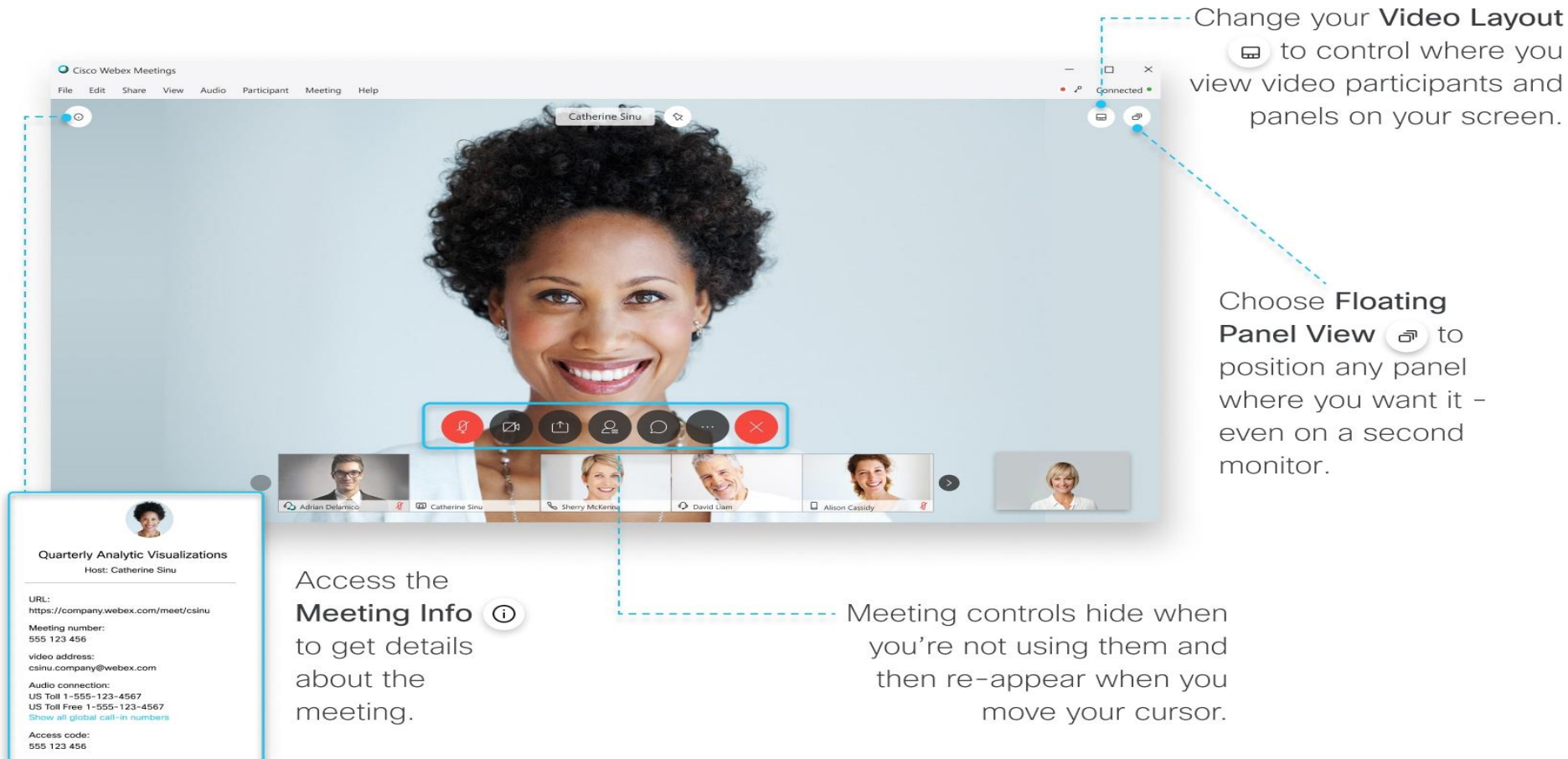





How to join Webex Meetings


Joining Webex Meetings as an Attendee


Webex meetings for Attendees



The screenshot shows a Webex meeting window with a main video feed of Catherine Sinu. Below the video is a toolbar with icons for mute, video, chat, help, and end meeting. At the bottom, a gallery of other participants is visible. A floating meeting info panel is open on the left, and a 'Connected' status window is in the top right.

Change your Video Layout  to control where you view video participants and panels on your screen.

Choose **Floating Panel View**  to position any panel where you want it – even on a second monitor.

Access the **Meeting Info**  to get details about the meeting.

Meeting controls hide when you're not using them and then re-appear when you move your cursor.

Quarterly Analytic Visualizations
Host: Catherine Sinu

URL:
<https://company.webex.com/meet/csinu>

Meeting number:
555 123 456

video address:
csinu.company@webex.com

Audio connection:
US Toll 1-555-123-4567
US Toll Free 1-555-123-4567
[Show all global call-in numbers](#)

Access code:
555 123 456

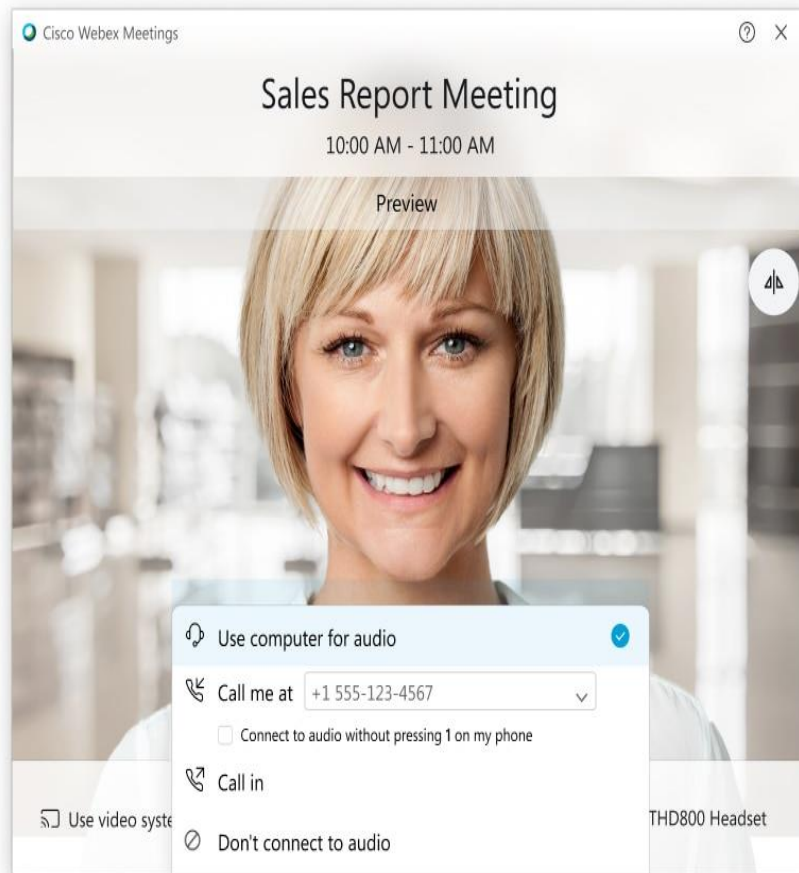
Join a Meeting

- ▶ If someone invites you to a Webex meeting. You will receive an invite with instructions on how to join in an email invitation. You can click the Join link to join the meeting.
- ▶ You might be asked to enter a meeting password, it is provided in the email invitation.

Before you join a meeting, you can choose the settings you use for audio in the meeting

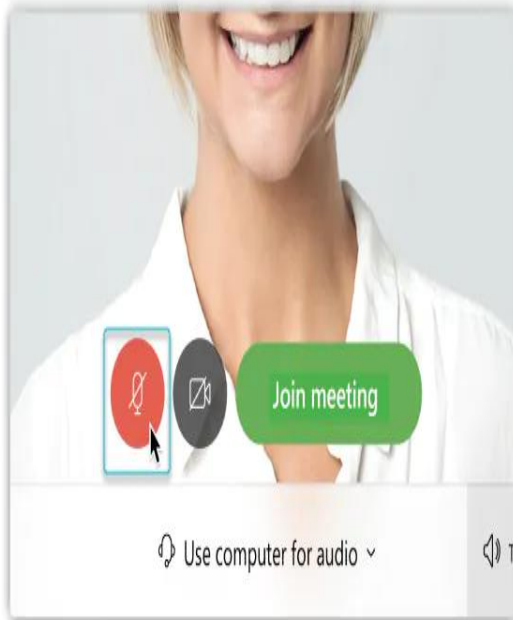


Choose how you would like to hear audio in the meeting.



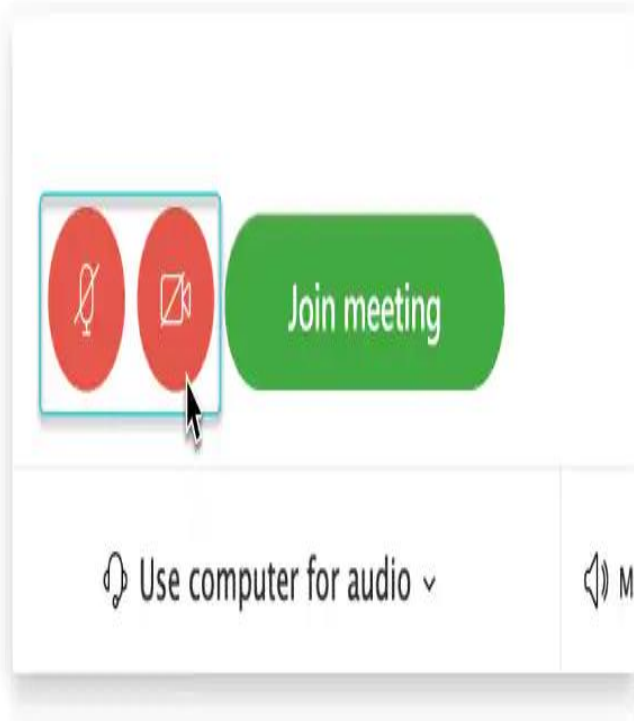
- ▶ **Use computer for audio**—Use your computer with a headset or speakers. This is the default audio connection type.
- ▶ You can change your headset, speakers, and microphone.
- ▶ **Call me**—Enter or select the work or home phone number that you'd like the meeting to call.
- ▶ **Call in**—Dial in from your phone when the meeting starts. A list of global call-in numbers is available after you join the meeting.
- ▶ **Don't connect audio**—You won't hear any audio in the meeting through your computer or phone. Use this option if you're in the meeting room but want to use your computer to share content in the meeting.

Mute or Unmute your microphone



- ▶ If you want to join the meeting with your audio muted, click Mute my microphone.
- ▶ You'll see Unmute my microphone when your microphone is muted. Click Unmute my microphone when you want to speak in the meeting.

Start your Video



- ▶ Click on the red camera circle to start the video
- ▶ To turn off the video, click on the video button again.

For more help using Webex visit the following links

- ▶ <https://help.webex.com/en-us/n62wi3c/Get-Started-with-Cisco-Webex-Meetings-for-Attendees>
- ▶ <https://help.webex.com/en-us/8bzter/Cisco-Webex-Meetings-Video-Tutorials>
- ▶ <https://help.webex.com/errorPage#Join-a-Webex-Meeting-from-an-Email-Invitation>