
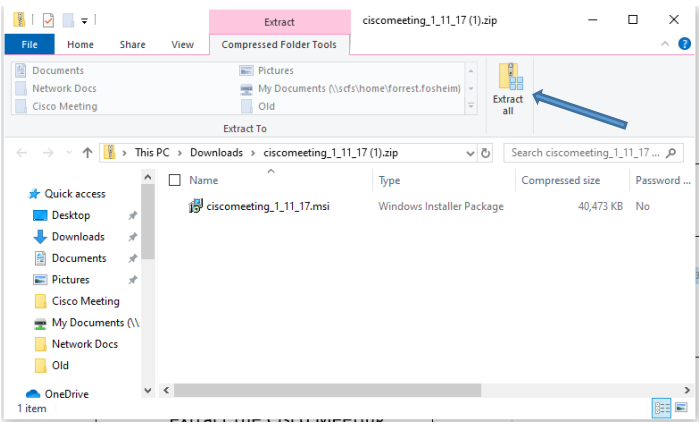
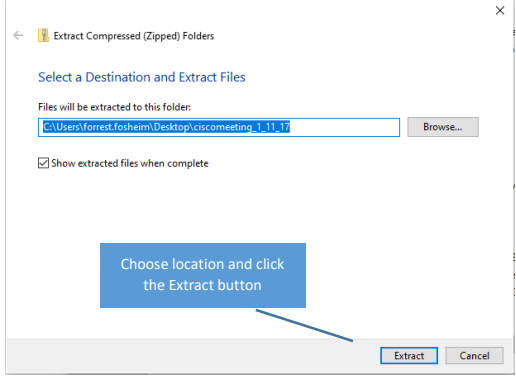
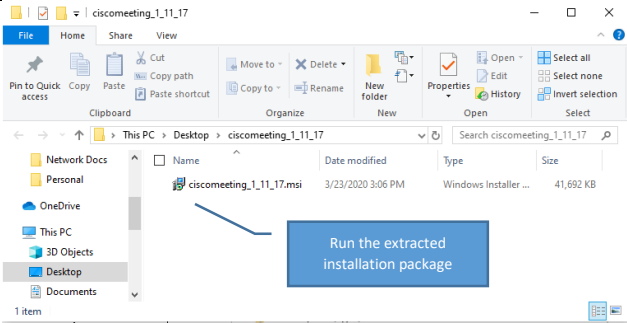
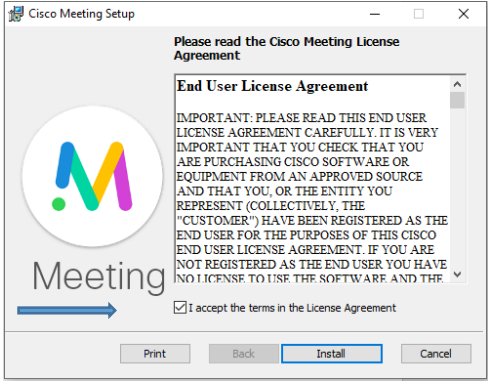
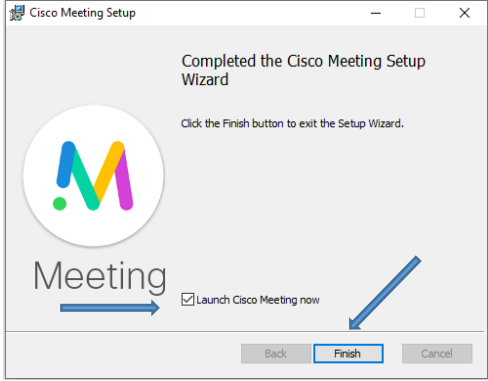




# Distance Learning

## Installation instructions for Cisco Meeting App

03-26-20

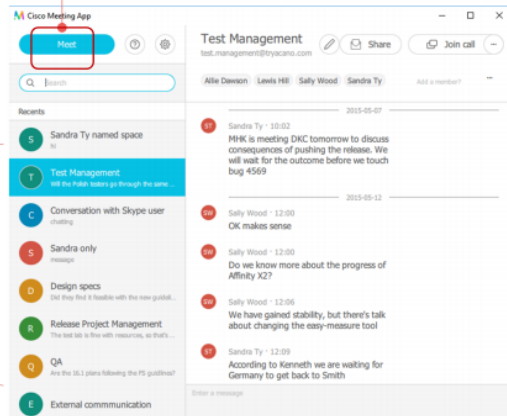
<p>1. Click on the link in the right column, or copy and paste into the address field of your browser. This will download the zipped installation package to your Downloads folder.</p>	<p><a href="https://www.swsc.org/cms/lib/MN01000693/Centricity/domain/117/distance-learning/ciscometing_1_11_17.zip">https://www.swsc.org/cms/lib/MN01000693/Centricity/domain/117/distance-learning/ciscometing_1_11_17.zip</a></p>
<p>2. Select the downloaded file from your browser or navigate to your Downloads folder to find the file. Right click on the Ciscometing_1_11_17.zip file and select Extract All..., or highlight the file and click the  in the ribbon bar.</p>	
<p>3. Select the destination to extract the Cisco Meeting App Installation file by clicking the Browse button and choosing the folder you would like the file extracted to. Leave the 'Show extracted files when complete' check box checked, and click on Extract.</p>	

<p>4. Right click on the <code>ciscomeeting_1_11_17.msi</code> file and choose install; or double click on the file to launch the installation package.</p>	
<p>5. Feel free to read through the End User License Agreement, or trust us that we are properly licensed.</p> <p>Click the check box</p> <p><input checked="" type="checkbox"/> I accept the terms in the License Agreement</p> <p>Click the Install Button</p> <p>Install</p>	
<p>6. Click the <input checked="" type="checkbox"/> Launch Cisco Meeting now</p> <p>Click the Finish Button</p> <p>Finish</p>	
<p>7. At this point, the Cisco Meeting App is installed and you are ready to log in.</p> <p>Click on <span>Sign in</span> to enter your login credentials.</p>	

<p>8. Type in your Cisco Meeting App username which is:</p> <p><a href="mailto:first.lastname@swsc.org">first.lastname@swsc.org</a></p> <p>Be sure to use your full email address with the swsc.org domain.</p> <p>Type in the password you use to log into your computer and click</p> <p><a href="#">Sign in</a></p>	 <p>The screenshot shows the Cisco Meeting App login interface. A blue callout box labeled 'Enter your login credentials' points to the email input field, which contains 'first.lastname@swsc.org'. Below the email field is a password field with masked characters. A 'Remember me' checkbox is present. A blue callout box labeled 'Click on Sign in' points to the 'Sign in' button at the bottom of the form.</p>
Cisco Meeting Spaces Users Guide for Distance Learning	
<a href="#">Cisco Meeting App User Guide</a>	
<a href="#">Distance Learning- Cisco Meeting App Install Guide</a>	

## Use the Meet button to join a space meeting

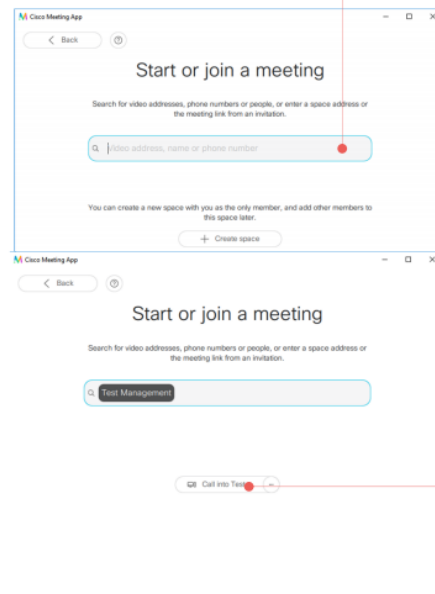
Click **Meet** to open the **Start or join a meeting** screen.



View list of spaces with most recent calls or messages

If you want to join a call:

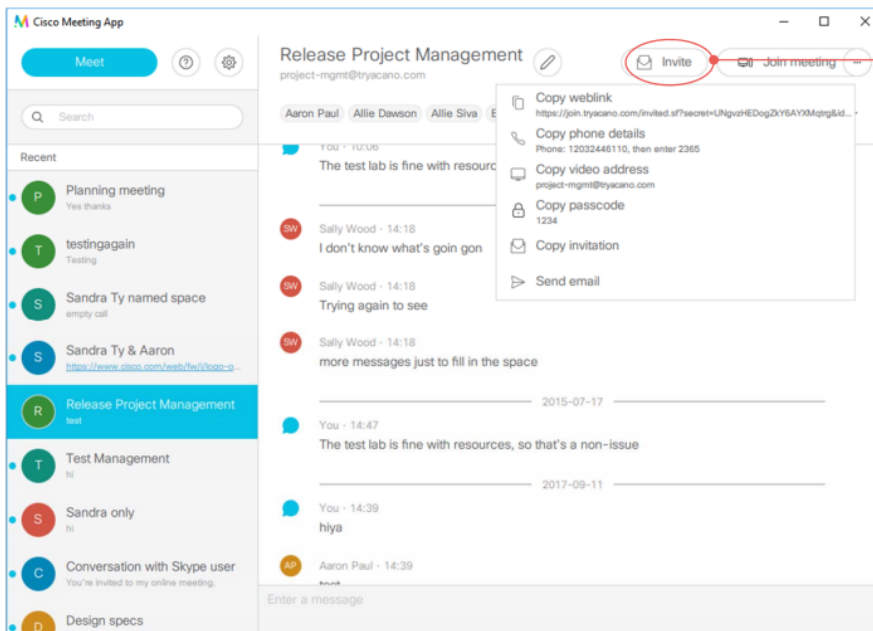
- Search for a video address, or phone numbers (if enabled)
- Enter a space address
- Search for people by name
- Paste a meeting link to join a meeting as a guest



Click here to start a meeting



## Inviting someone to a Meeting



Click and choose from one of the ways to invite people to a space meeting

- **Copy web link** - to copy the web link to your clipboard. This web link is only for guests.
- **Copy phone details** - to copy the phone details to your clipboard.
- **Copy video address** - to copy the video address of your space to your clipboard.
- **Copy passcode** - to copy the passcode if one has been specified. You have to include this in the meeting invitation.
- **Copy invitation** - to copy the invite with all details to your clipboard. You can then paste it where you want.
- **Send email** - to open the email client configured on your device with the full meeting details embedded. The full details of the invite will be automatically populated in the body of a new email. You can customize, enter the email address and send the email to your guests.



© 2017 Cisco Systems, Inc. 12 December, 2017  
<http://www.cisco.com/c/en/us/support/conferencing/cisco-meeting-app/products-user-guide-list.html>

Click on



Click on



Copy weblink  
[https://join.swsc.org/invited.sf?secret=F\\_mnoJ\\_sjTDyQpIyGL\\_yfg&id=700106](https://join.swsc.org/invited.sf?secret=F_mnoJ_sjTDyQpIyGL_yfg&id=700106)

Paste the weblink into an Email message or Calendar invite and send to the individual(s) you want to join your meeting.