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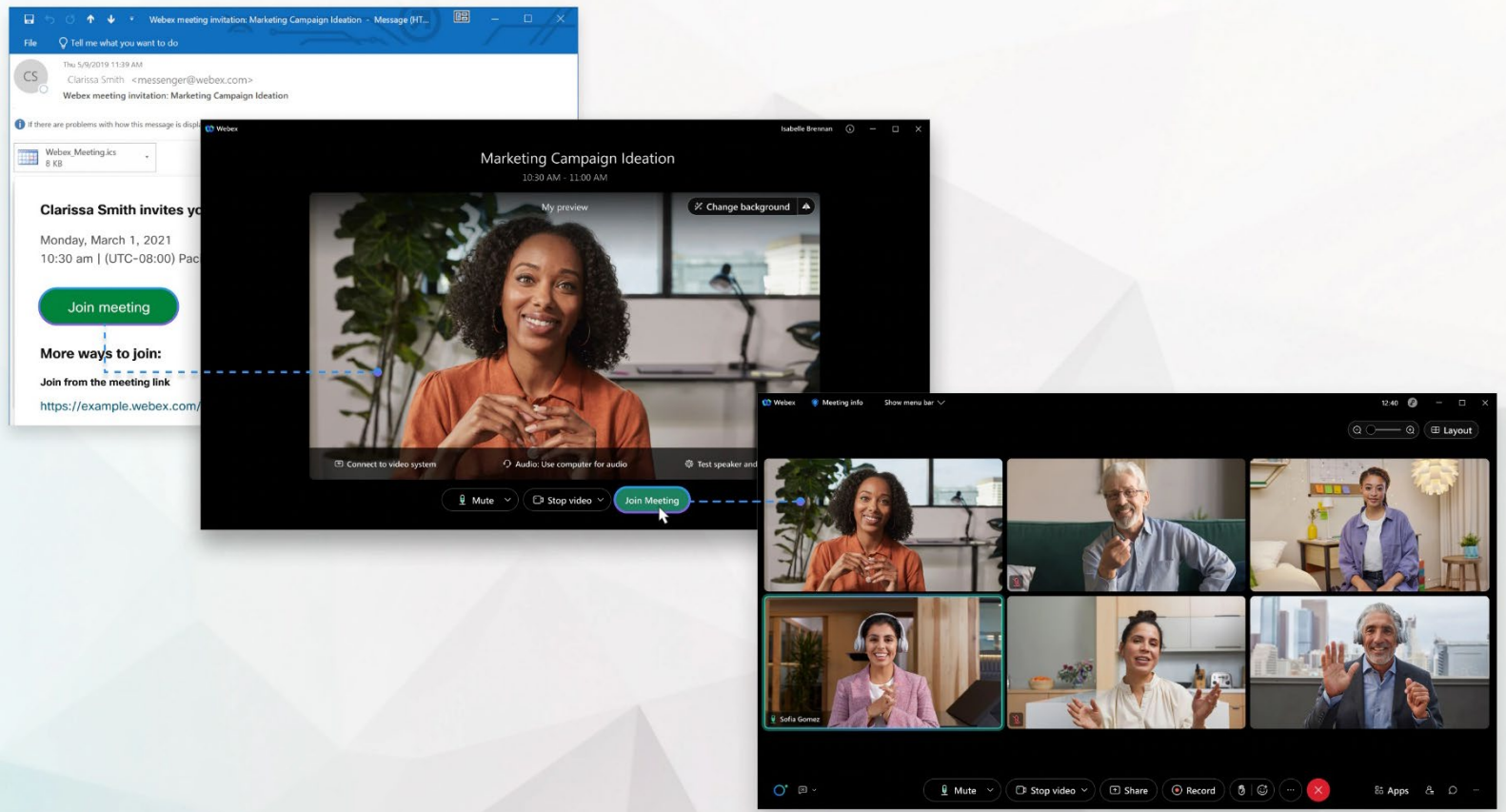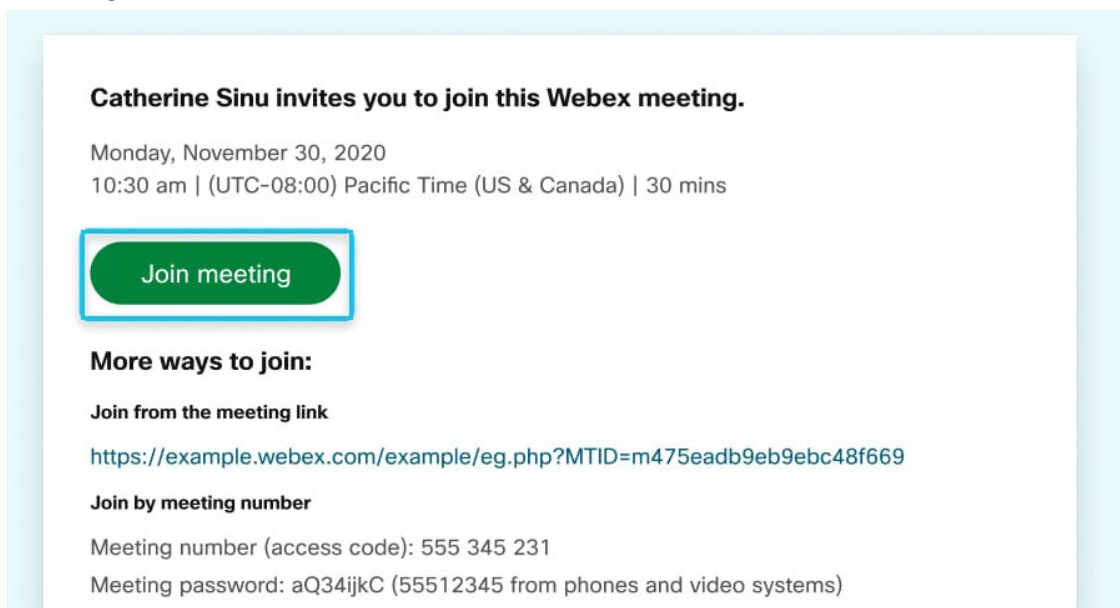
You can join a meeting from your computer, mobile device, phone, or a video system.
Choose the one that works best for you.

Join via Windows and/or Mac

1. Open your email invite, and click **Join meeting**. If you don't have a meeting invite, contact your meeting host.
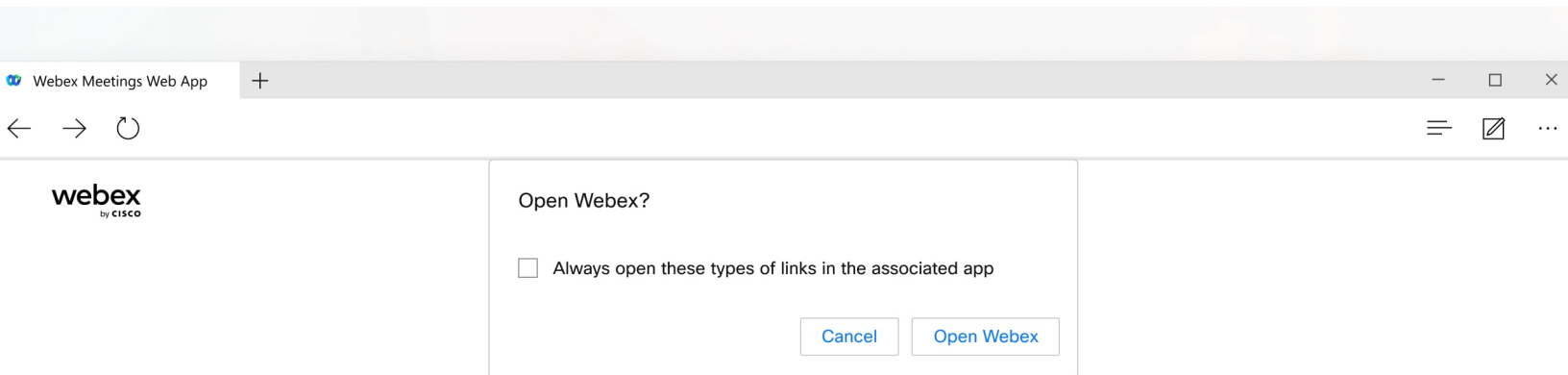
Join a Webex Meeting

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

If you're joining from a Linux computer or Chromebook, you aren't prompted to install anything. The meeting simply opens in your browser.

1. Click **Open Webex** if you're prompted to do so, otherwise click Launch meeting.

webex
by CISCO

Open Webex?

☐ Always open these types of links in the associated app

Cancel   Open Webex

Click **Open Webex** on the prompt.
If the prompt doesn't appear, click **Launch Meeting** instead.

Launch meeting

Didn't work? Download the app again.

Having trouble with the app? Join from your browser.

2. Enter your name as you want it to appear in the meeting, check Remember me, and then click Sign in so you can access the full list of meeting features.

Or if you just want to join the meeting quickly and don't need access to all the meetings features, click Join as a guest.

3. Enter your email address, check **Remember me**, and then click **Next**.

4. Enter the meeting password that's in your email invitation and then click **Continue**.

Join a Webex Meeting

Catherine Sinu invites you to join this Webex meeting.

Monday, November 30, 2020
10:30 am | (UTC-08:00) Pacific Time (US & Canada) | 30 mins

Join meeting

More ways to join:

Join from the meeting link

https://example.webex.com/example/eg.php?MTID=m475eadb9eb9ebc48f669

Join by meeting number

Meeting number (access code): 555 345 231

Meeting password: aQ34ijkC (55512345 from phones and video systems)

Tap to join from a mobile device (attendees only)

+1-555-123-12342,,*01*632819374##*01* (US Toll)

+1-555-123-1342,,*01*632819374##*01* (US Toll Free)

Some mobile devices may ask attendees to enter a numeric meeting password.

5. In the preview window, you can make sure your audio and video sound and look good before you join the meeting. First, choose how you want to hear.

Webex   Clarissa Smith

Sales Report Meeting

10:00 AM - 11:00 AM

My preview   ✂ Change background

🖥 Connect to video system   🎧 Audio: Use computer for audio   ⚙ Test speaker and microphone

🎤 Mute ⌄   📹 Stop video ⌄   **Join Meeting**
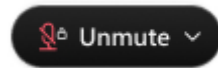
Join a Webex Meeting

- **Use computer audio** (default)—Use your computer with a headset or speakers.
- **Call me**—Enter a phone number and Webex calls you. Depending on your host's Webex plan, you may or may not see this option.
- **Call in**—If you prefer to use your phone for audio, dial in when the meeting starts. A list of global call-in numbers appears after you join the meeting. Make a note of the access code or meeting number and the attendee ID. You'll need to enter these numbers to join the meeting.
  Select one of the available numbers to join the meeting and when prompted, enter the access code or meeting number and the attendee ID. If you don't have your attendee ID, press # to wait in the lobby until someone in the meeting lets you in.

Your attendee ID connects your name in the meeting to your audio. If you don't enter your attendee ID, your audio connection appears as a call-in user in the Participants list, separate from your name, and you can't control audio from the application.

Don't connect to audio—Use this option if you 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. In this meeting, the host may not allow attendees to unmute. Unmute is locked until the host allows you to unmute.

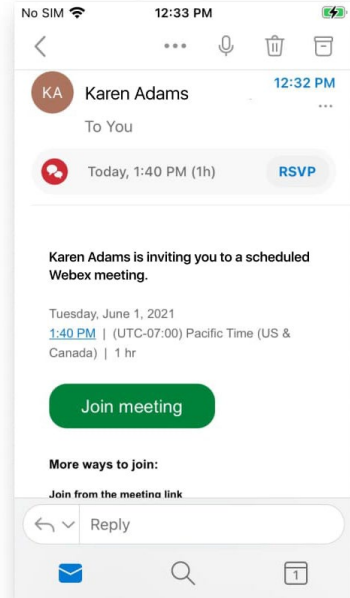7. Click if you want to be seen when you join.

8. Once you are ready, Click .

Join via iOS and Android
1. Tap **Join meeting** in your email invitation when it's time to join the meeting.

Join a Webex Meeting

2. Tap **Download** to install the Webex Meetings app and join the video conference.
   a. To join the meeting by phone only, tap the number on your screen.
3. Tap **Open** after the app installs and accept the Terms of Service and Privacy Statement.
   a. If you're joining a meeting for the first time on iOS, you must select the meeting link from your email invitation or calendar again to go to your meeting.
4. Edit your name as you want it to appear in the meeting and enter your email address. Then, check the **Remember me** check box if you don't want to have to enter your name again the next time you join a meeting.
5. Tap **Sign in** so you can access the full list of meeting features. Or if you just want to join the meeting quickly and don't need access to all the meetings features, tap Join as a guest.
6. Tap **OK**
   a. If necessary, enter the meeting password—it's in the email invitation—and tap OK.
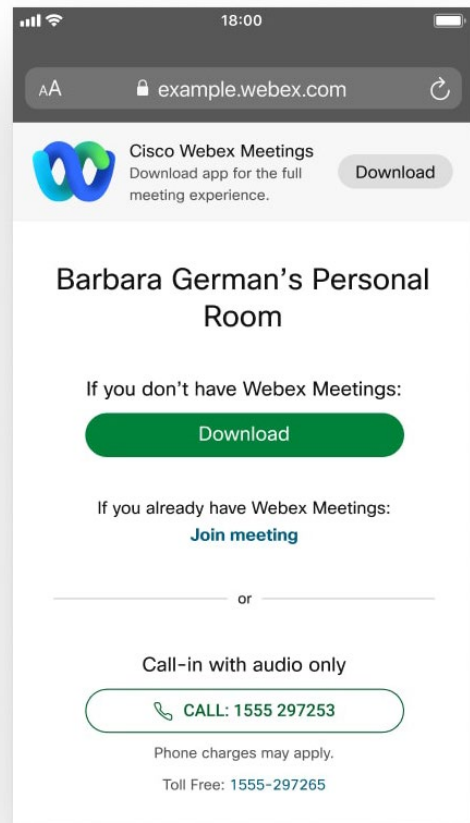
Join a Webex Meeting

7.   Change your audio and video settings before joining your meeting.

•   **Use Internet for audio (default)**—Use your phone with a headset or speakers.

•   **Call me**—Enter a phone number and Webex calls you. Depending on your Webex plan, you may or may not see this option.

•   **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.

Make a note of the access code or meeting number and the attendee ID. You'll need to enter these numbers to join the meeting.

Select one of the available numbers to join the meeting and when prompted, enter the access code or meeting number and the attendee ID. If you don't have your attendee ID, press # to wait in the lobby until someone in the meeting lets you in.
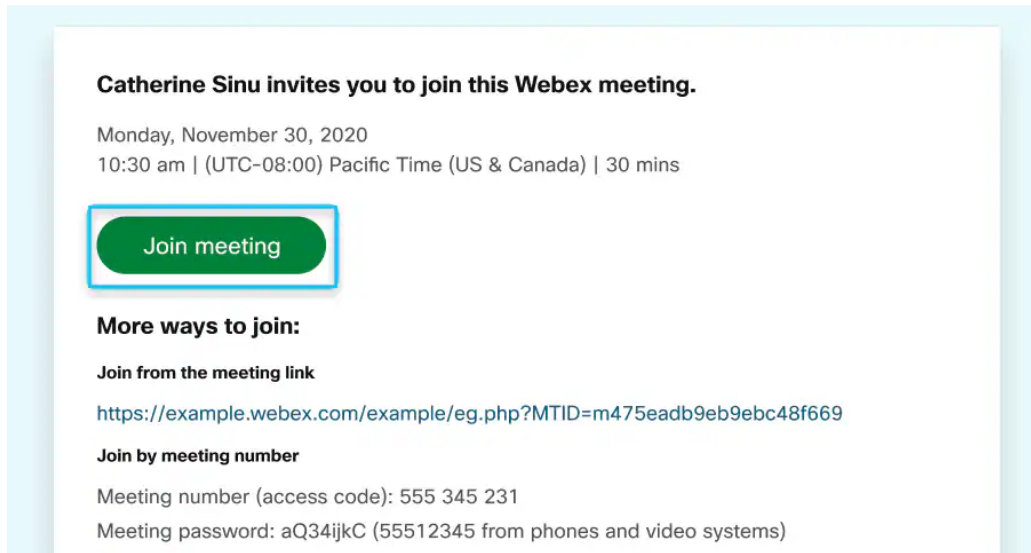
Your attendee ID connects your name in the meeting to your audio. If you don't enter your attendee ID, your audio connection appears as a call-in user in the Participants list, separate from your name, and you can't control audio from the application.

•   **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.

8.   Tap **Start Video** to preview how you'll look to others before you join the meeting.
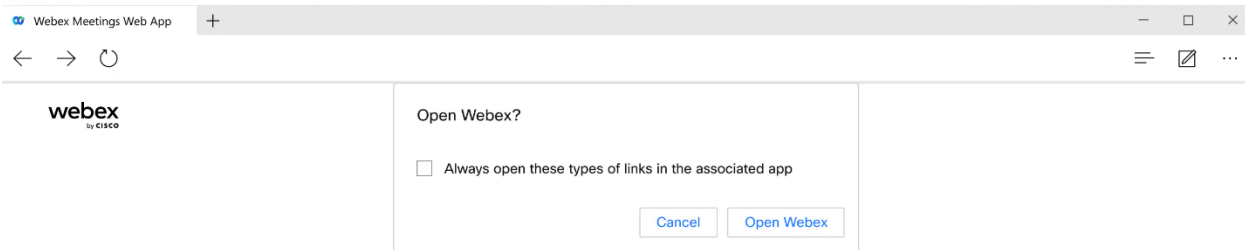
9.   Tap **Join Meeting**.

Join via Web

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

Join a Webex Meeting

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Join meeting

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Join from the meeting link

https://example.webex.com/example/eg.php?MTID=m475eadb9eb9ebc48f669

Join by meeting number

Meeting number (access code): 555 345 231
Meeting password: aQ34ijkC (55512345 from phones and video systems)

2. Webex starts preparing to connect you to your meeting. If you join from a Windows computer or Mac, click **Join from your browser**. If you join from a Linux computer or Chromebook, you won't be prompted to install anything. The meeting simply opens in your browser.
   a. You may see a meeting details page load, instead. If so, click Join Meeting.

Webex Meetings Web App

Open Webex?

☐ Always open these types of links in the associated app

Cancel   Open Webex

Click **Open Webex** on the prompt.
If the prompt doesn't appear, click **Launch Meeting** instead.

Launch meeting

Didn't work? Download the app again.

Having trouble with the app? Join from your browser.

3. Edit your name as you want it to appear in the meeting, check **Remember me**, and then click Sign in so you can access the full list of meeting features.
   Or if you just want to join the meeting quickly and don't need access to all the meetings features, click **Join as a guest**.
4. If you're asked for a meeting password, enter the meeting password - it's in your email invitation - and click **Continue**.

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Meeting number (access code): 555 345 231

Meeting password: aQ34ijkC (55512345 from phones and video systems)

Tap to join from a mobile device (attendees only)

+1-555-123-12342,,*01*632819374##*01* (US Toll)

5. In the preview window, you can make sure your audio and video sound and look good before you join the meeting. First, choose how you want to hear.

- **Use computer audio** (default)—Use your computer with a headset or speakers.
- **Call me**—Enter a phone number and Webex calls you. Depending on your host's Webex plan, you may or may not see this option.

Join a Webex Meeting

- **Call in**—If you prefer to use your phone for audio, dial in when the meeting starts. A list of global call-in numbers appears after you join the meeting. Make a note of the access code or meeting number and the attendee ID. You'll need to enter these numbers to join the meeting.

  Select one of the available numbers to join the meeting and when prompted, enter the access code or meeting number and the attendee ID. If you don't have your attendee ID, press # to wait in the lobby until someone in the meeting lets you in.

  Your attendee ID connects your name in the meeting to your audio. If you don't enter your attendee ID, your audio connection appears as a call-in user in the Participants list, separate from your name, and you can't control audio from the application.

- **Don't connect to audio**—Use this option if you 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.
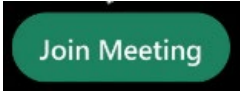
  If prompted, allow your browser to access your camera and microphone in order to see and hear what's going on in the meeting.
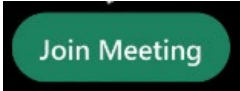
6. In this meeting, the host may not allow attendees to unmute. Unmute is locked until the host allows you to unmute.
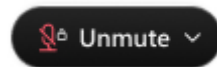
7. Click if you want to be seen when you join.

8. Once you are ready, Click .

Join via Phone Only

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

Join a Webex Meeting

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,

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Join meeting

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Join from the meeting link

https://example.webex.com/example/eg.php?MTID=m475eadb9eb9ebc48f669

Join by meeting number

Meeting number (access code): 555 345 231
Meeting password: aQ34ijkC (55512345 from phones and video systems)

Tap to join from a mobile device (attendees only)

+1-555-123-12342,,*01*632819374##*01* (US Toll)
+1-555-123-1342,,*01*632819374##*01* (US Toll Free)
Some mobile devices may ask attendees to enter a numeric meeting password.

Join by phone
+1-555-668-0000 (US Toll)
+1-555-655-4488 (US Toll Free)
Global call-in numbers | Toll free calling restrictions

Join by video system, application or Skype for business

Dial 555043049@example.webex.com
You can also dial 173.243.2.69 and enter the meeting number.

Need help? Go to https://help.webex.com

2. Enter your meeting or access code, then press **#.**
3. Enter your attendee PIN or ID, if you have one. If you don't, press **#** to be placed in the meeting lobby where the meeting host can admit you.

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Join meeting

More ways to join:

Join from the meeting link

https://example.webex.com/example/eg.php?MTID=m475eadb9eb9ebc48f669

Join by meeting number

Meeting number (access code): 555 345 231
Meeting password: aQ34ijkC (55512345 from phones and video systems)

**Tap to join from a mobile device (attendees only)**

• Once you join the meeting, you'll be able to hear everyone in the meeting but won't be able to see anything that's being shared.

• Join **using a computer via app /web browser or via iOS and Android** to see what's being shared in your meeting.

How can I talk if I'm unable to Unmute myself?

During the meeting, all though you won't be able to talk though your microphone, there are other ways you can ask questions or show support!
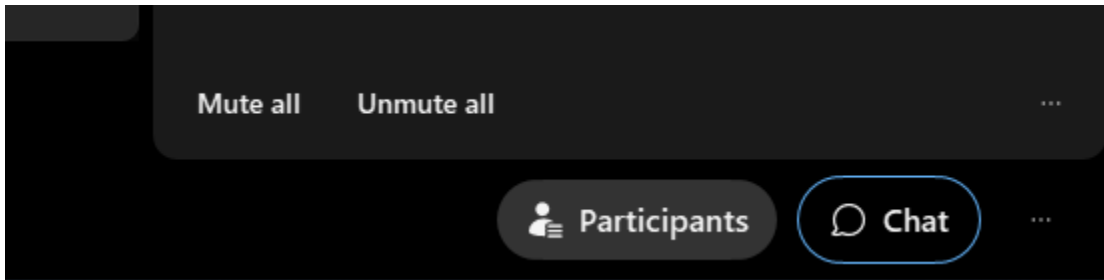
The first option is the Chat Panel.
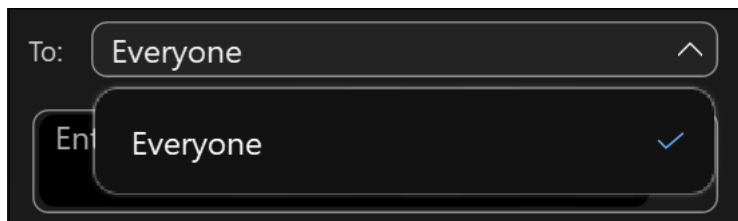
Join a Webex Meeting
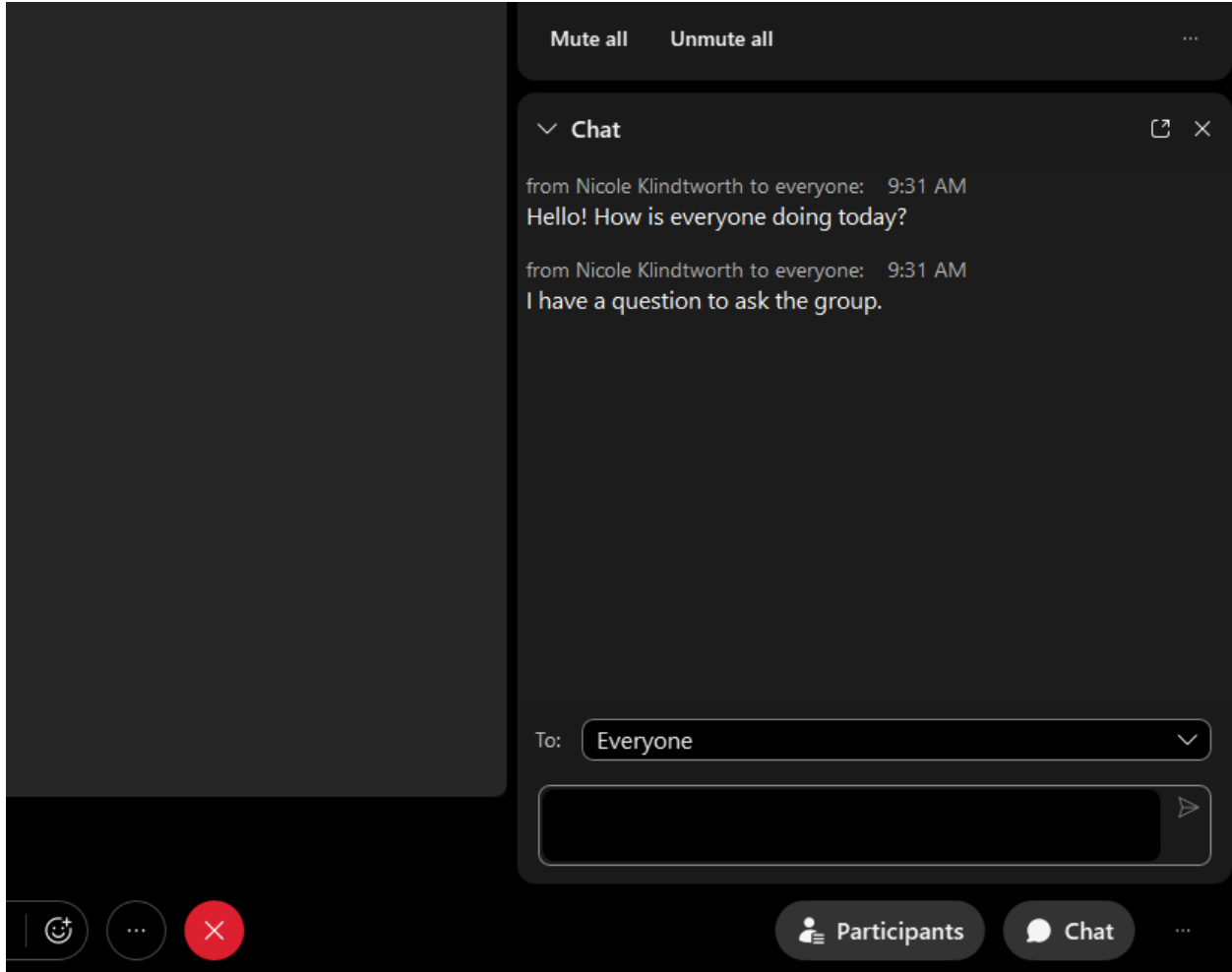
To send a chat message:

1. Open the Chat panel from the link in the lower right of the meeting window.

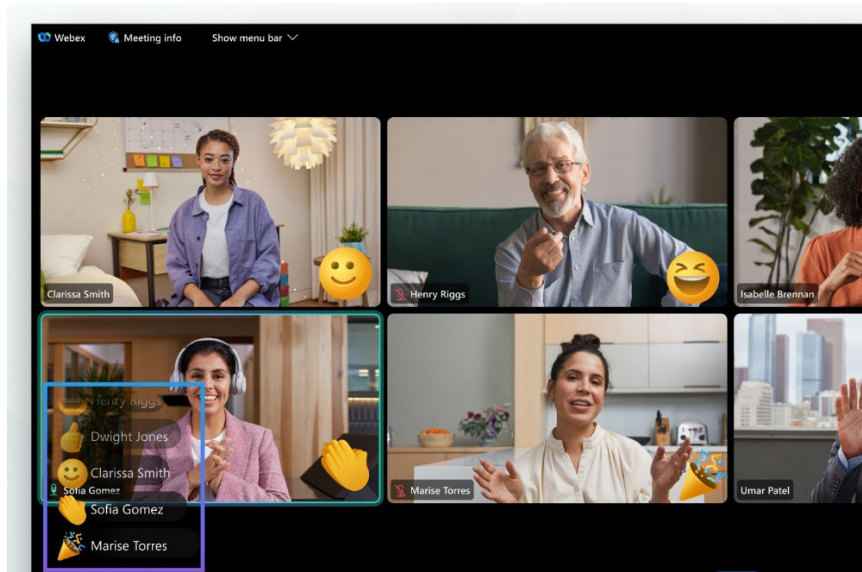2. In the **To** drop-down list, select the recipient of the message.

3. Enter your message in the chat text box, then press **Enter** on your keyboard.
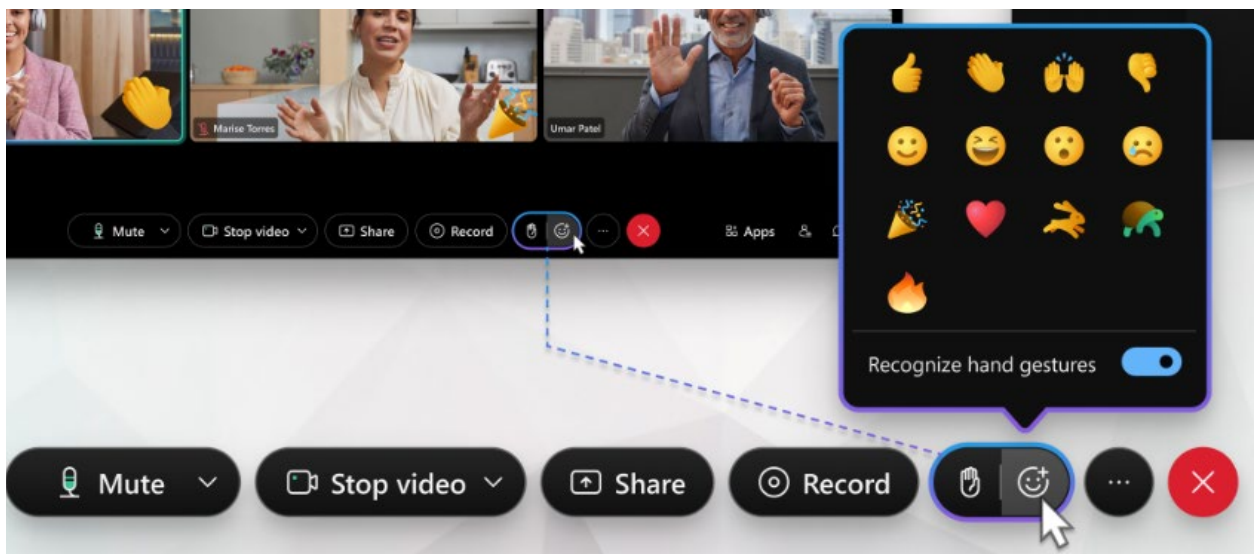
Join a Webex Meeting

The second option is to send a Reaction.

Animated reactions let participants express themselves without saying anything in a meeting, webinar, or breakout session. Cheer on the speaker with the clapping hands reaction, or appreciate a joke with the haha reaction. You can choose from 12 emojis to give instant feedback:

- Thumbs up
- Clapped hands
- Celebrate
- Smile

- Haha
- Wow
- Sad
- Thumbs down

- Slow down
- Speed up
- Thanks
- Fire

For Desktop

1. In the meeting or webinar controls at the bottom of the window, click Reactions
2. Click an emoji to use it as a reaction.

Join a Webex Meeting

The reaction appears in the lower-right corner of your video thumbnail. Others see your reaction in the lower-right corner of your video, when your video is in their view. When your video is not in others' view—for example, when someone is sharing content or when the meeting or webinar has too many participants for the meeting window—your reaction appears in the lower-left corner of the meeting or webinar window.

For Mobile

1. Tap More (iOS and Android phones) or Reactions (iPads and Android tablets).
2. Click an emoji to use it as a reaction.
   The reaction appears in the center of your video thumbnail. Others see your reaction in the center of your video when your video is in their view. When your video is not in others' view—for example, when someone is sharing content or when the meeting or webinar has too many participants for the meeting window—your reaction appears in the lower-left corner of the meeting or webinar window so that everyone knows how you're feeling.