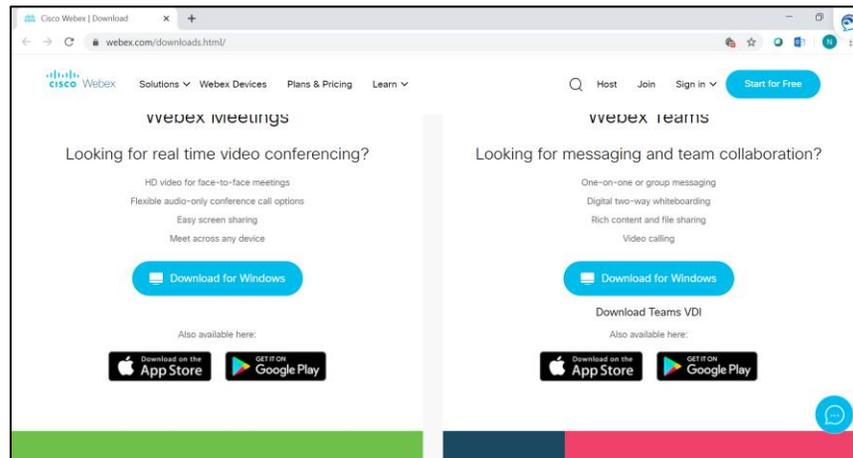


DOWNLOADING THE WebEx APPLICATION

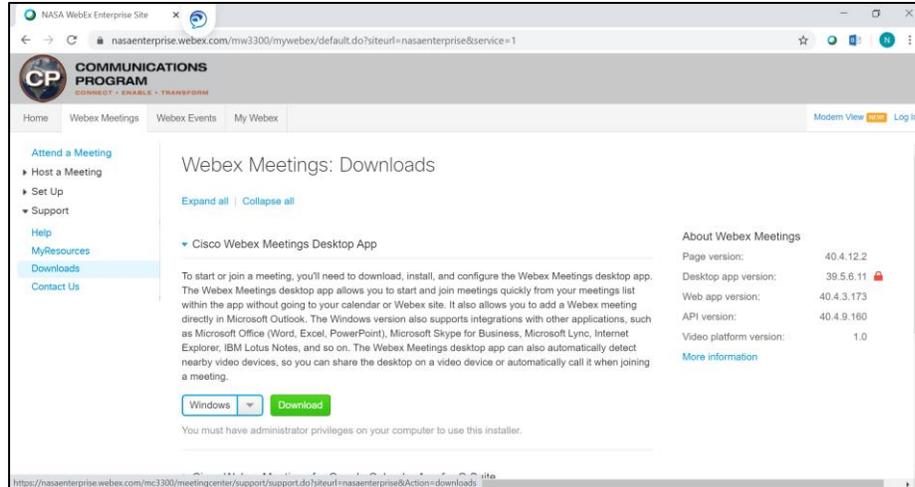
To minimize technology issues, we recommend that you download the Webex application in advance to your computer or the device you will watch the webinar on.

- **Non-NASA Employees, download the application here:**
<https://www.webex.com/downloads.html/>
 - Select the option on the left side, “ Webex Meetings”
 - If you are using a Mac (Apple) product, go to the Apple store to download the application.



Reach out to your company’s tech support team if you need help installing the application or need administrator permissions. If these instructions do not work for you, you may have the application already downloaded on your computer. Check that as well by searching your applications.

- **NASA Employees, download the Webex application here:**
<https://nasaenterprise.webex.com/mw3300/mywebex/default.do?siteurl=nasaenterprise&service=1>
 - Select “Support”, then “Downloads”, then “Cisco Webex Meetings Desktop App”
 - Use the dropdown box to select the type of computer you have:
 - Windows -PC ,or
 - Mac-Apple
 - Select the green “Download” button to download.



Reach out to the ESD Helpdesk if you need help installing the application or need administrator permissions. If these instructions do not work for you, you may have the application already downloaded on your computer. Check that as well by searching your applications.

USING AUDIO FROM YOUR DEVICE

To minimize audio issues, we recommend that you listen through your computer or device speakers. We do not recommend using the call-in number. Once inside the meeting:

- **Select this option, “Using Computer for Audio”, for the best audio quality.** The “Audos Connection” box typically pops up when you sign into the call. If you need to change it manually, select “Communicate” from the top menu bar, and then “Audio Connection” from the drop down menu.

