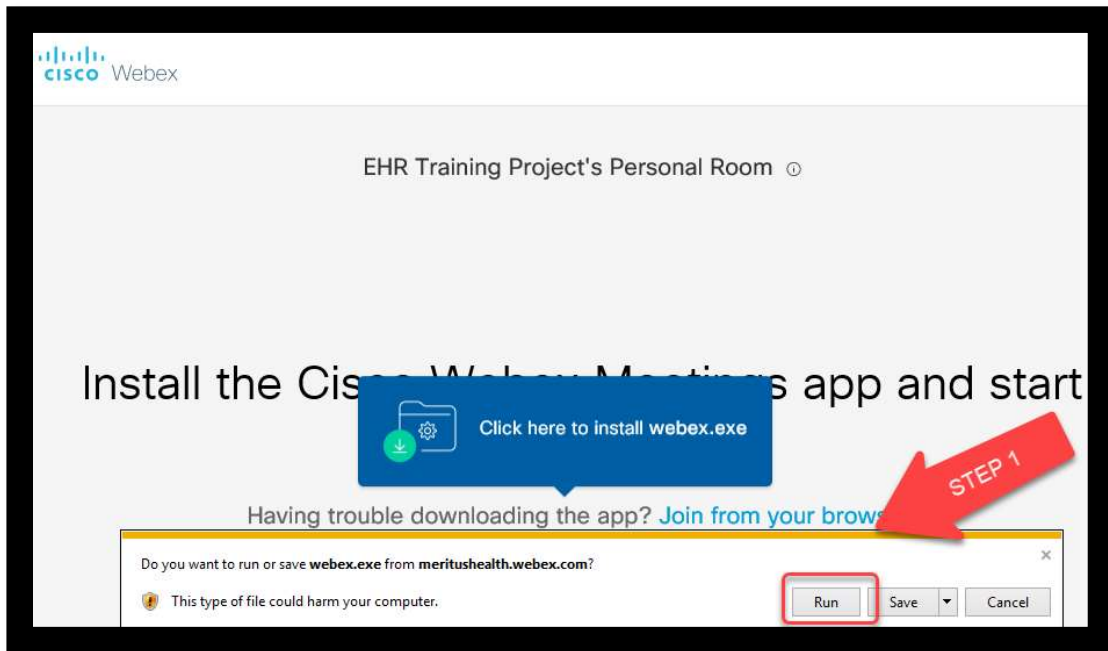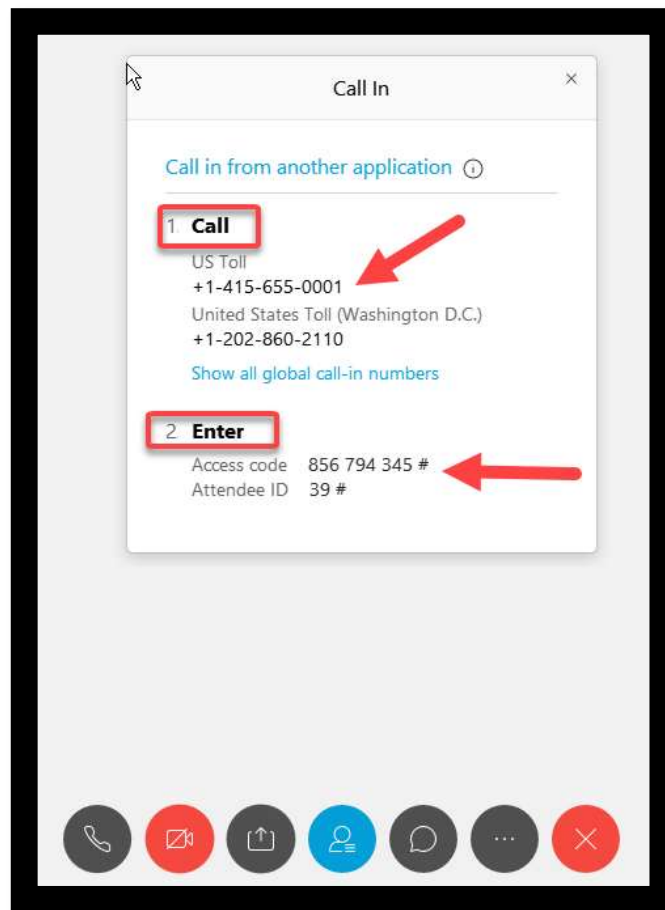
- **Step 2** - Click **Join Meeting.**

- **Step 3** - You will need to click Join Meeting again from this screen.

- **Step 4** – You will not be permitted to join the meeting until the host admits you.

- **Step 5** – Once you have been admitted to the virtual exam room, you will **Call** the telephone number listed on on your screen. Enter the **Access Code & Attendee ID** as prompted.

- **Step 6** - Once you are admitted, you will be able to see, hear and/or chat with the physician.
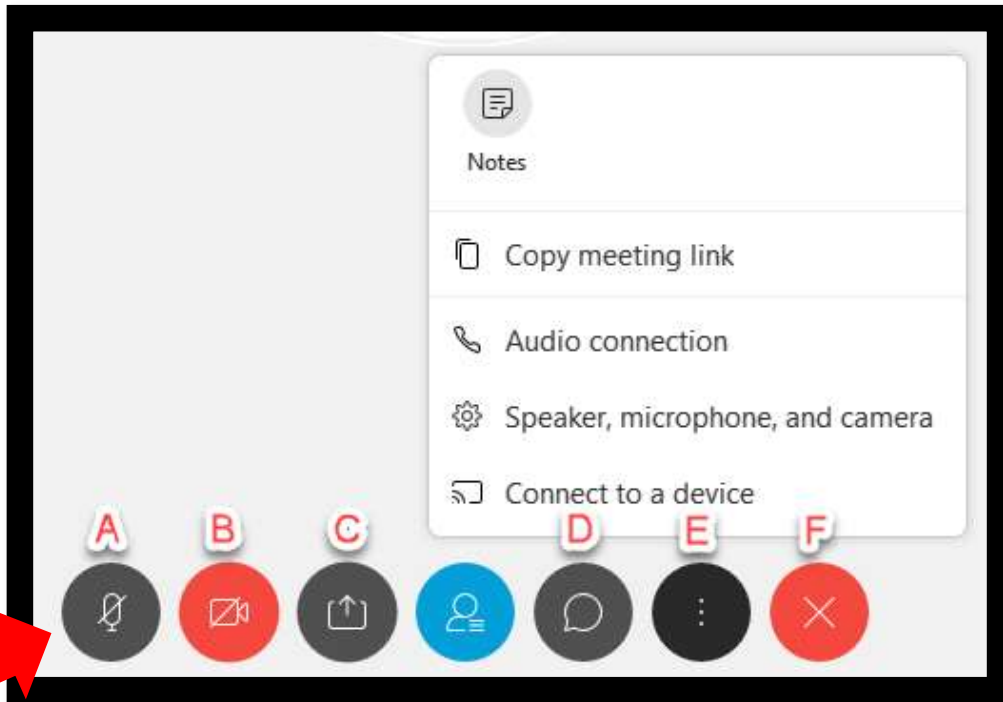
Key Functions (see image above)
A-Ensure the audio(speaker) is turned on. (The icon will show this symbol when muted).
B-Displays video connection. This is where you will toggle the video function on and off.
C-You can share your screen with your physician.
D-Chat function.
E-More options.
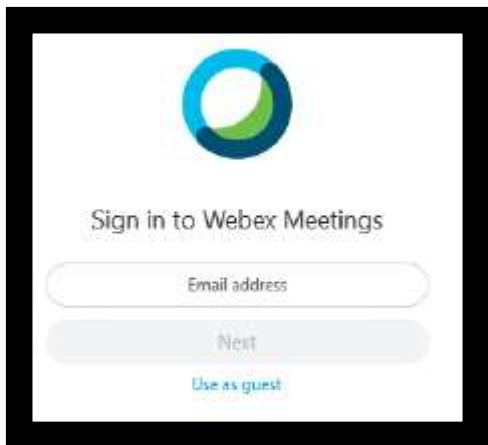**F**-Leave meeting.

- **Step 7** - When finished with your e-visit, you can leave the meeting by clicking the **X** button.
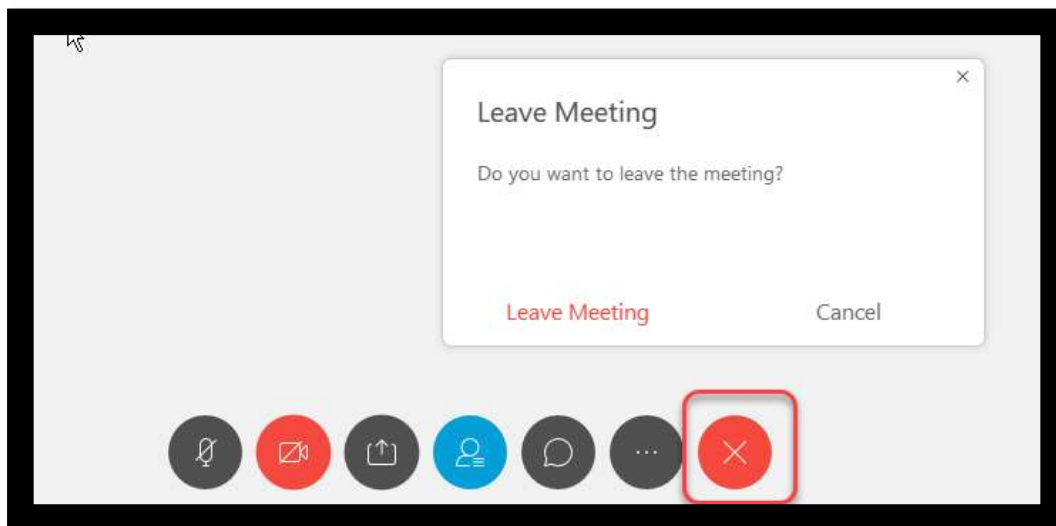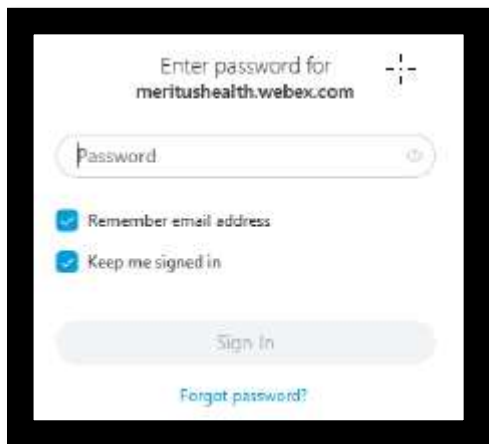
Webex Sign-In Instructions for Anyone that Currently Has a Webex Account

Log in using the **email address** associated to your Webex account or the email address you provided to the doctor's office.

- **Step 1** – **Open** the Cisco Webex Meeting.

- **Step 2** – **Sign in** using your Webex account.

- **Step 3** – Select **Start** beside the meeting you would like to attend.