

Step-By-Step Instructions

1. Click on **Join** WebEx meeting link in the email invite you received.

Catherine Sinu invites you to join this Webex meeting.

Meeting number (access code): 123 345 231
Meeting password: aQ34ijkC (98765432 from phones and video systems)

Wednesday, May 29, 2019
10:00 am | (UTC-08:00) Pacific Time (US & Canada) | 1 hr

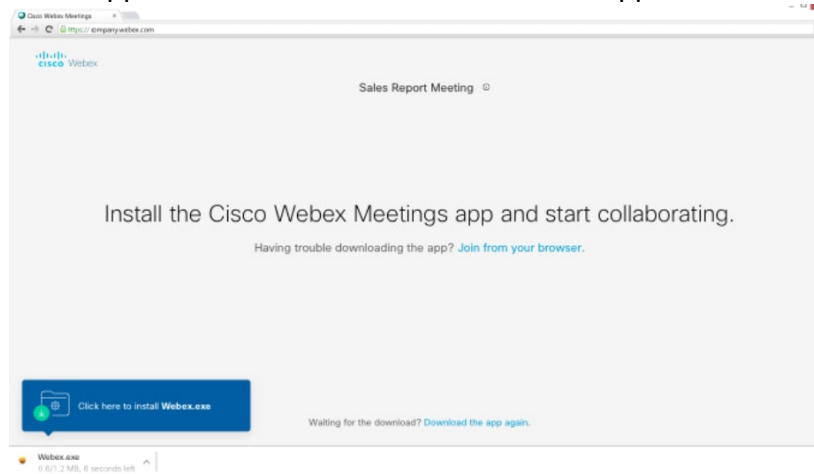
[Join](#)

Join by phone
Tap to call in from a mobile device (attendees only)

+1-555-123-4567
+1-555-765-4321
[Global call-in numbers](#)

Join from a video system or application
Dial [123456789@webex.com](tel:123456789@webex.com)
You can also dial 173.243.2.69 and enter your meeting number.

2. If this is the first time you have joined a WebEx meeting, WebEx automatically downloads the app. Click the installer file to install the app.



The screenshot shows a web browser window with the URL <https://company.webex.com>. The page title is "Sales Report Meeting". The main content area displays the message: "Install the Cisco Webex Meetings app and start collaborating." Below this, it says "Having trouble downloading the app? [Join from your browser.](#)". At the bottom, there is a blue button that says "Click here to install Webex.exe" and a smaller link that says "Waiting for the download? [Download the app again.](#)".

3. You may be asked to enter your **name** and **email** address before joining the meeting.

Enter your information

[Next](#)

Already have an account? [Sign in](#)

- If you are asked for a meeting password, enter the meeting password – from the email invitation – and click Next.

Catherine Sinu invites you to join this Webex meeting.

Meeting number (access code): 123 345 231
Meeting password: aQ34ijkC (98765432 from phones and video systems)

Wednesday, May 29, 2019
10:00 am | (UTC-08:00) Pacific Time (US & Canada) | 1 hr

Join

Join by phone

Tap to call in from a mobile device (attendees only)

+1-555-123-4567

+1-555-765-4321

[Global call-in numbers](#)

Join from a video system or application

Dial [123456789@webex.com](tel:123456789@webex.com)

You can also dial 173.243.2.69 and enter your meeting number.

- Click the **Join Meeting** button. Your **microphone** and **webcam** are usually turned off. You will need to turn both of those on, by clicking on each icon. You will also select use computer for audio.

After you join the meeting, you'll be prompted to allow the browser access to your camera. If you don't want to show your video in the meeting, click the button below to turn off your video

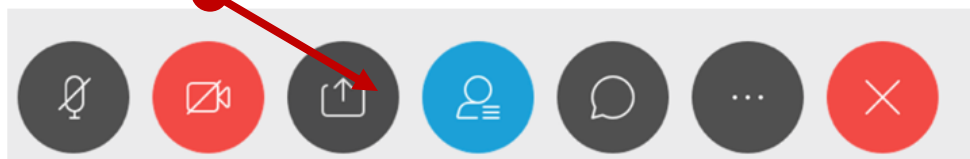
To join with your video on, click **Start video**

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

Use video system Using computer for audio





- You must share your desktop during the session. You will select the **share content** button by clicking on the upward pointing arrow in the control bar. You must select **Share desktop**.

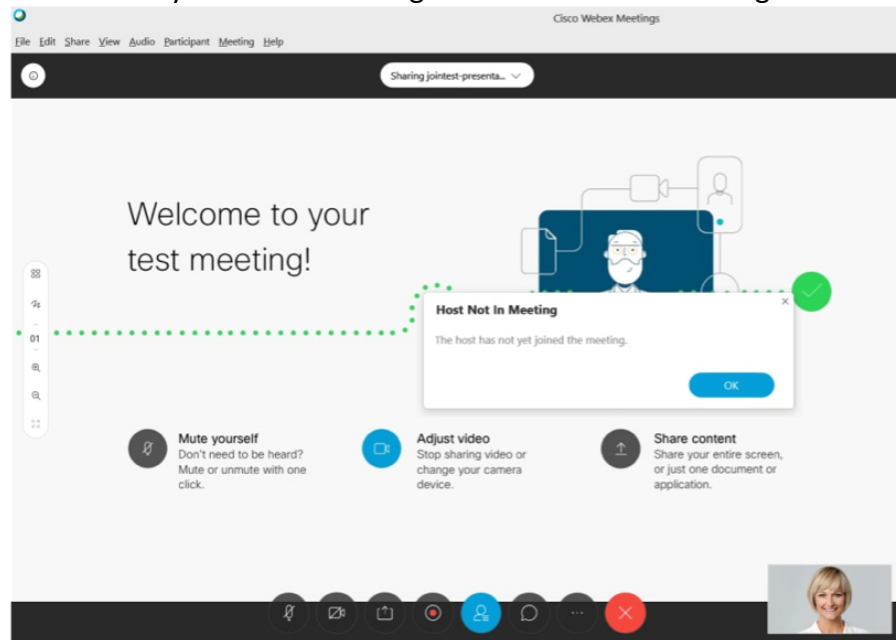
The Control Bar




- After your session is over you can leave the meeting by clicking on the Leave Meeting (X) button in the control bar at the bottom of the screen.

Join a Test Meeting to make sure your system is compatible.

1. Go to <https://www.webex.com/test-meeting.html>.
2. Enter your name and email address, and then click **Join**.
3. Click the installer file to install the Cisco Webex Meetings app. On Windows, click Webex.exe. On Mac, click Webex.pkg.
 - a. Install the desktop app to get the full-featured Webex Meetings experience. If you're not using a Mac or Windows computer, or you can't install apps, don't worry. You can still join right from your web browser by clicking **Join from your browser**.
4. Next, choose how you want to hear everyone in the meeting.
5. If you want to join with your microphone muted, click **Mute my microphone**
 - a. You will see  when your microphone is muted. Click **Unmute my microphone**  when you want to speak.
 - b. If you want to join the meeting with your video turned off, click **Stop my video**. You will  see when your video is turned off. Click **Start my video**  when you want to show your video.
6. Click **Join Meeting**.
7. Click **OK** when you see the message about the host not being in the meeting.



8. Follow the tips and instructions that you see in the meeting window and try out the available options.
9. When you are finished, click **Leave** , and then select **Leave Meeting**.