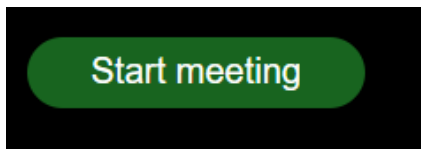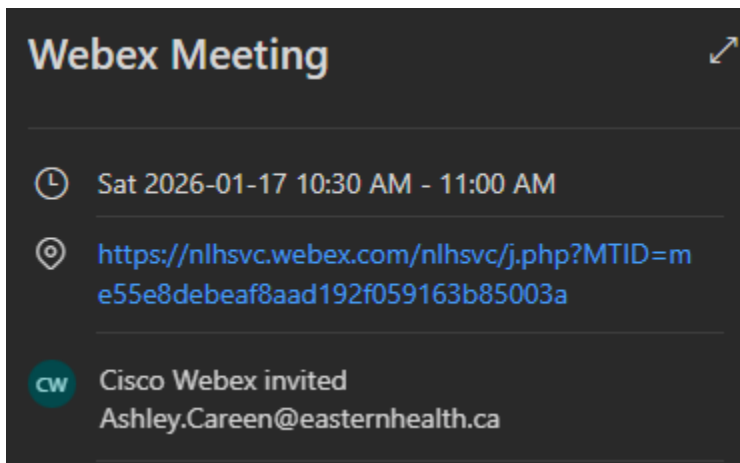# Joining a Webex Meeting via Outlook
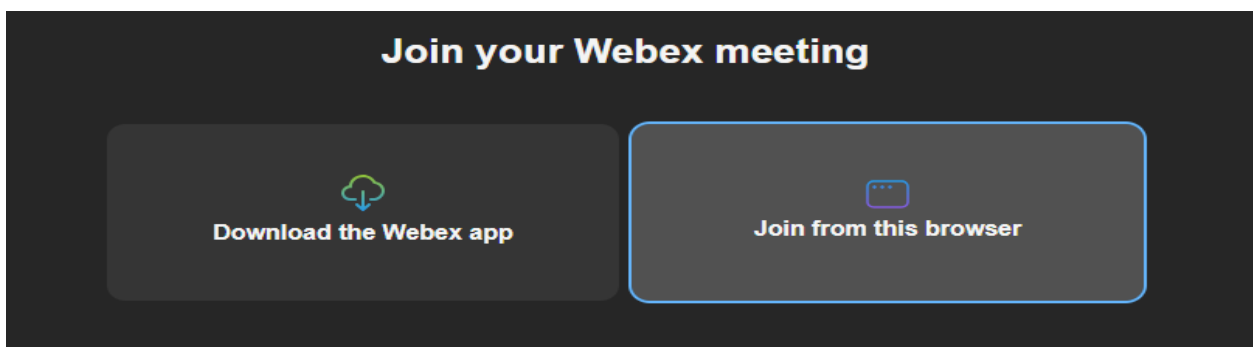
NL Health Services

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1. Open your e-mail or locate the invitation in your calendar.

2. If opening from your email Click the **"Start Meeting"** Tab

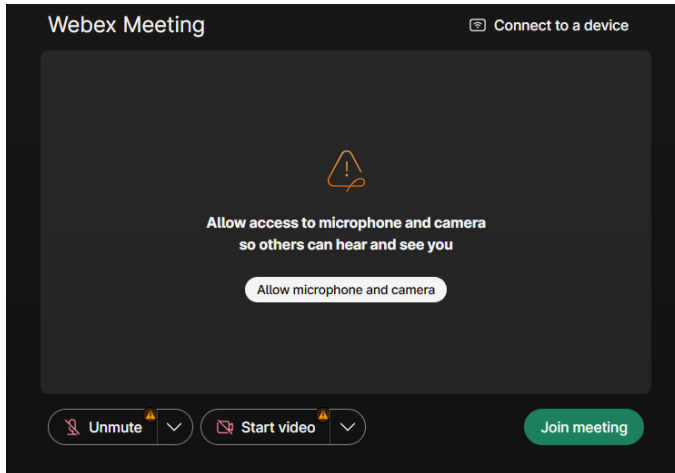3. If you open from your outlook calendar, click on the **meeting in your calendar**:

4. This will launch your Webex application. Click **"Join from this browser"**

5. Once the screen opens, set your audio and video preferences.

6. Click the green **Join Meeting** icon on the bottom right of the screen

7. Once you connect - the meeting will start and you will be notified that there is a guest in the virtual waiting room/lobby. Click **Let in**. The client will be admitted into the appointment.