

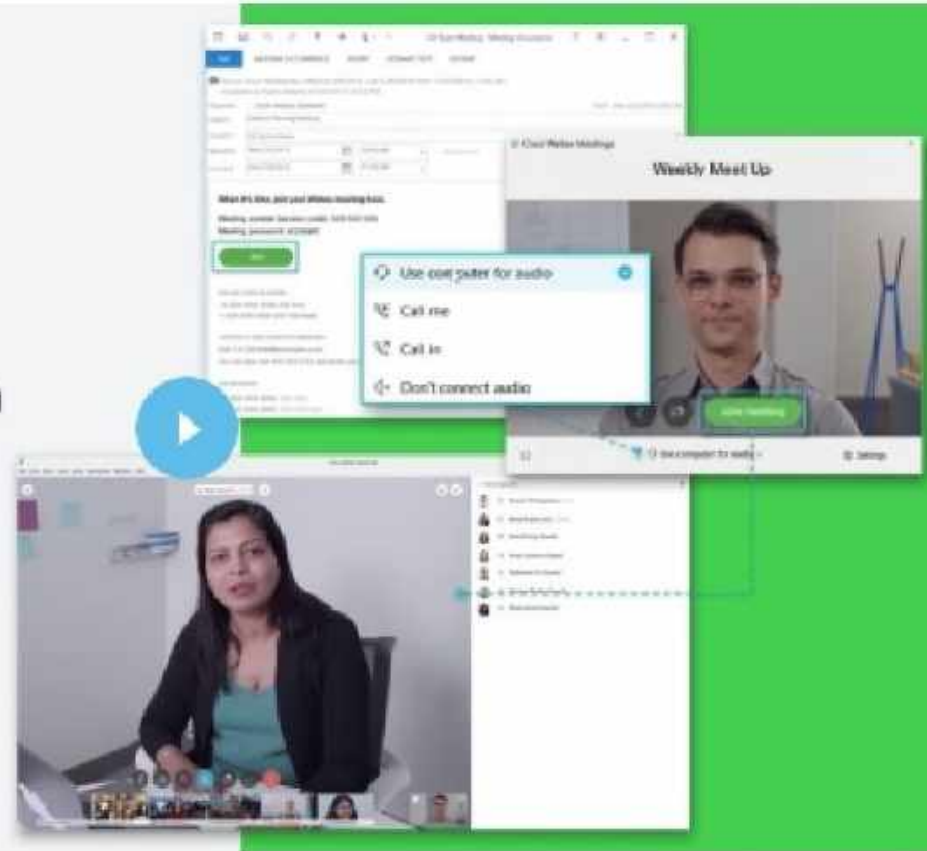
Annexure 'A'

Join a Webex Meeting

You can join a meeting from your computer, mobile device, phone, or a video system. Pick the one that works best for you.



The Latest Way to Join
a Webex Meeting



Related Articles

[Manually Install Cisco Webex Meetings for Mozilla Firefox](#)

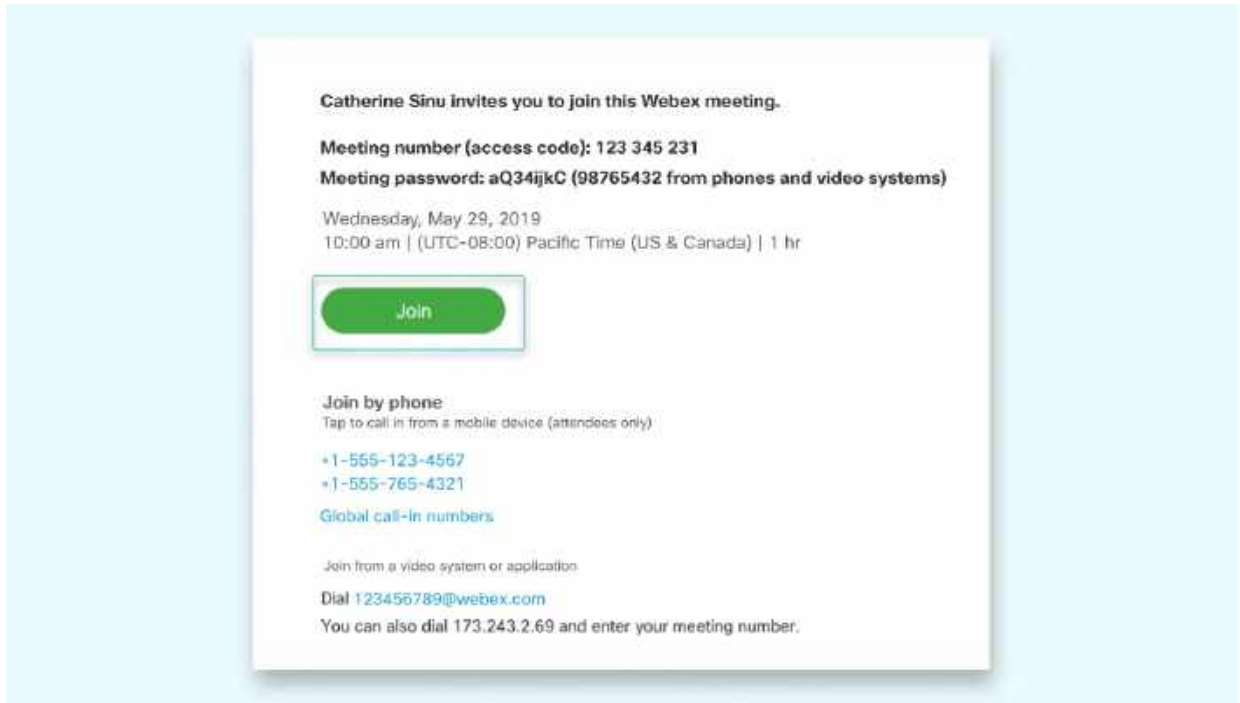
[Manually Install the Cisco Webex Meetings Google Chrome Extension](#)

[Join a Webex Meeting from a Video System](#)

Use the Webex desktop app to join your meeting from your Windows or Mac computer.

You'll be able to connect using computer audio and video, switch layouts between grid and active speaker views, chat, and share content.

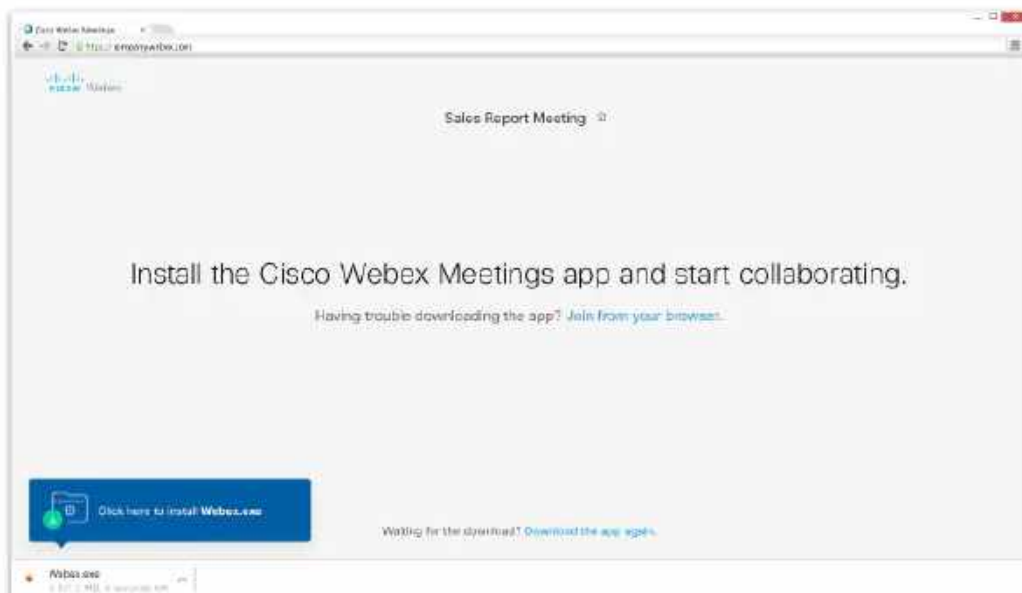
- 1 Open your email invite, and click **Join**.



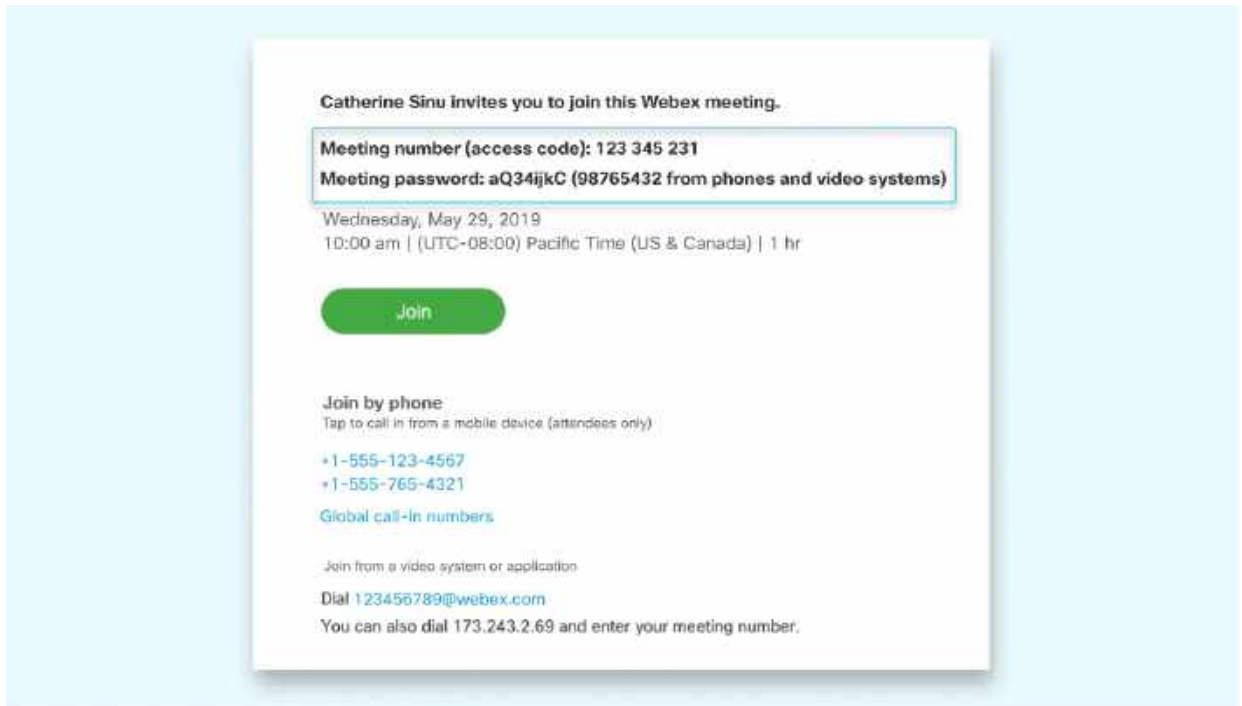
- 2 If this is the first time you're joining a Webex meeting, Webex automatically downloads the app. Click the installer file to install the app.



You can also download the Webex Meetings app manually.



- ③ Enter your name and email address, and click **Next**.
- ④ If you're asked for a meeting password, enter the meeting password - it's in your email invitation - and click **Next**.





- 5 Next, you choose how you want to hear.



- **Use computer for audio** (default)—Use your computer with a headset or speakers.
- **Call in**—If you prefer to use your phone for audio, dial in when the meeting starts. A list of the global call-in numbers is available in your meeting invite. Choose this option if your Internet connection is slow.
- **Call me**—Enter a phone number and Webex calls you. Depending on your Webex plan, you may or may not see this option.
- **Don't connect audio**—Use this option when you need to join a meeting and share content, and don't need audio. For example, you're in a conference room with your team, or someone already connected to the meeting from a video device.

- 6 By default, your microphone and camera are turned off. The video and microphone buttons are both red.

To join with your video on, click **Start video** 

To join with your microphone on, click **Unmute** 

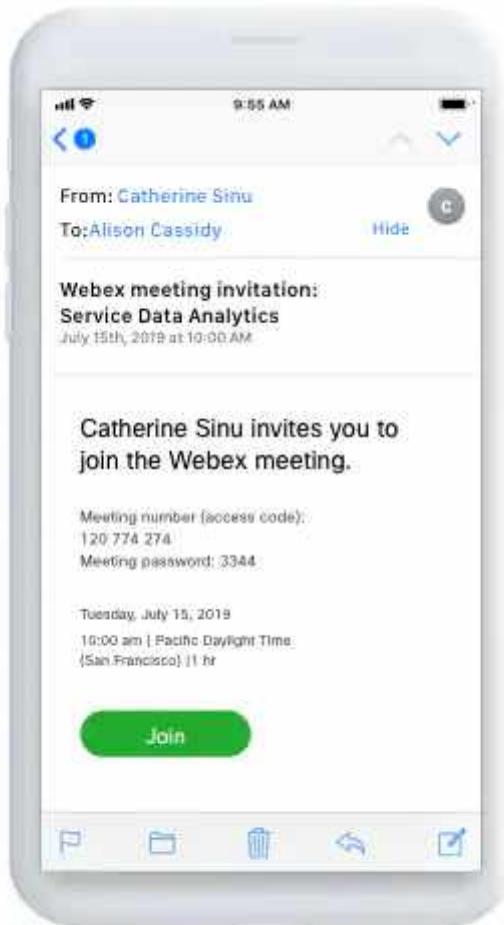
To connect to a compatible video device, click Use video system.

- 7 Click **Join Meeting**.

If you're on the go, you can join your meeting from your Apple or Android phone, tablet or Apple watch using Webex mobile app.

You'll be able to use video, chat with other participants, and share content.

- 1 Tap **Join** in your email invitation when it's time to join the meeting.



- 2 Tap **Download** to install the Cisco Webex Meetings app and join the video conference.
To join the meeting by phone only, tap the number on your screen.
- 3 Tap **Open** after the app is installed and accept the Terms of Service and Privacy Statement.
- 4 Tap **Join Meeting**, enter the meeting number—it's in the email invitation—and tap **Join**.

- 5 Enter the meeting password—it's in the email invitation—and tap **OK**.

When the Webex Meetings app opens, your video preview lets you see how you'll look to others before you join the meeting.



- 6 Change your audio and video settings before joining your meeting.



- **Use Internet for audio** (default)—Use your phone with a headset or speakers.
- **Call in**—If you prefer to use your phone for audio, dial in when the meeting starts. A list of the global call-in numbers is available in your meeting invite. Choose this option if your Internet connection is slow.
- **Call me**—Enter a phone number and Webex calls you. Depending on your Webex plan, you may or may not see this option.
- **Don't connect audio**—Use this option when you need to join a meeting and share content, and don't need audio. For example, you're in a conference room with your team, or someone already connected to the meeting from a video device.

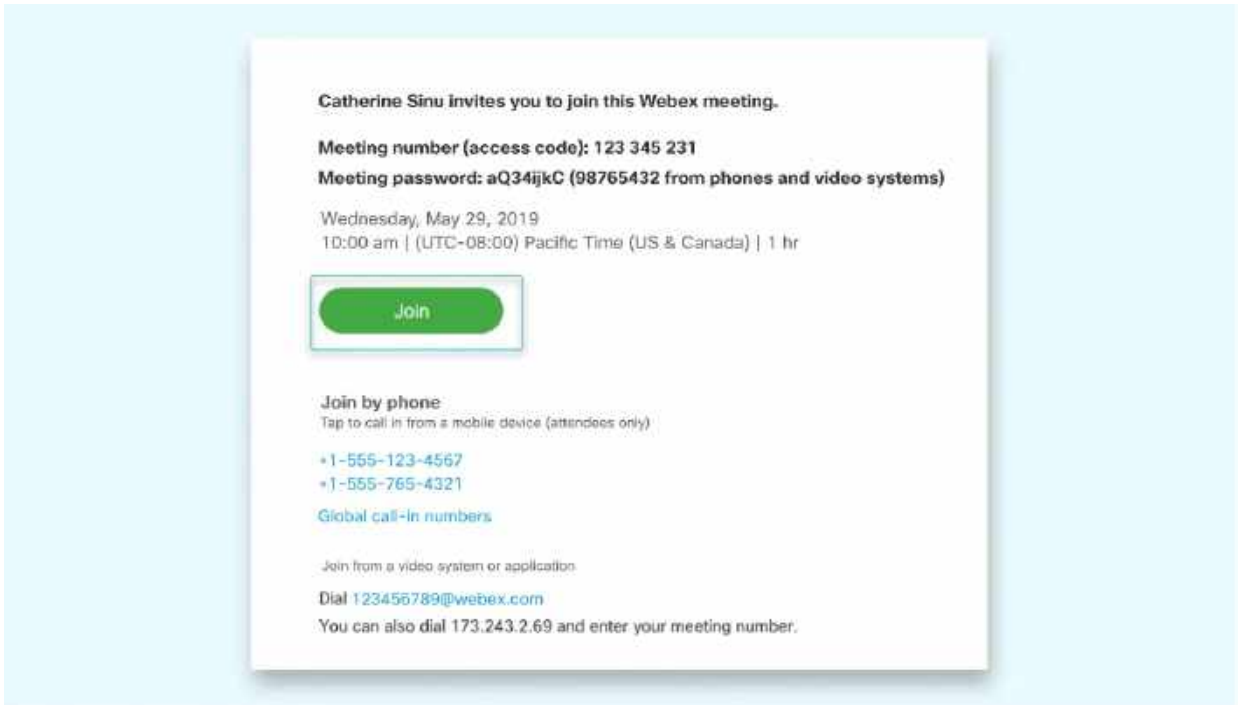
7 Click Connect to a device to join the meeting from a compatible video device.

8 Tap Join.

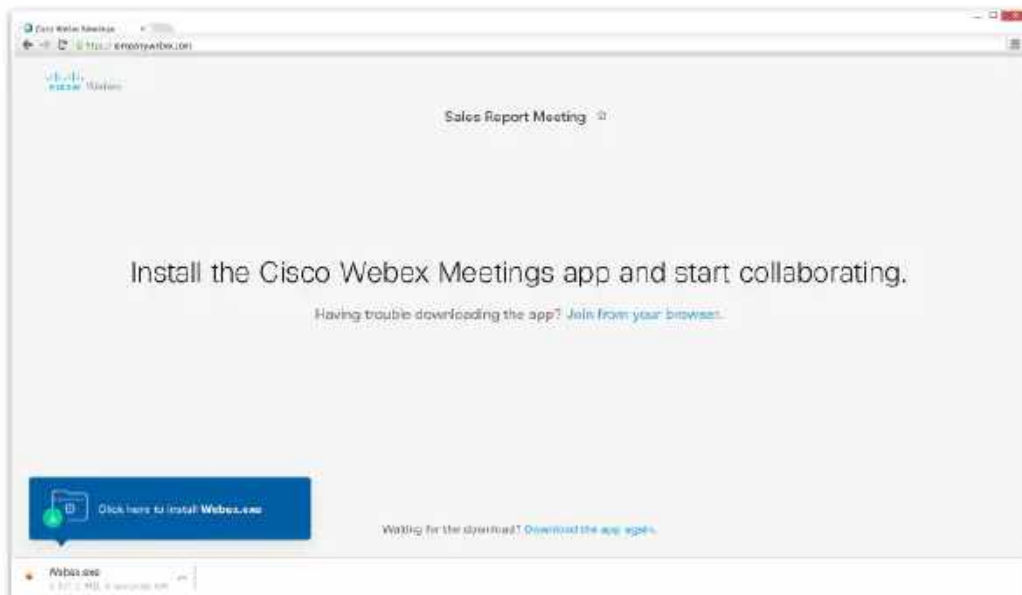


Use the web app to join a Webex meeting from your browser. This is the easiest way to join if you're using a Chromebook, a Linux computer, or you simply don't want to download anything.

- ① Open your email invite, and click **Join**.



- ② Webex starts preparing to connect you to your meeting. Select **Join from your browser**.





3 Next, you choose how you want to hear.



- **Use computer for audio** (default)—Use your computer with a headset or speakers.
- **Call in**—If you prefer to use your phone for audio, dial in when the meeting starts. A list of the global call-in numbers is available in your meeting invite. Choose this option if your Internet connection is slow.
- **Call me**—Enter a phone number and Webex calls you. Depending on your Webex plan, you may or may not see this option.
- **Don't connect audio**—Use this option when you need to join a meeting and share content, and don't need audio. For example, you're in a conference room with your team, or someone already connected to the meeting from a video device.

4 By default, your microphone and camera are turned off. The video and microphone buttons are both red.

To join with your video on, click **Start video** 

To join with your microphone on, click **Unmute** 

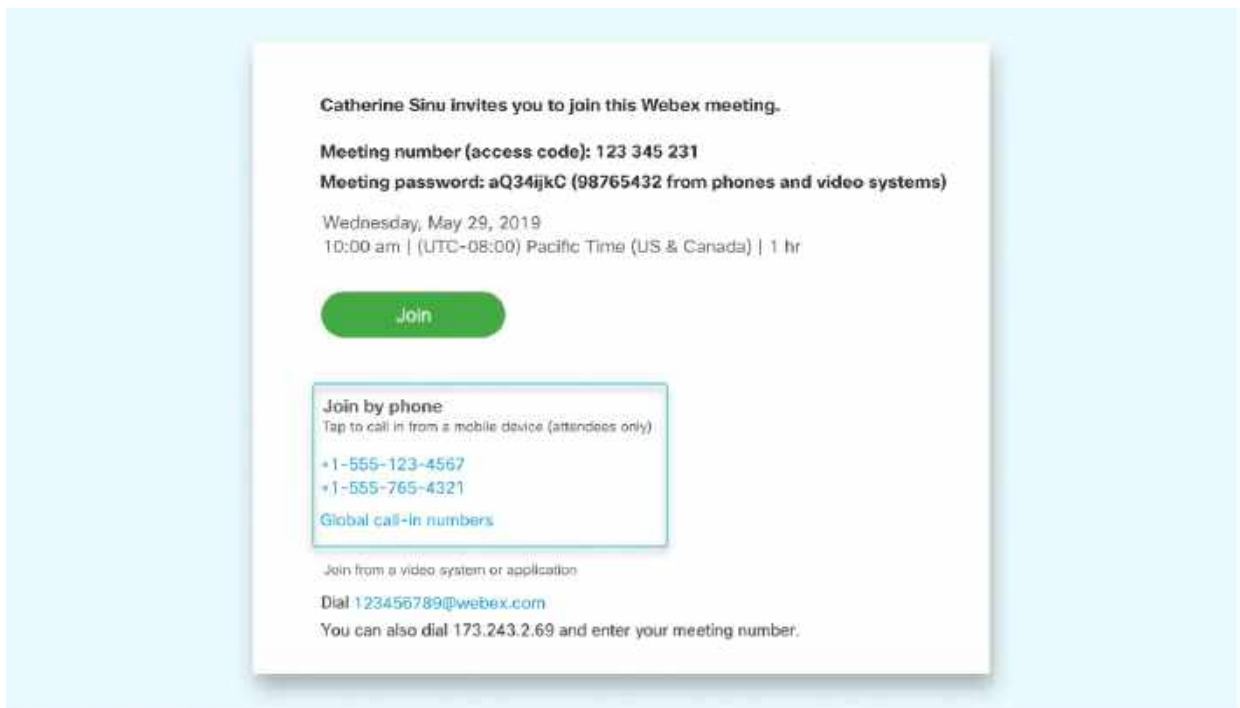
To connect to a compatible video device, click Use video system.

5 Click **Join Meeting**.

If you're experiencing bandwidth issues, this is the way to go.

When you dial into a meeting, you can hear everyone in the meeting, but won't be able to see anyone or what they share during the meeting.

- 1 Open your meeting invitation and call one of the numbers under Join by phone. Depending on the host's meeting plan, your email invite provides a list of call-in numbers,



- 2 Enter your meeting number and password - it's in your invite.

