Declaring Your Name and Affiliation in WebEx
(MUST DO IT BEFORE YOU ENTER THE MEETING)

Not an official tutorial, just sharing my experience as a user

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Edit Name as You Enter…

- When you click "Join" from the calendar invite, you may see a window like this to test your audio.

- Then again, sometimes that doesn't work. This functionality only exists when you are not logged into Webex Meetings and are joining a meeting as a guest user via the Webex Meetings desktop application.
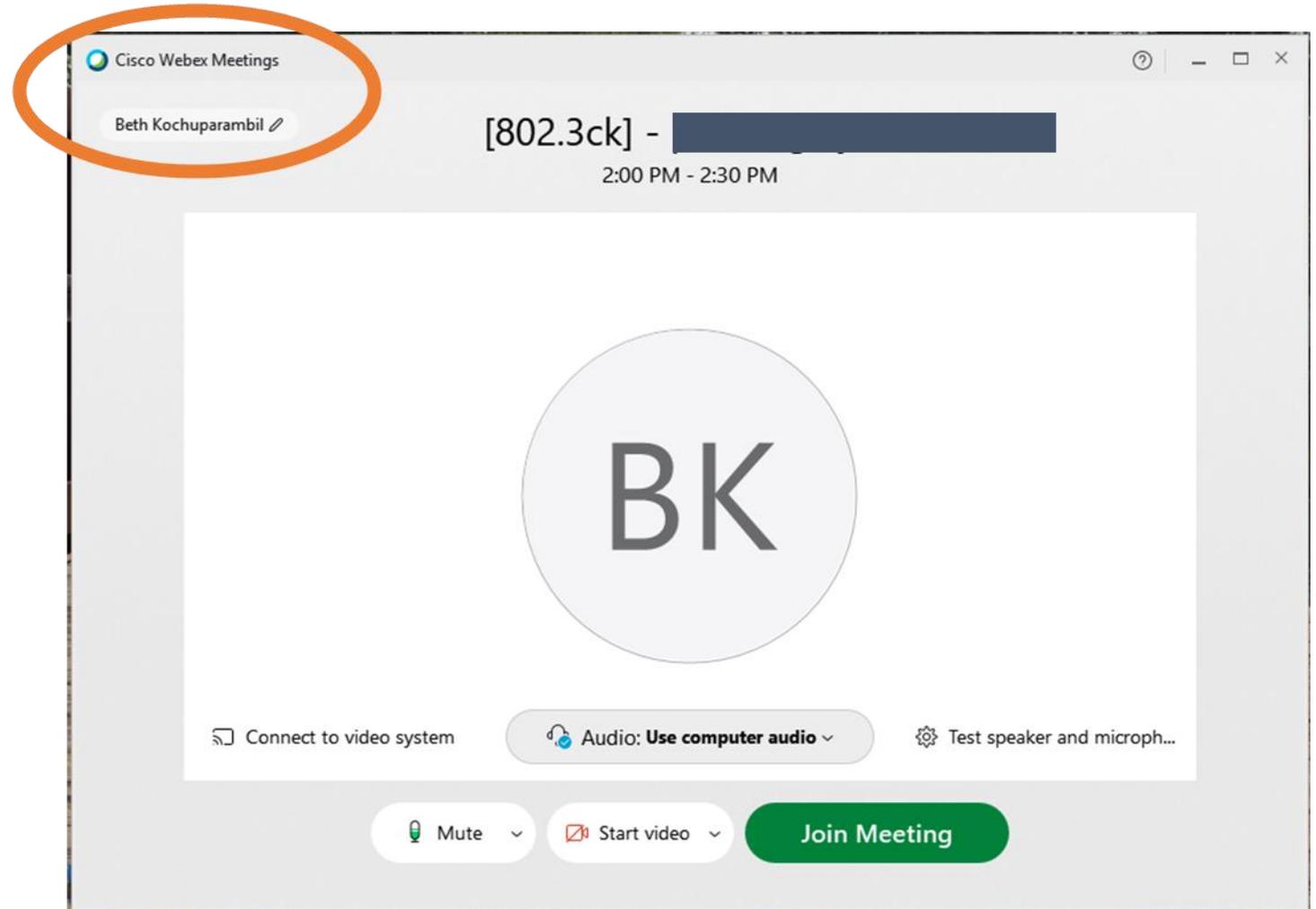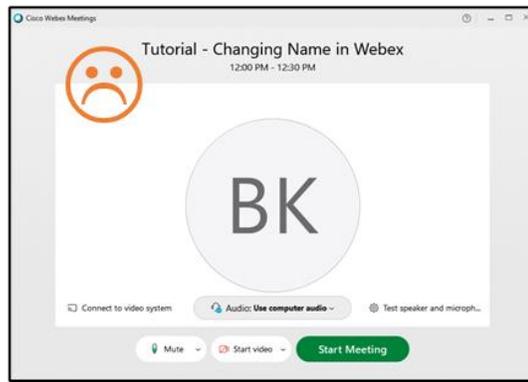
Sign Out of Your WebEx Instance/App

- Again, you only get asked to fill in your name if you are a guest… try signing out.
  - Click on the webex app on the bottom right corner – sign out
  - Search your computer apps – sign out
  - Clear your browser cache
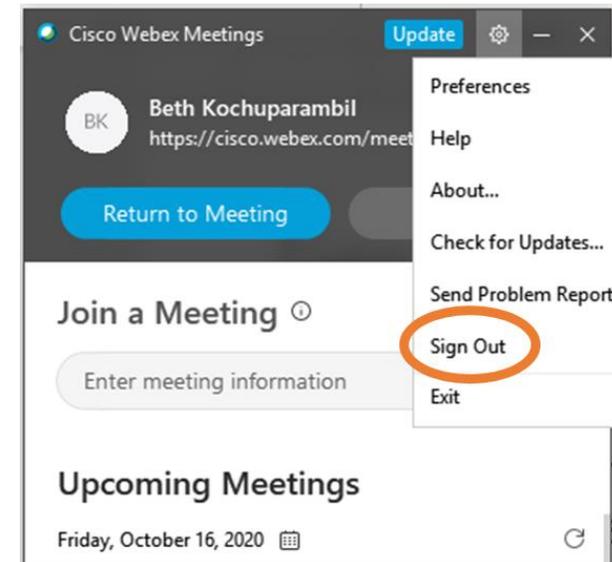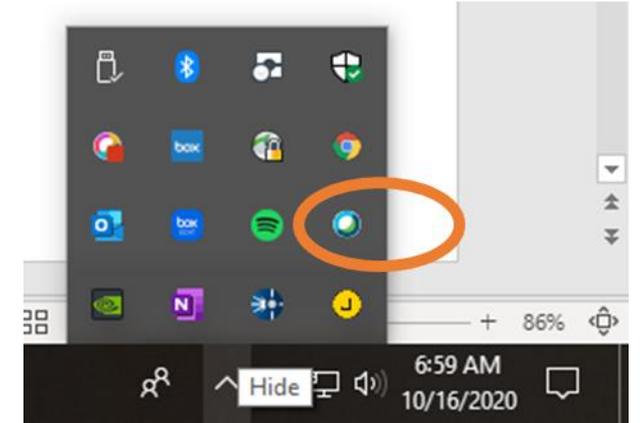
Edit Name as You Enter…

- Another alternative you may see if the meeting was set up WebEx Events. Enter your affiliation here as part of your last name.

Changing Your WebEx Account Profile

- If you're not a guest to the webex app, then you likely have a webex account.

- Modify the name on your webex profile.

- Go to webex.com