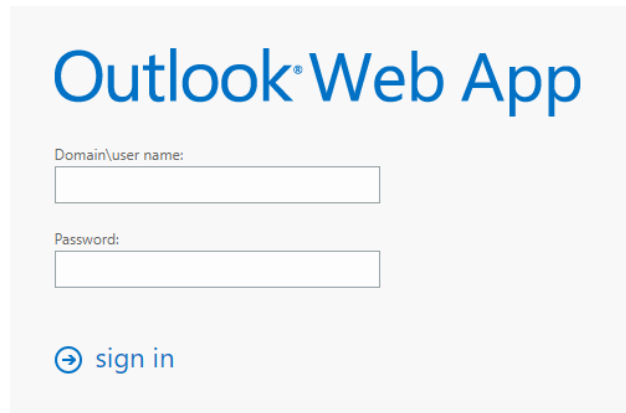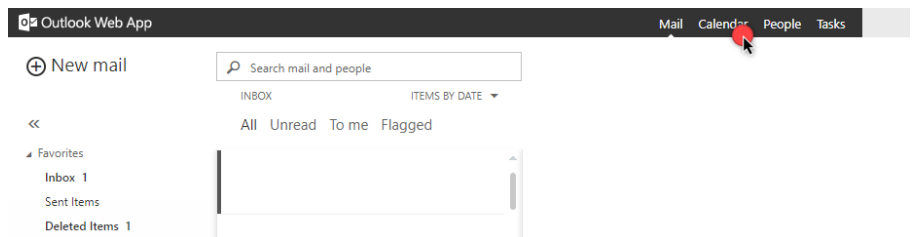# Joining Webex Meetings from Home

Please do not login to Citrix to remote to your work desktop. You will be joining the meeting using your own local device.
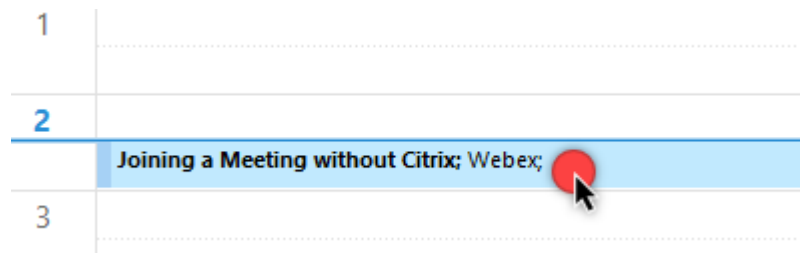
1. Login to Outlook Web App (OWA) at outlook.glendaleca.gov using your City Windows username and password

2. Click on "**Calendar**" on the top right Menu

3. Find the Webex meeting you have been invited to and double click to open
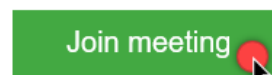
4. Click on the green "**Join meeting**" button in the invite

5. A new browser window will open suggesting to install the Cisco Webex Meetings app (if already installed, please skip to step 6). Click the **Save** button in the new window
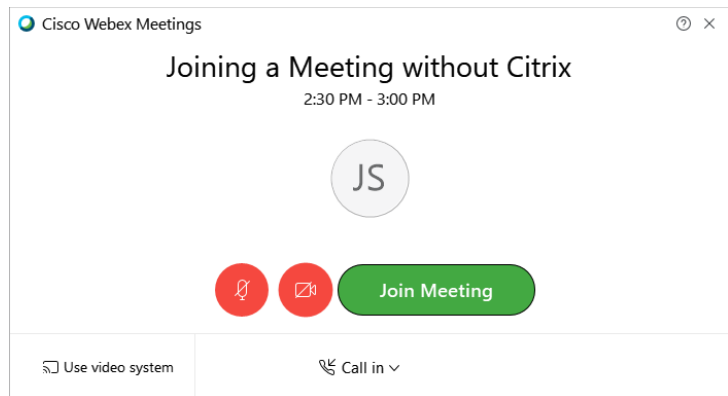   a. If download did not start automatically, click the "**Download it now.**" link at the bottom of the screen
   b. Install the app and wait until finished
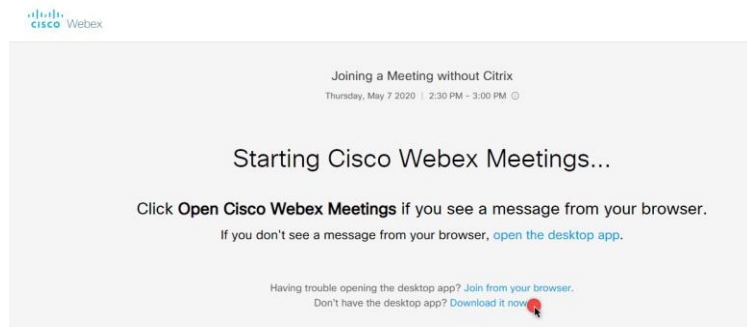
6. Enter your information, **full name** and **City email address**
   a. Click "**Next**" when ready
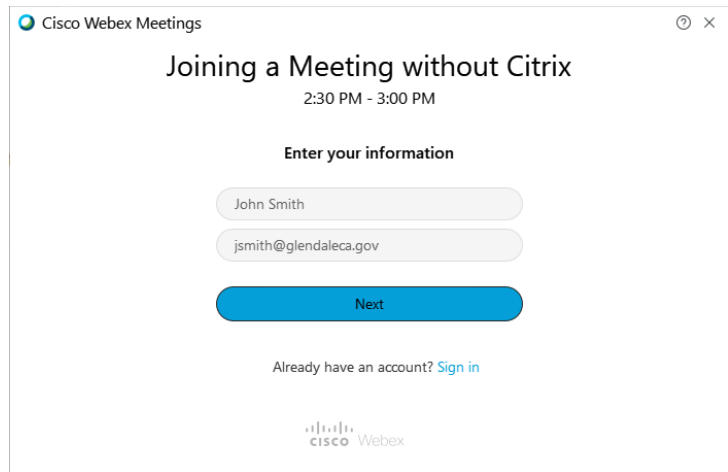
7. Configure your microphone and video settings before clicking "**Join Meeting**"

If you wish to share content saved in your work desktop…
*Host must grant you Presenter role
1. Open Citrix and login. Leave the application running in the background.
2. From your Webex meeting, select the "**Share content**" meeting control and choose "**Screen 1**" or whatever applies to share your entire screen. *Do not share an application. You must choose Screen, 1, 2, etc…*
3. Bring up your Citrix window and display the content saved in your work desktop.
4. To stop sharing, hover over the top of your screen to bring up the meeting controls. Click "**Stop Sharing**."