

## How do I attend Dr. Garven's virtual office hours?

- Download the appropriate (Windows, Mac, iOS, or Android) **WebEx Meetings** software from [webex.com/downloads.html](https://webex.com/downloads.html).
- Install **WebEx Meetings**.
- Launch **WebEx Meetings** and accept the **Terms of Service and Privacy Statement**.
- In the “Meeting Number or URL” field, type “baylor.webex.com/meet/james\_garven”, then provide your name and email address, and click on the **Join** button.
- Allow “WebEx Meet” to access the microphone and the camera on your device.
- Click “Next” for the “Choose how you want to connect to audio” option, and click “OK” to “Connect to a Cisco video device or a Cisco WebEx Share Device”.
- When asked “Ready to Join”, press the **Join** button. Your video and audio will be initially muted; in order to unmute audio and/or video, click the (red) microphone and/or camera icons; muting either device require clicking these icons so that they are red.