

How to Download and Use Cisco Webex for CRP&A Online Events

Cisco Webex is a web conferencing and videoconferencing application that the Center for Railroad Photography & Art uses for online programming.

To access CRP&A conferences and videos users will need to follow several steps to ensure they have all necessary account information created and software downloaded before viewing our online programs.

- 1. Create a Cisco Webex Account**
- 2. Download the Webex Meetings Desktop App and/or the Cisco Webex Meetings phone or tablet app, depending on where you will be viewing programs**
- 3. Register for a CRP&A event**
FLAG OR BOOKMARK YOUR REGISTRATION CONFIRMATION EMAIL

The following pages list step-by-step procedures with image guides to walk you through these instructions. Note that slight differences may exist between different computer types and system upgrades but that the instructions should still provide relevant information to complete these steps.

For further assistance, contact Hailey Paige, info@railphoto-art.org

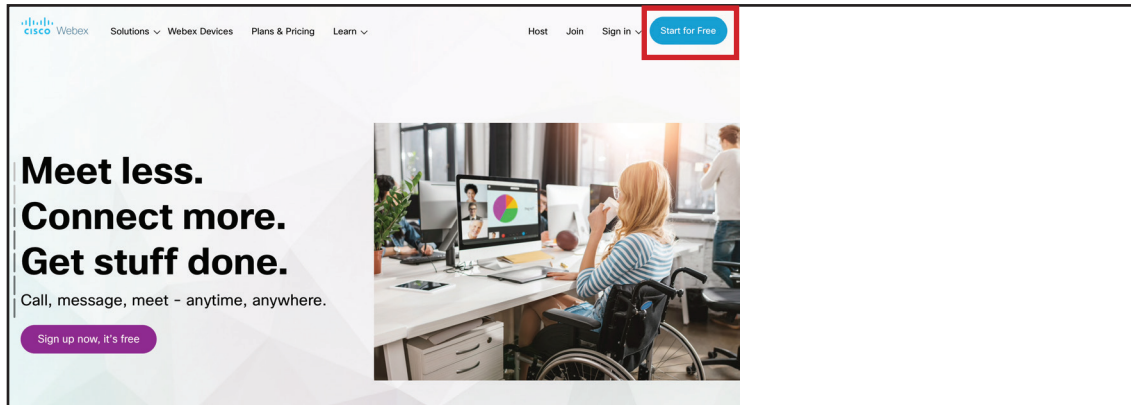


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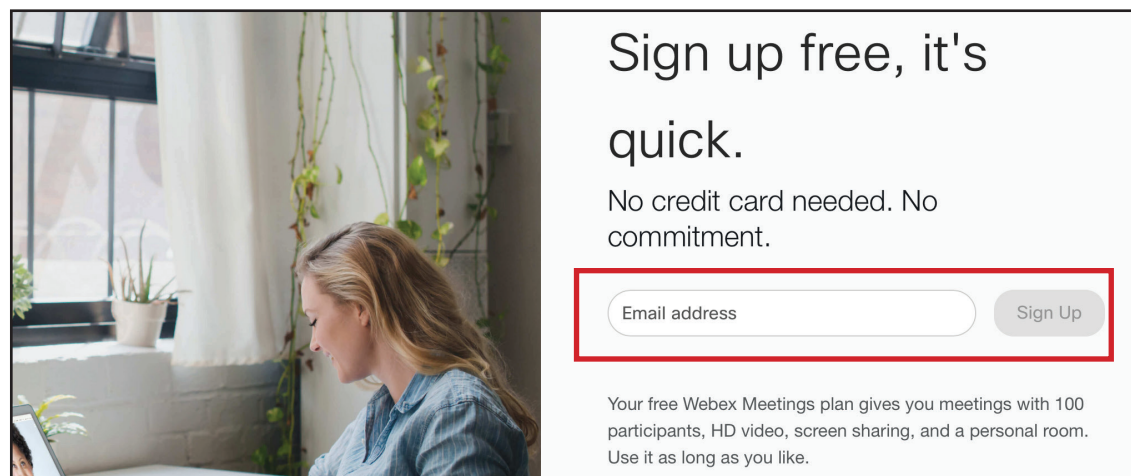
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Create a Webex Account

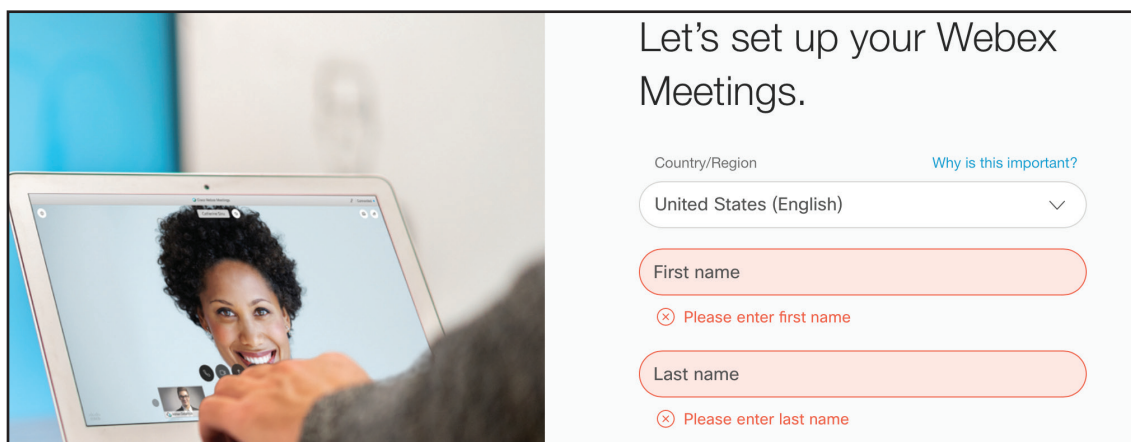
1. Go to www.webex.com/ and click the blue **Start for Free** button in the top right corner of the webpage.



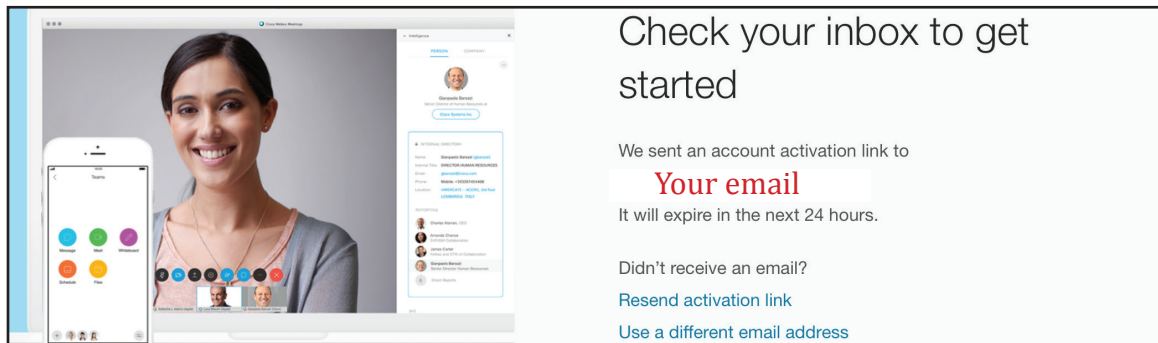
2. Enter the email address you would like to register for a Webex account. It is free to join.



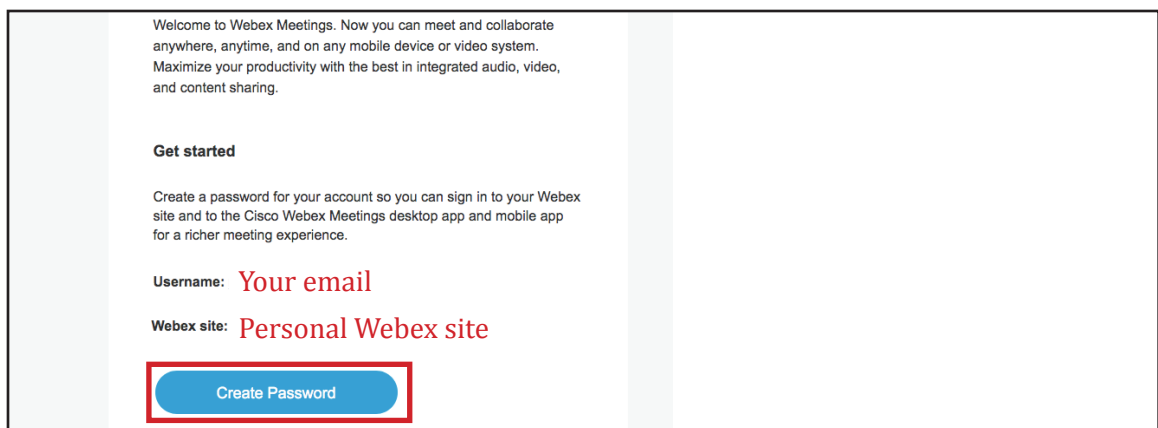
3. Enter your first and last name.



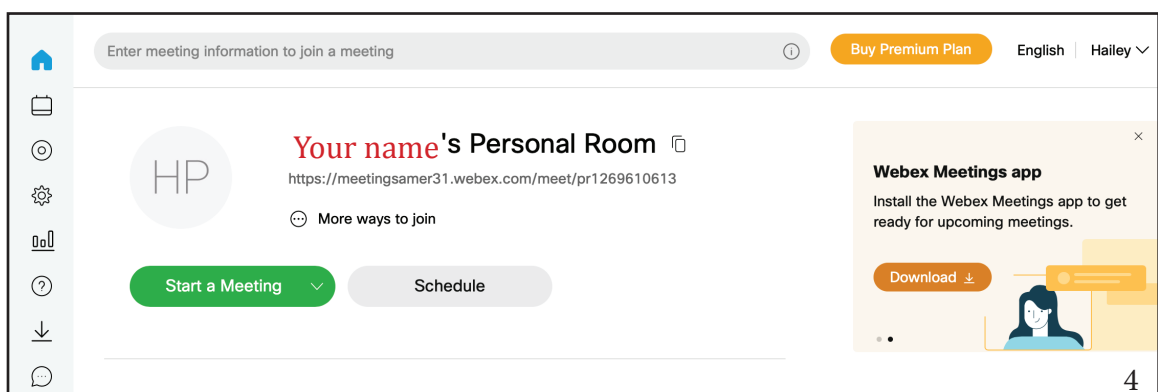
4. An **activation link** will be sent to the email address you entered. It will be active for 24 hours. If a link did not arrive to your email, check your spam and promotional folders. You have the option to resend the link or use a different email address if you are experiencing difficulties with the initial email you tried.



5. The email sent to your account will be titled, **Important: Your Cisco Webex account information**. Read through the email and under 'Get Started,' click the **Create Password** button.



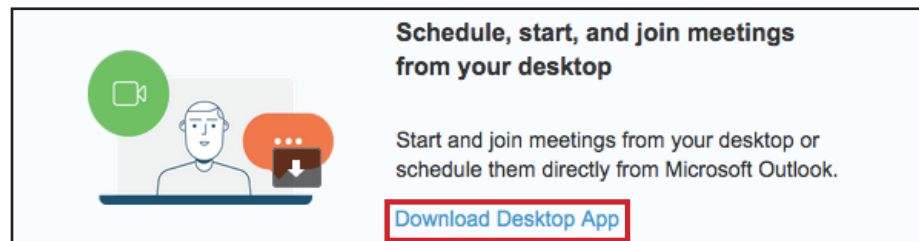
6. Once you create your password, you will be directed to your account homepage, or Personal Room. You can also access your Personal Room from www.webex.com/ by clicking **Sign in** on the top right of the homepage. Your account is created.



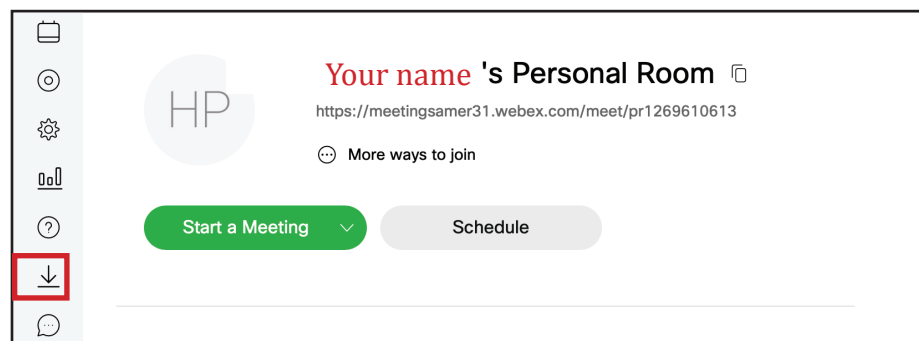
Download Webex Meetings Desktop App

1. You will need to download the **Webex Meetings desktop application** to enter a Webex Event. This can be done in multiple locations:

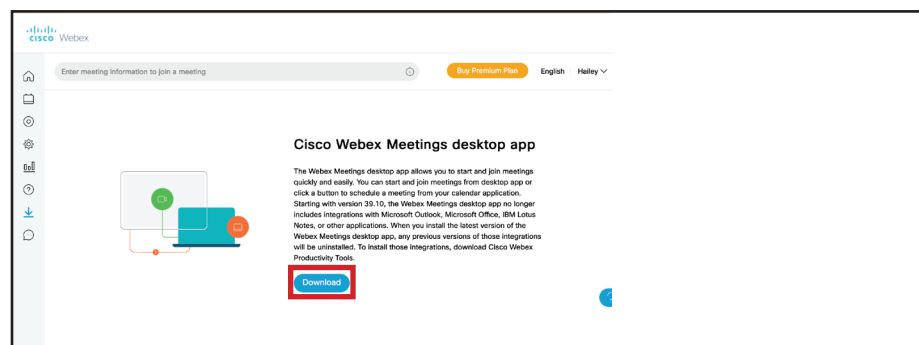
a) In the account activation email you received titled **Important: Your Cisco Webex account information**, scroll down to find the link **Download Desktop App**.



b) On your account homepage, or Personal Room, click the download tab on the left sidebar of the homepage. This will bring you to a page to download the Cisco Webex Meetings desktop app.

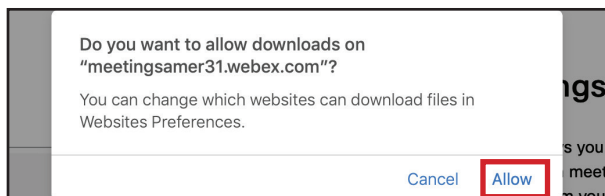


c) This link will also direct you to a page to download the Cisco Webex Meeting desktop app:
meetingsamer31.webex.com/webappng/sites/meetingsamer31/dashboard/download

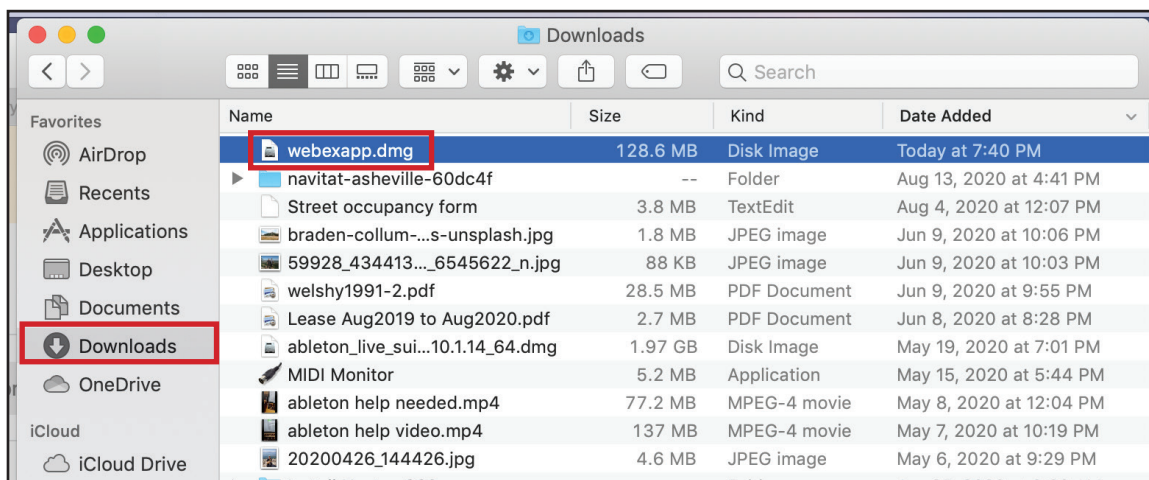


2. Click **Download**

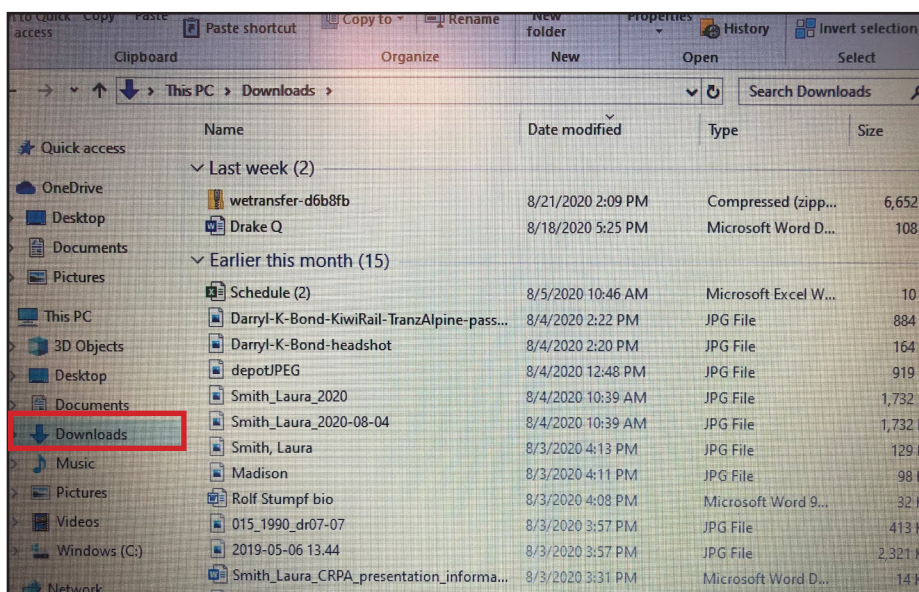
3. A pop-up may appear to ask if you would like to allow downloads; click **Allow**. If you are blocking pop-ups you may have to allow access for Webex.



4. In your **Downloads** tab (on Macs the Downloads tab is found in your Finder and Downloads are accessible on the left sidebar; on PCs the Downloads tab is found in your File Explorer and Downloads are accessible on the left sidebar) double-click or right-click-open the file **webexapp.dmg**.

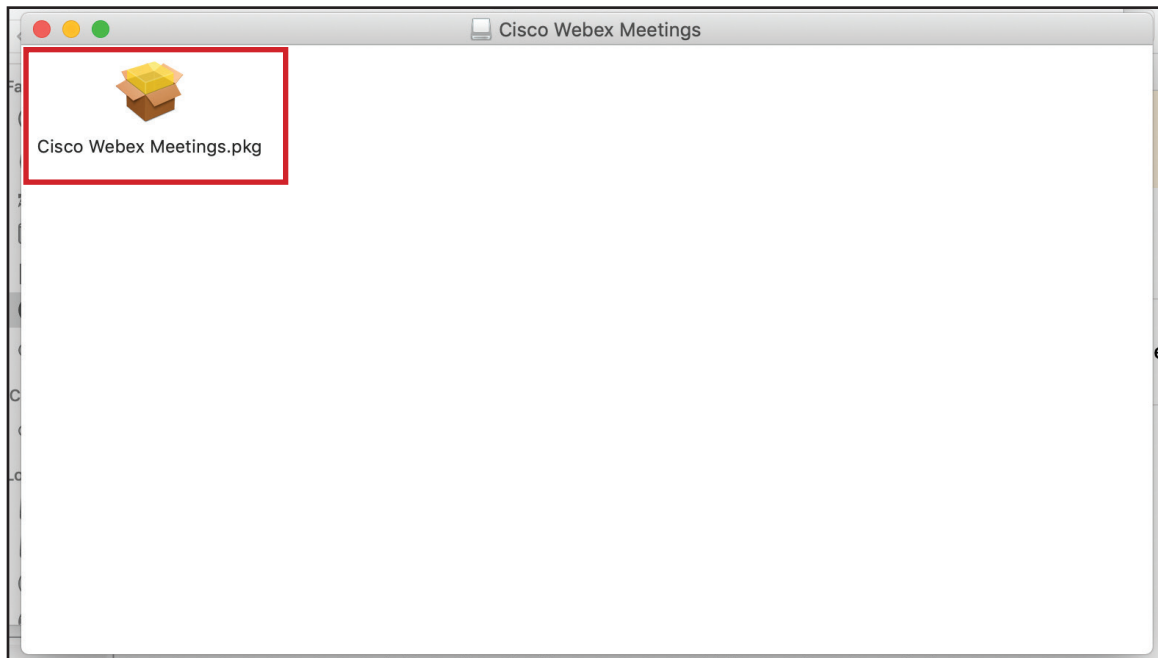


Downloads on Mac, located in Finder icon

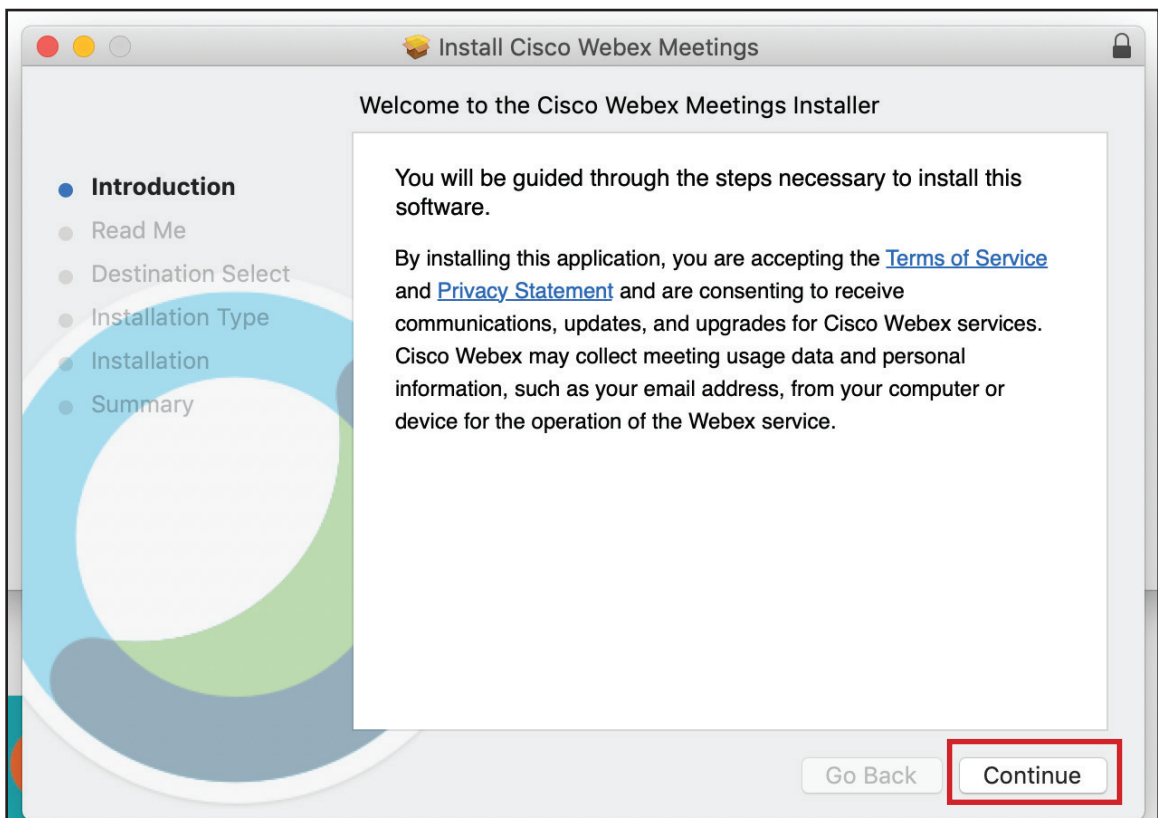


Downloads on PC, located in your File Explorer

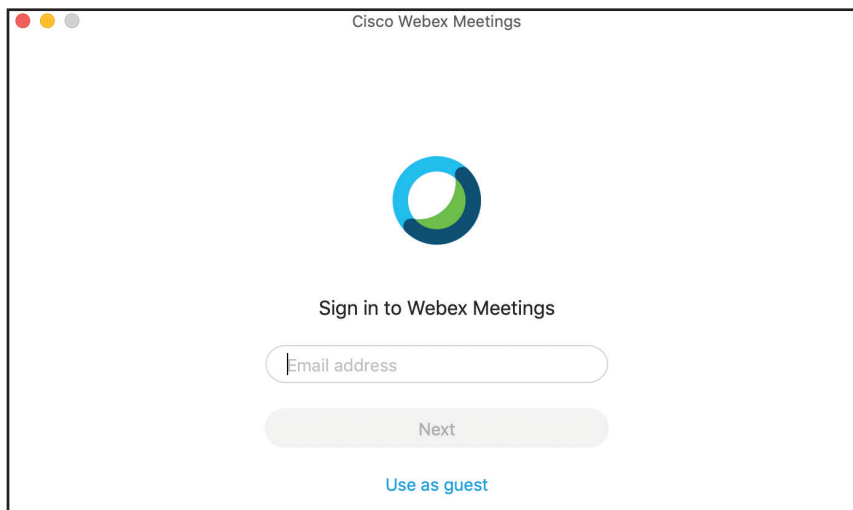
5. A window will open with an icon labeled **Cisco Webex Meetings.pkg**. Double-click or right-click-open.



6. You will then be guided through the steps to install the software. Read each page and click **Continue** when ready.



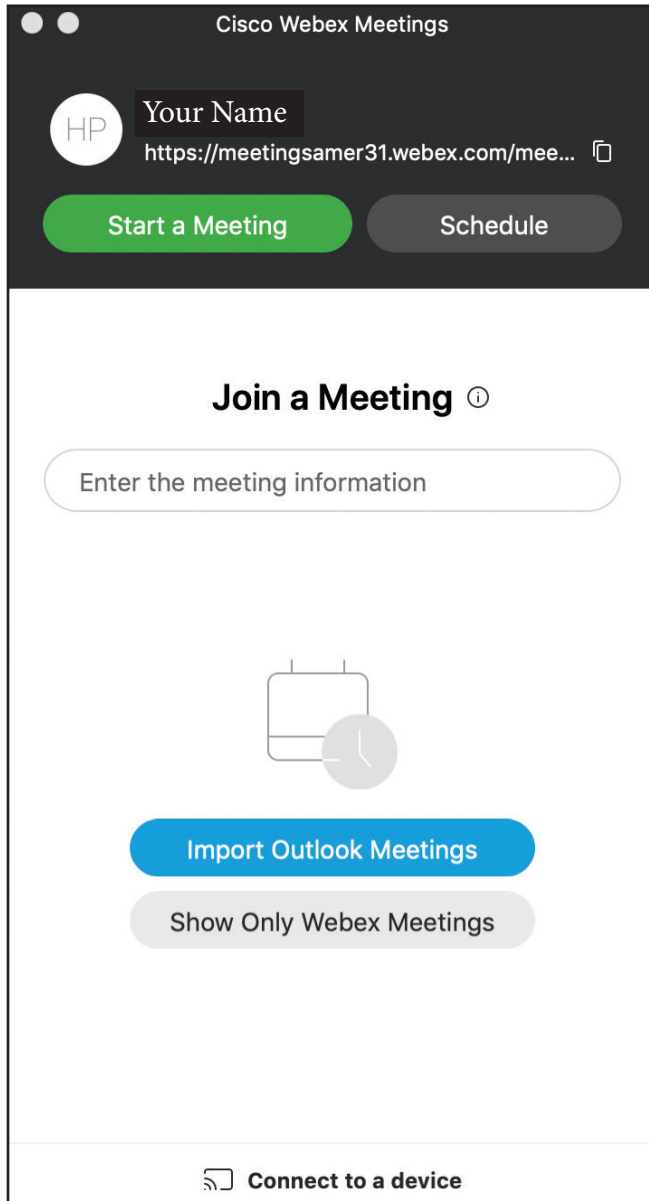
7. Once the software has been installed, you will be brought to a Sign in page. Enter the email address and password you registered your Cisco Webex account with. *The desktop application for Cisco Webex can now be found in your Applications Folder.*



8. Allow Cisco Webex Meetings access to your microphone.



9. The default page for the Cisco Webex Meetings application will appear. Note, we do not generally recommend joining events from this page / directly from the application. We recommend joining through our email links, which will be detailed in the following section, **Register and Enter a CRP&A Event**, pg. 10-12.



Register and Enter a CRP&A Event

1. Registrations for CRP&A events can typically be found in eblasts, in Facebook posts (www.facebook.com/railphotoart), or on our website homepage (www.railphoto-art.org/). If there is an event you would like to register for, click the associated **Register Here** tab or link in a particular post.


Virtual Launch Party For Our New Book: The Railroad Photography of Donald W. Furler

Tuesday, August 25, 2020
7:00-8:00 P.M. (U.S. Central), on Cisco Webex

Register Here

Join author Scott Lothes for a virtual launch of the Center's newest publication, *The Railroad Photography of Donald W. Furler*. The 216-page hardcover book presents 200 stunning images, printed as rich duotones and showcasing the emergence of railroad action photography during the final years of steam in the Northeast. The Furler Collection is a cornerstone of the Center's archive, and we are proud to present this long-overdue monograph.

Lothes will take you behind-the-scenes for both the making of the book and his own fascination with Furler's photography. Lothes will describe how he went about selecting which photographs to include from the 5,000 in the collection, while sharing a few of his favorites that made the final cut as well as some others that did not. He will also discuss the Center's archival work, the overall strengths of this collection, and the fascinating industrial landscape of the northeastern United States that formed the backdrop for Furler's photography.



The first section of the Ringling Brothers and Barnum Bailey Circus Train heads east over the Lehigh and Hudson River Railroad behind 4-8-2 locomotive 10 on a damp June 13, 1948, near Burnside, New York. Photograph by Donald W. Furler, collection Center for Railroad Photography & Art, Furler-16-016-01

Event post, example

2. Fill out the registration form with all the requested information. At the end of the form make sure to click the **I'm Not a Robot** tab and **Register for Event** tab.
 3. A confirmation message will pop-up and a confirmation email titled **Thank you for registering for Event** will be sent to your email.
- **FLAG OR BOOKMARK THIS EMAIL**
 - In the message there is an **Attendee Link** and **Attendee password**.
Click this link at the scheduled time of the event to complete the registration process and enter the event.

Thank you for registering for the **Virtual Launch Party for The Railroad Photography of Donald W. Furler**, hosted online by the Center for Railroad Photography & Art.

This event will take place on **Tuesday, August 25, 2020** from 7:00-8:00 PM (US Central Time) on the Cisco Webex Events platform.

Please retain this message for your records. The link below will take you to the sign in page for this event.

Attendee link:

<https://railphoto-art.webex.com/railphoto-art/onstage/g.php?MTID=e704a9fa4ea9f7362e9289b2c8cdabbea>

Attendee password: CRPA

4. At the time of the event (and after having both created a Cisco Webex Account and downloading the Cisco Webex Meetings desktop app), **click on the Attendee Link.**
5. A page titled Event Information: *Event Name* will pop-up. Click the blue **Register** link on the left-hand side of the screen *or* the **Register** button on the bottom of the screen.

Event Information: Test

Registration is required to join this event. If you have not registered, please do so now.

English : [Chicago Time](#)

Event status: Not started **(Register)**

Date and time: Monday, August 24, 2020 7:00 pm
Central Daylight Time (Chicago, GMT-05:00)
[Change time zone](#)

Duration: 1 hour

Description:

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

Join Event Now

You cannot join the event now because it has not started.

First name:

Last name:

Email address:

Event password:

Join Now

If you are the host, [start your event](#).

Register

6. Fill out the *required* boxes on the registration page. You only need to enter your first name, last name, and email address; click **Submit**. After filling out this page you will be redirected back to the previous login page.

Register for Test

Please complete this form to register for the event. An asterisk (*) indicates required information.

English : [Chicago Time](#)

Please answer the following questions.

* **First name:**

* **Email address:**

* **Confirm email address:**

Company:

Address 1:

Address 2:

City:

ZIP/postal code:

Country/region:

Number of employees:

Would you like to receive information about future seminars?:
☐ Yes ☐ No

* **Last name:**

Phone number:

Title:

State/province:

Submit **Cancel**

7. On the right-hand side of the screen under **Join Event Now**, enter your name, email address, and Event password (**provided in the confirmation message and/or confirmation email**; *note, do not enter your Webex account password*).

Event Information: Test

You have registered for this event.

Event status:

Started

Date and time:

Monday, August 24, 2020 7:00 pm
Central Daylight Time (Chicago, GMT-05:00)
[Change time zone](#)

Duration:

1 hour

Description:

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

Join Event Now

To join this event, provide the following information.

First name:

Hailey

Last name:

Paige

Email address:

hailey@railphoto-art.org

Event password:

Join Now

[Join by browser](#) **NEW!**

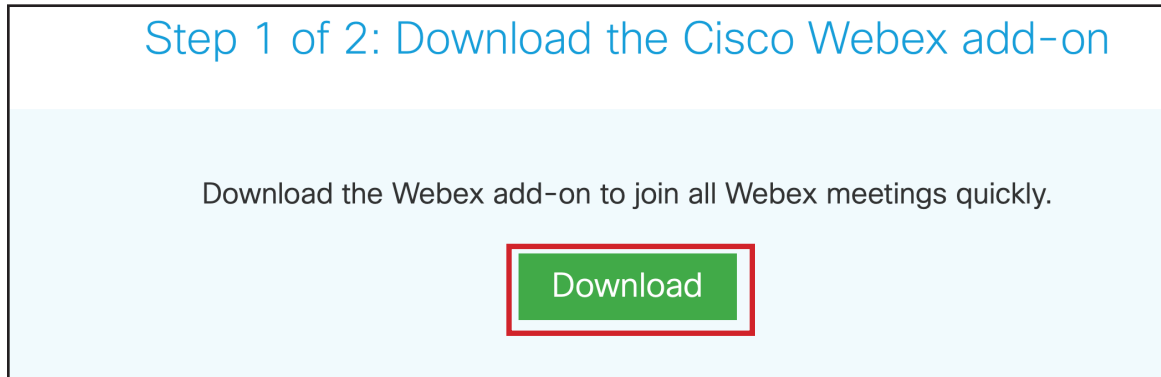
If you are the host, [start your event](#).

8. Join the event

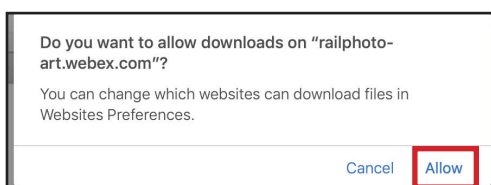
Download Cisco Webex Add-on (if prompted)

You may be prompted to add the Cisco Webex add-on. If you are prompted, follow these steps.

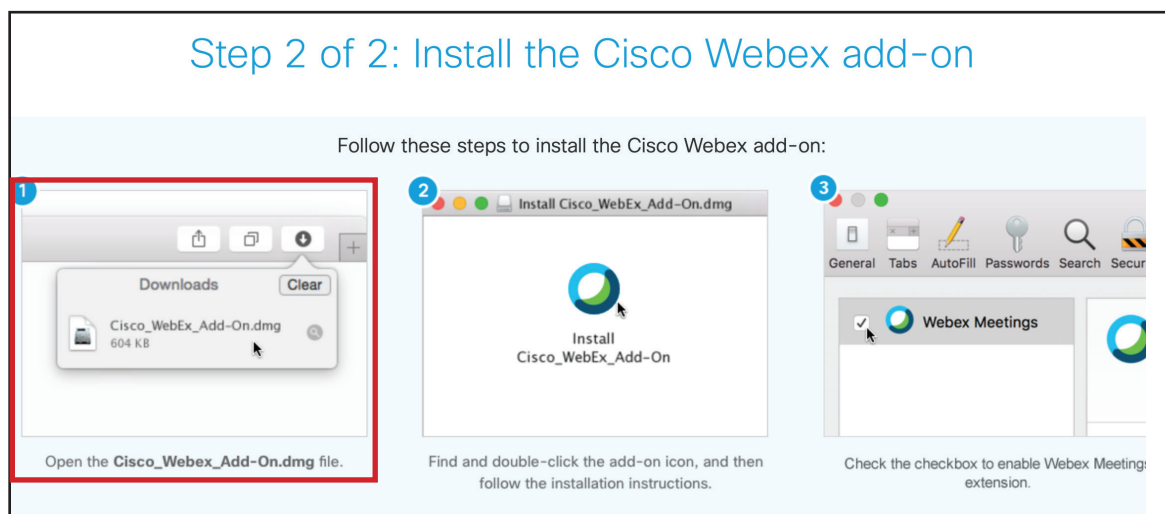
1. Click the **Download** button



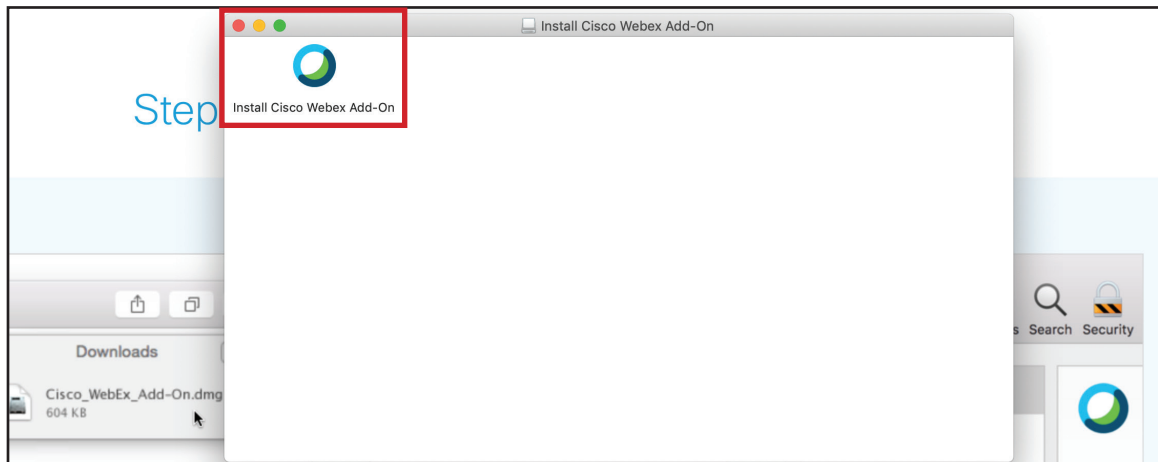
2. A pop-up may appear to ask if you would like to allow downloads; click **Allow**. If you are blocking pop-ups you may have to allow access for Webex.



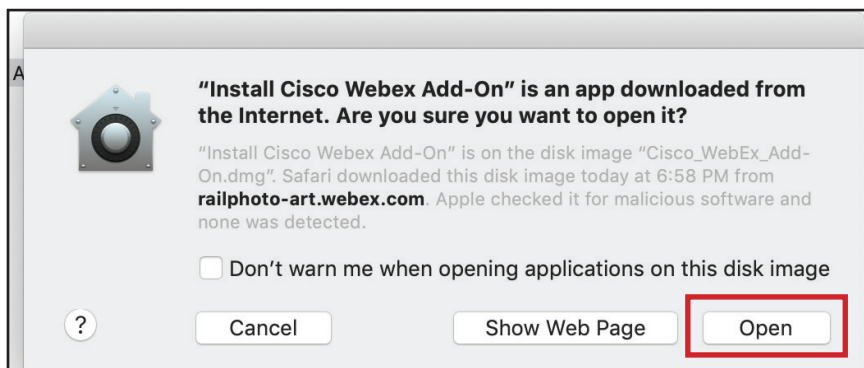
3. After clicking Download on the previous page, find **Cisco_WebEx_Add-On.dmg** in your Downloads folder. On Macs the Downloads tab is found in your Finder and Downloads are accessible on the left sidebar; on PCs the Downloads tab is found in your File Explorer and Downloads are accessible on the left sidebar.



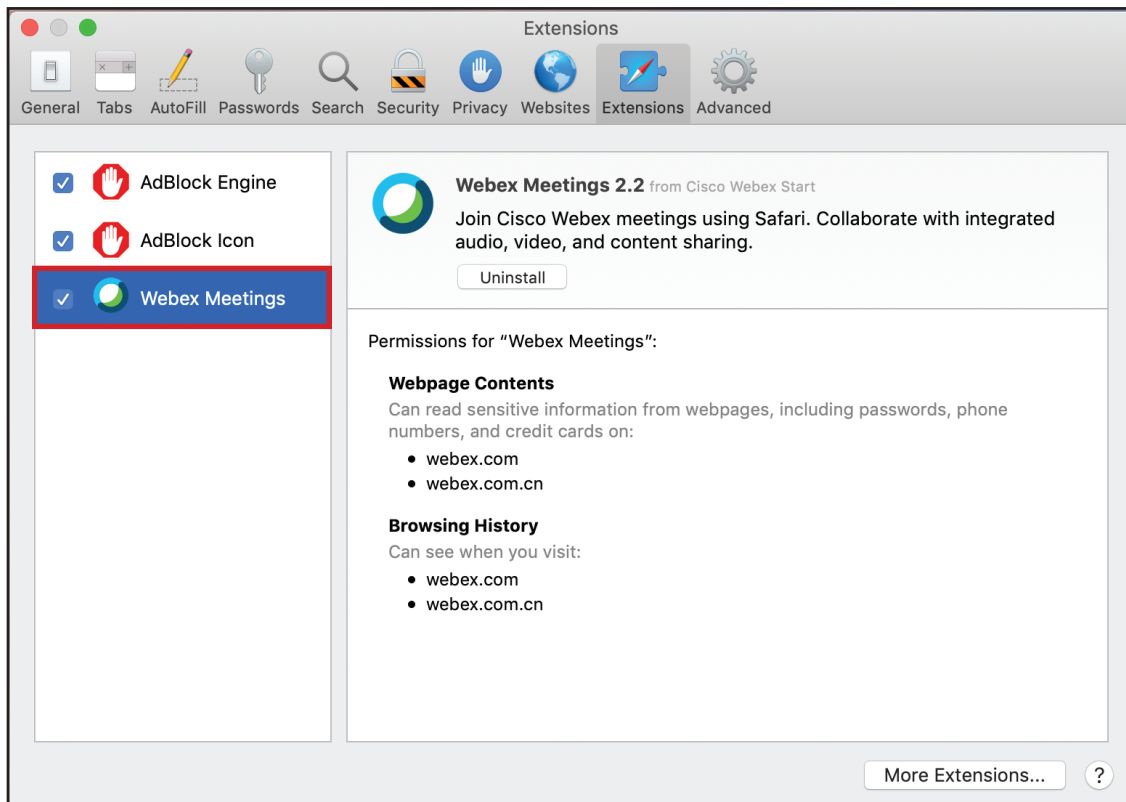
4. A window will pop up with an icon labeled **Install Cisco Webex Add-On**; double-click or right-click-open.



5. A window will open that asks if you would like to open "Install Cisco Webex Add-On." Click **Open**.



6. Your **extensions** window will open. Webex Meetings will be unchecked. **Check the box next to Webex Meetings to allow extensions.** As soon as you check Webex Meetings, you will be directed to the Webex Meetings app and the event will open.

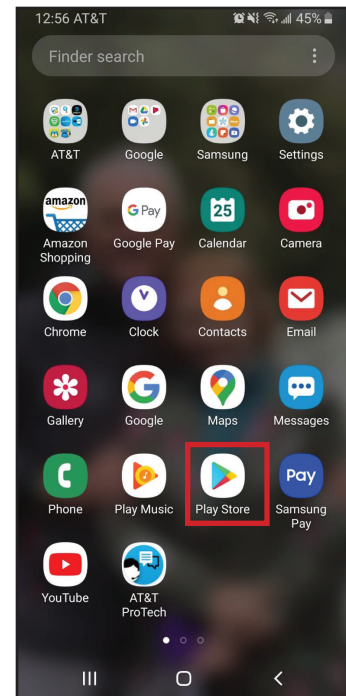
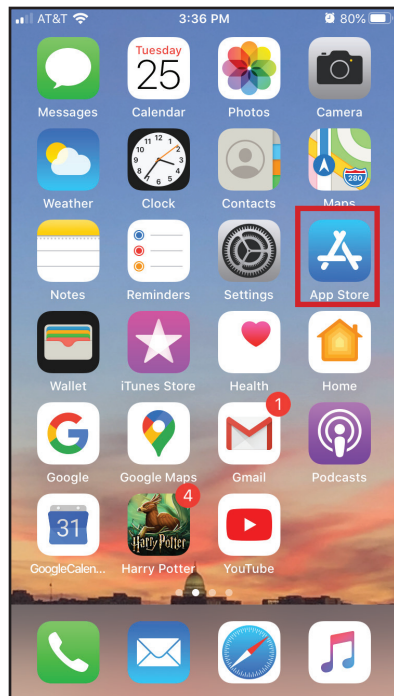


7. **Join the event**

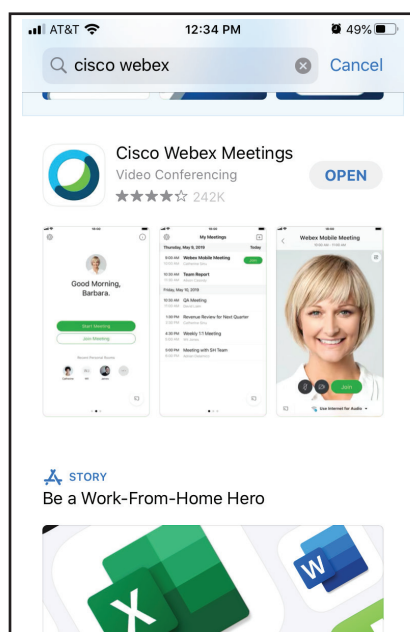
Download Cisco Webex Meetings App on a Smart Phone or Tablet

You can also access Cisco Webex Events on a smart phone or tablet.

1. In your App Store search for **Cisco Webex Meetings**. This is free to download.

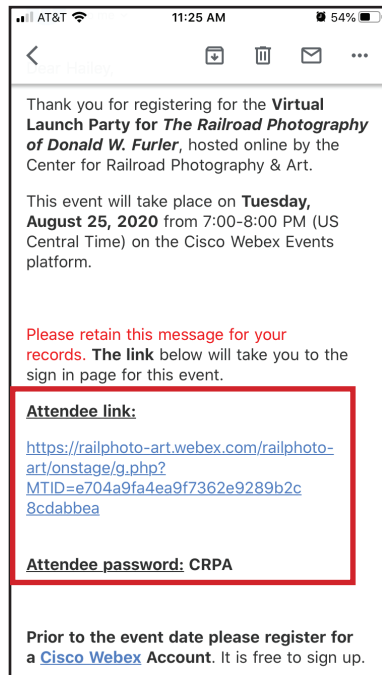


Apps can be downloaded in the App Store on iPhones (*left*), in the Google Play Store on Androids (*right*), in Samsung Galaxy Apps on Samsungs, etc. Below is the app information for Cisco Webex Meetings. Download the app.

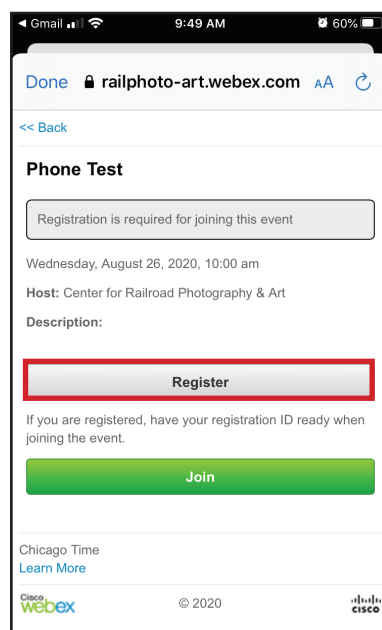


2. After registering for an event [see pg. 10], you will receive an email titled **Thank you for registering for *Event Name***.

- **FLAG OR BOOKMARK THIS EMAIL**
- In the message there is an **Attendee Link** and **Attendee password**.
Click this link at the scheduled time of the event to complete the registration process and enter the event.



3. Click **Register**



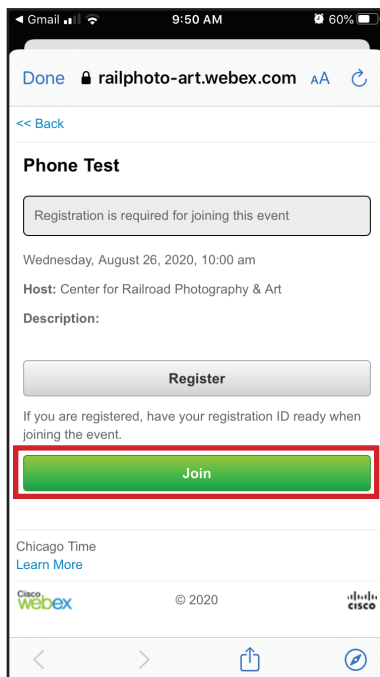
4. Enter your email address

The screenshot shows a mobile browser interface with the address bar displaying 'Done', a lock icon, 'railphoto-art.webex.com', and 'AA' and refresh icons. Below the address bar is a '<< Back' link. The main heading is 'Phone Test' followed by 'Registration'. A red rectangular box highlights the 'Email address' input field, which is preceded by a red asterisk. Below this field is a green 'Next' button. At the bottom of the page, there is a 'Chicago Time' link, a 'Cisco Webex' logo, a '© 2020' copyright notice, and a 'Cisco' logo. The mobile status bar at the top shows 'Gmail', signal strength, '9:49 AM', and '60%' battery.

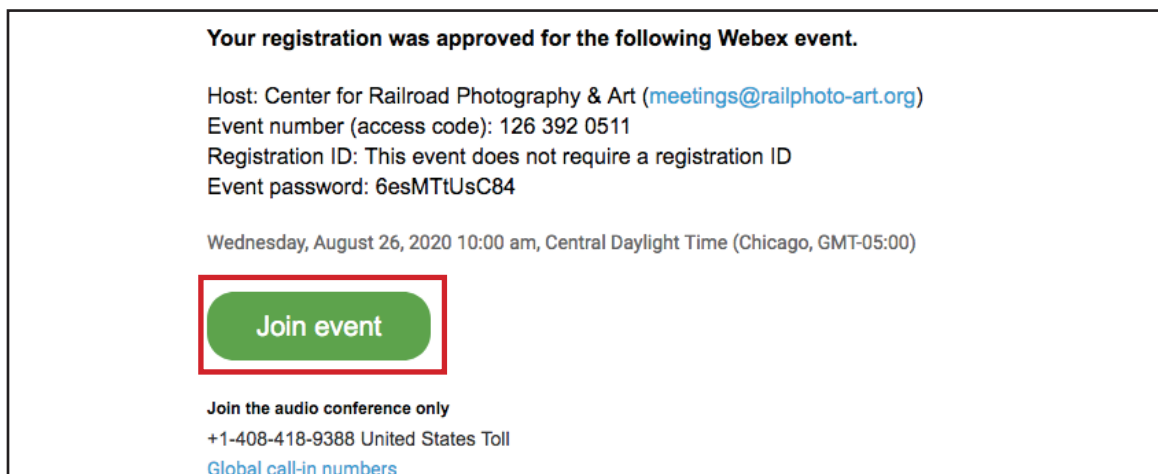
5. Fill out the *required* boxes on the registration page. You only need to enter your first name, last name, and email address; click **Submit**.

The screenshot shows the 'Registration' page on a mobile browser. The address bar displays 'railphoto-art.webex.com'. The page contains several input fields, each preceded by a red asterisk indicating it is required: 'First name:', 'Last name:', and 'Email address:'. The 'Email address' field contains the text 'hailey@railphoto-art.org'. Below these are fields for 'Phone number:', a dropdown menu for 'United States of America', 'Title:', 'Company:', 'Address 1:', 'Address 2:', 'City:', and 'State/province:'. The mobile status bar at the top shows 'Gmail', signal strength, '9:49 AM', and '60%' battery.

6. You will be redirected back to the previous registration page. This time click **Join**.



7. **Alternative:** You will also be sent a second email after completing the registration form. You can *also* join the event by clicking the **Join Event** button in this email.



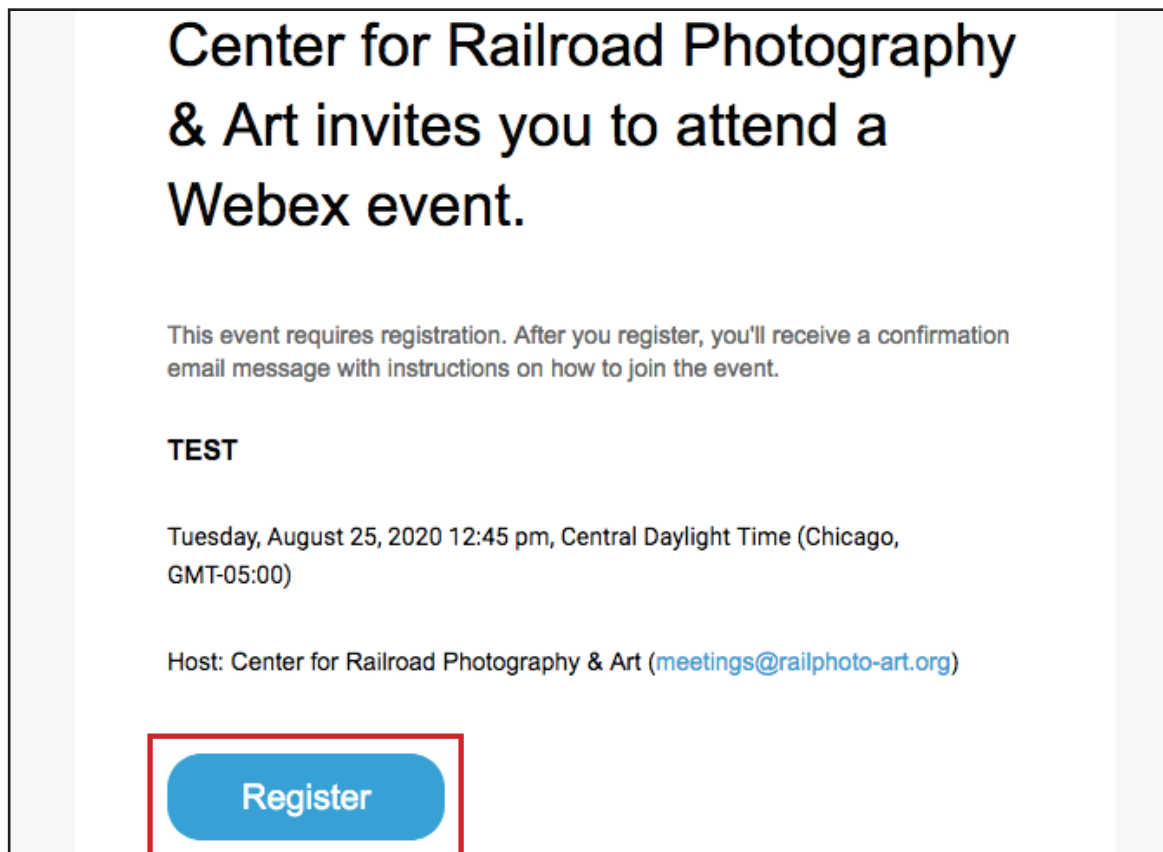
8. **Join the event**

Event Invite sent through Email (Paid Events)

For events with a registration fee, you will receive an invitation directly in your email.

After registering for an event, the CRP&A team will send you an email invite, usually a day or two prior to the event. Specific information will be provided as to when you will receive this invite. If an invite has not arrived by the stated time, then contact Hailey Paige, info@railphoto-art.org

1. You will receive an email titled **Invitation to Web Seminar: *Name of Event*** from the sender **messenger**. **FLAG OR BOOKMARK THIS EMAIL**. If this does not come to your main inbox, please check your promotional inboxes, spam, and junk before reaching out to us.
2. The email will state you have been invited to join an event and will prompt you to register. **Click the blue Register button**.



3. Click Register

Event Information: TEST

This event requires registration

Event status:	Not started
Date and time:	Tuesday, August 25, 2020 12:45 pm Central Daylight Time (Chicago, GMT-05:00) Change time zone
Duration:	1 hour
Description:	

Register

4. Fill out the *required* boxes on the registration page. You only need to enter your first name, last name, and email address; click **Submit**.

Register for TEST

Please complete this form to register for the event. An asterisk (*) indicates required information.

Please answer the following questions.

* First name:	<input type="text"/>	* Last name:	<input type="text"/>
* Email address:	<input type="text"/>	Phone number:	Country/Region <input type="text"/> Number (with area/city code) <input type="text"/>
* Confirm email address:	<input type="text"/>	Title:	<input type="text"/>
Company:	<input type="text"/>		
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
City:	<input type="text"/>	State/province:	<input type="text"/>
ZIP/postal code:	<input type="text"/>		
Country/region:	<input type="text" value="United States of America"/>		
Number of employees:	<input type="text" value="1-99"/>		

Would you like to receive information about future seminars?:
☐ Yes ☐ No

Submit Cancel

5. Your registration will be confirmed, click done.

Registration Confirmed

Thank you for registering.

You are now registered for the event: **TEST**

You will receive a confirmation email message that contains detailed information about joining the event.

The event will start at 12:45 pm Chicago Time on August 25, 2020.
Please join the event on time.

Done

6. After completing registration, you will receive a *second* email titled **Registration approved for Web seminar**. **FLAG OR BOOKMARK THIS EMAIL**. Click the **Join Event** button at the scheduled time of the event.

Your registration was approved for the following Webex event.

Host: Center for Railroad Photography & Art (meetings@railphoto-art.org)
Event number (access code): 126 885 6165
Registration ID: This event does not require a registration ID
Event password: Mqa7QRGf5P2

Tuesday, August 25, 2020 12:45 pm, Central Daylight Time (Chicago, GMT-05:00)

Join event

Join the audio conference only
+1-408-418-9388 United States Toll
[Global call-in numbers](#)

7. Under **Join Event Now**, enter your name, email address, and Event password (**provided in the registration completion message; see previous image**) at the scheduled time of the event.

Event Information: TEST

You have registered for this event.

Event status:	Started	Join Event Now
Date and time:	Tuesday, August 25, 2020 12:45 pm Central Daylight Time (Chicago, GMT-05:00) Change time zone	
Duration:	1 hour	
Description:		

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

First name:

Hailey

Last name:

Paige

Email address:

Event password:

Join Now

[Join by browser](#) **NEW!**

8. **Join the event**