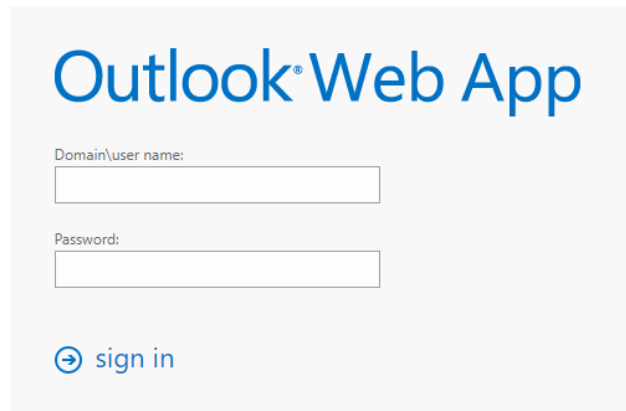


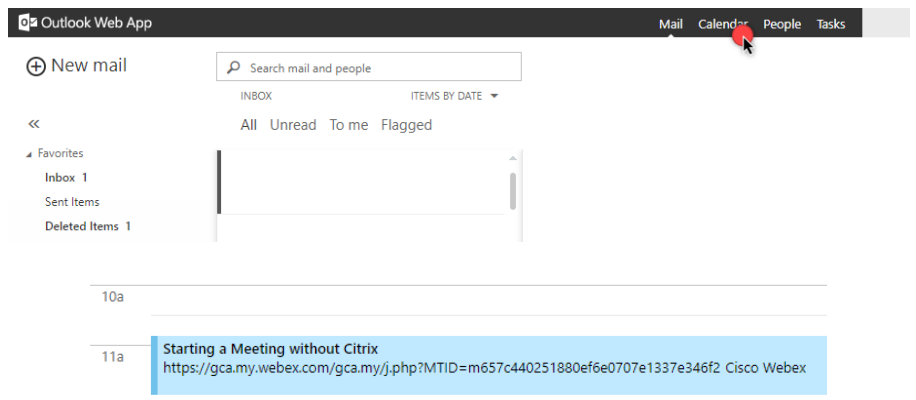
Hosting Webex Meetings from Home

Please do not login to Citrix to remote to your work desktop. You will be hosting 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 will be hosting and double click to open

4. Click on the green "**Start meeting**" button in the invite

You are the host for this Webex meeting.

When it's time, start your Webex meeting here.

Meeting number (access code): 951 786 790

Meeting password: 24iAmqQ55XM

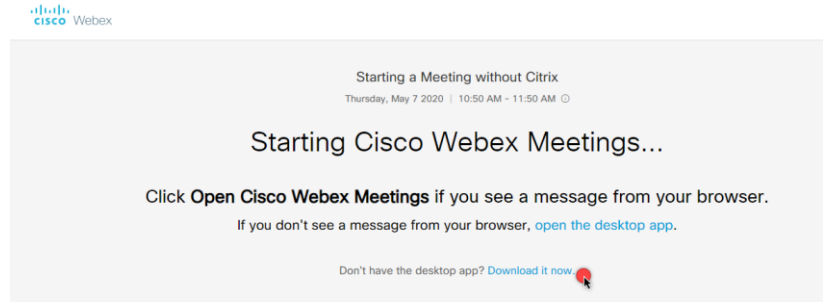
Host key: 798875

Thursday, May 7, 2020

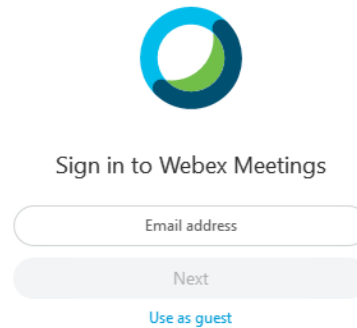
10:50 am | (UTC-07:00) Pacific Time (US & Canada) | 1 hr

Start meeting

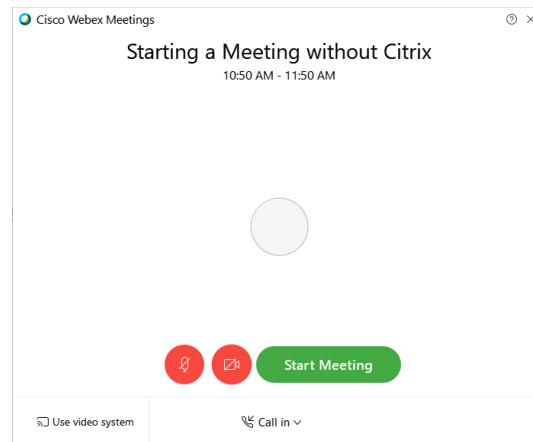
5. A new browser window will open suggesting to install the [Cisco Webex Meetings](#) app (if already installed, please skip to step 6). Click the **Save** button in the new window
 - a. If download did not start automatically, click the **“Download it now.”** link at the bottom of the screen
 - b. Install the app and wait until finished



6. Sign in using your Webex host account credentials
 - a. If prompted for site to use, please select or enter gca.my.webex.com



7. Configure your microphone and video settings before clicking **“Start Meeting”**



If you wish to share content saved in your work desktop...

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.”**