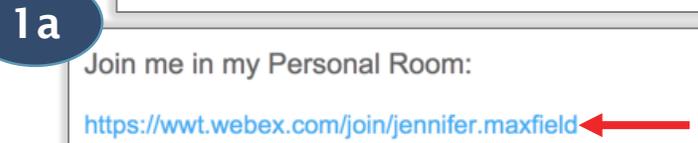
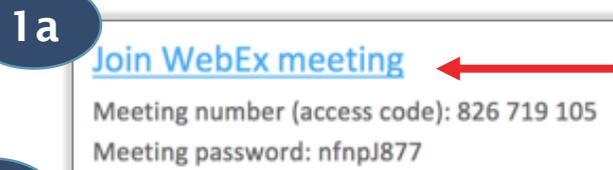


Joining a Webex Meeting

Quick Reference Guide with detailed steps to join a Webex or Personal Room Meeting.

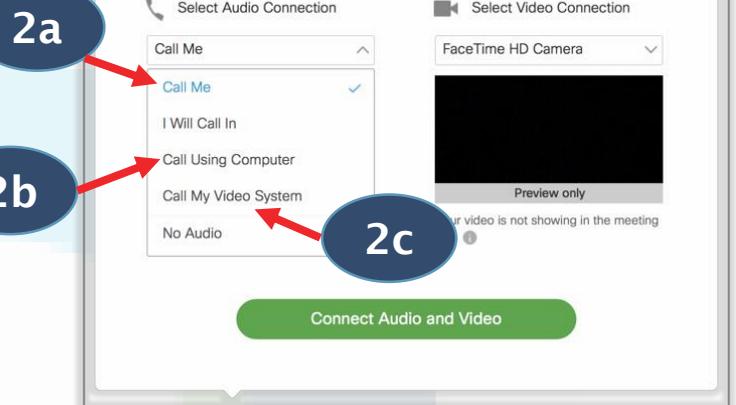
1 Join the Meeting

1a Open the calendar invite for the meeting. Click either **Join Webex Meeting** or the **Webex Personal Room URL**.

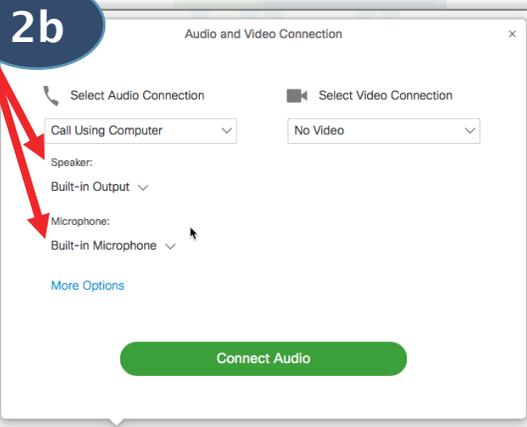


2 Connect Audio & Video
Select your **Audio** and **Video** options and click **Connect Audio and Video**. The options are as follows:

2a **Call Me (Preferred Method)**
Enter the telephone number when prompted for Webex to call you.

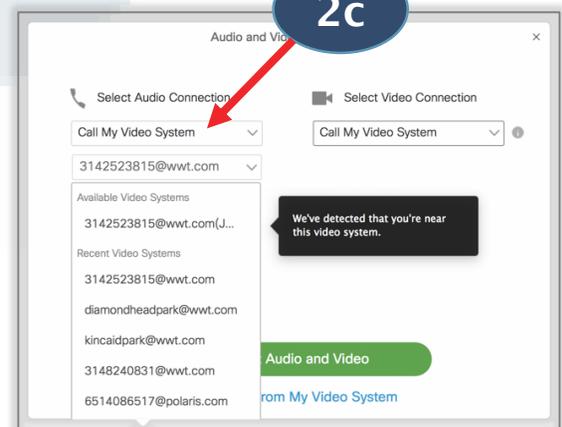


2b **Call Using Computer (Preferred Method)**
Your computer will connect to audio. It is recommended to use a headset when choosing Call Using Computer.



Select the appropriate **Output** and **Microphone** if a headset is connected.

2c **Call My Video System (If Available)** Choose this option when connecting in a conference room with Telepresence and there is no Join button, or you wish to have host controls during the meeting.



Note: If you have limited internet connection and could be disconnected from the internet, you can call in with the information in your email invite. Use this as a last resort.

Joining a Webex Meeting

Quick Reference Guide with detailed steps to join a Webex or Personal Room Meeting.

3

Manage Audio and Video

It is proper Webex etiquette to keep your line muted when not speaking.

3a

Mute your line by clicking the microphone icon in the toolbar at the bottom of the screen.

Red=Muted

Black=Unmuted

3a



3b

Enable video by clicking the camera icon next to the mute

Blue=Enabled

Black=Disabled

3b

Note: If you have limited internet connection and could be disconnected from the internet, you can call in with the information in your email invite. Use this as a last resort.