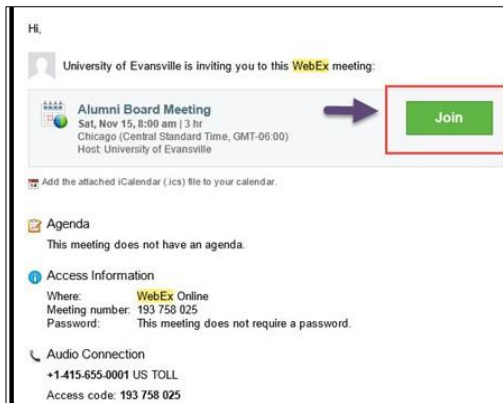## How to Join a WebEx Meeting

When you are invited to a WebEx Meeting, you should receive an email invitation.

1. Within the meeting message, click on Join

2. Enter your name and email address in the boxes

3. Click Join or Join As Guest

Note: If you have not participated in a WebEx meeting from that specific device in the past, you may be prompted to accept and download the WebEx plug- in.

The steps for doing so will vary based on what browser you are using. Regardless of what browser you are using, choose to accept (or run/install) the plug-in. If the plug in is not working, choose to run the *temporary application*.

4. Once you are signed into WebEx, you should see a WebEx Window:
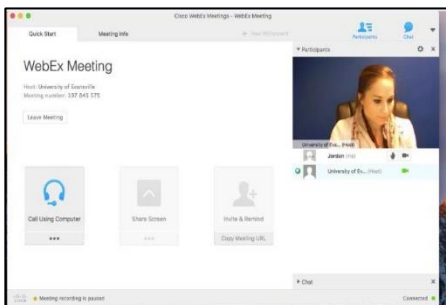
How to Connect Audio

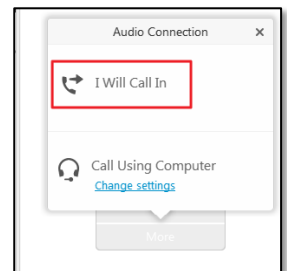1. Once you are signed into the WebEx Meeting, click **Connect to Audio.**

   Or click the ... (or MORE) button under Call Using Computer.

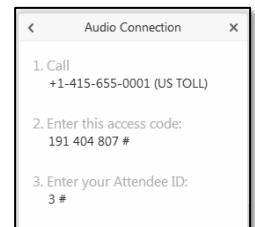2. You can then connect to Audio in one of two ways:

OPTION 1: Call in using a phone

1. Click **I will call in**

2. **Call in** using the number provided on *your* screen. Enter the **Access code** and the **attendee ID** when prompted.

   Note: do not use the numbers you see in this document.

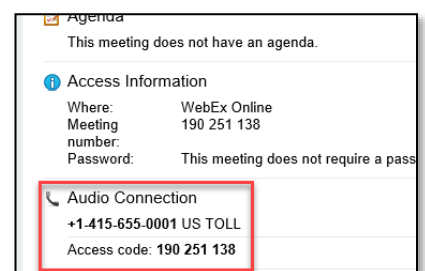### OPTION 2: Call in using your Computer Audio

1. Click Call Using Computer

HOW TO USE AUDIO ONLY

If you are unable to join the WebEx, for example if you are not at a computer, you can still call into the meeting for audio.

The **call in number** can also be found in the email invitation.

HOW TO START YOUR WEBCAM/VIDEO

To start a video you will need a webcam connected to your computer.

If you have a webcam connected to your computer, WebEx should detect that webcam.
↳ Within WebEx, on the right side, click **Start My Video.**

If WebEx doesn't prompt you to start your video, click the **video icon** listed next to your name on the right side of the screen:

HOW TO MUTE YOURSELF

To mute yourself, you can either select mute on the phone in which you used to dial in or you can select the **mute icon** listed next to your name on the right side:

TROUBLESHOOTING

I am unable to connect to the meeting

If you are unable to connect to a meeting, there are a couple of options to try:

Option 1: Restart your computer
Option 2: Restart your internet (if applicable)
Option 3: Connect to Audio Only

A strong internet connection is needed for WebEx to properly connect. If you are still having issues connecting to the meeting, it may be due to poor internet connection.

However, the good news is that you can still join the meeting by calling in with a phone. To connect to the meeting audio only, call in using the call in number and pin found in the email invitation:
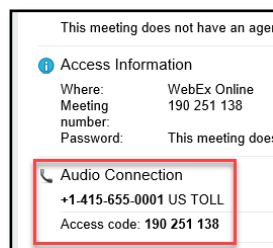
I have joined the WebEx meeting but cannot hear anything

If you cannot hear any audio, this may be because you are not connected to audio yet. Please refer to the "How to connect audio" section on page 1.

If you connected to audio via your computer and still cannot hear anything, try connecting using your phone.

To connect audio with your phone, call in using the call in number and access code found in the email invitation.

I never received the email invitation for the meeting

The email invitation which includes a link to join the meeting may be sent by the host of your meeting. However, it may also come from the email address admin@webex.com. This email may be sent to your spam folder or blocked by your email program. First, check your spam folder for the email.

We also recommend whitelisting this email address to prevent any future emails from being blocked.

Prior to your meeting, open a Test WebEx Meeting

Before your meeting begins, you may want to open a test WebEx meeting to verify that your hardware and software are working properly with the WebEx interface. To test a meeting, click here: https://www.webex.com/test-meeting.html

Participants Best Practices

- A headset is better than built-in speakers/microphones
- Choose a quiet place. Remove background noise from your location
- Use the best connection possible - wired is better than wireless
- During the session, mute your microphone so that others are not distracted by any background noise.

The "grey mic" icon is beside your name in participants panel on the right of the WebEx screen.