



Getting Started: How to Prepare For Your Seattle Parks and Recreation Virtual Program

Step 1: Download Webex Meetings application on your device

It is highly recommended that you download the Webex Meeting application on your computer (PC and Mac), tablet and phone, for full program functionality and the best user experience.

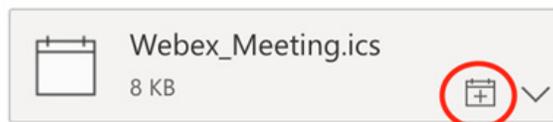
1. Visit the website <https://www.webex.com/downloads.html>.
2. On the left side click "Download for (your device)". Follow the prompts to save and run the application.

The screenshot shows two columns of content. The left column is for 'Webex Meetings' and the right is for 'Webex Teams'. Both columns list features and have a 'Download for macOS' button. A red circle highlights the 'Download for macOS' button in the Webex Meetings section. A red arrow points from a red text box to this button. The text box says: 'Click here. It might also read "Download for Windows" which is fine.'

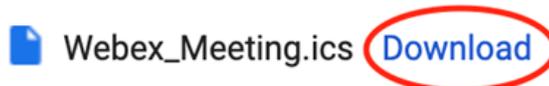
Step 2: Save a meeting to your personal calendar

To add your meeting details to your personal calendar (e.g. Outlook, Gmail, iCalendar, etc.), open the meeting invitation email and find the attachment "Webex_Meeting.ics".

- For Outlook users, click the calendar icon (circled red below):

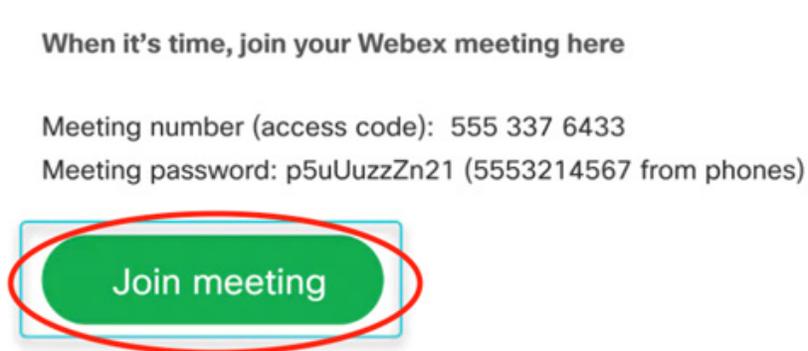


- For Gmail users, click "Download" (circled red below):



Step 3: Attend Your Virtual Program (aka Webex meeting)

When it is time to join your virtual program, click the green "Join meeting" button in your email or calendar invitation. If asked for a password, you can find it in the calendar or email invitation. Or ask your meeting host, program coordinator, or recreation specialist.



Joining Webex meeting using a web browser

If you do not have the Webex application downloaded to your device can still attend a meeting using a web browser such as Chrome, Firefox, Safari (Mac), Microsoft Edge, Internet Explorer.

Some web browsers require an extension to work properly. If you encounter this, please select "run temporary application" and the meeting will commence once the temporary application has downloaded.

- Depending on your computer, you may have to select "Run" to download the application.

Tips and Tricks:

- Join your virtual program **15 minutes prior class time on your first day of class.** For subsequent classes, login at least 5 minutes prior. If you change the device you are using, be sure to login 15 minutes prior to the next class.
- For fitness programs, clear enough space around you to move around the room safely. Have water and equipment ready so you won't miss out on class.
- Turning your video on allows the instructor to watch your form and provide cues and assists. For the best quality video, close other unused programs on your computer and do not use virtual backgrounds on your video.
- Stay and chat awhile! Lifelong Recreation programs allow 15 minutes post-class to socialize and meet virtually with your classmates. Feel free to use the chat feature as well as the video function to connect with new and old friends.

Additional Resources

For easy-to-understand videos and articles covering topics like scheduling, starting, and joining Webex meetings, check out these resources

- [Video: Attend Webex meetings and basic functions](#)
- [Accessibility Settings for Deaf or Hard of Hearing](#)
- [Cisco Webex tutorial collection](#)

See you soon (virtually!)

Please bear with us as this virtual format is newly launched by Seattle Parks and Recreation. This is an exciting time for all but there is a lot to learn as we go. Please know that we are always open to feedback as we strive to offer high quality, engaging virtual programs and the best user experience for our participants.

Questions, comments, or concerns?

The virtual program team is here to help! Please reach out to the person who sent you this tutorial.