TSTC Learning Resource Center

Joining a Webex Meeting — Desktop Computer

1 Open your email invite, and click Join.
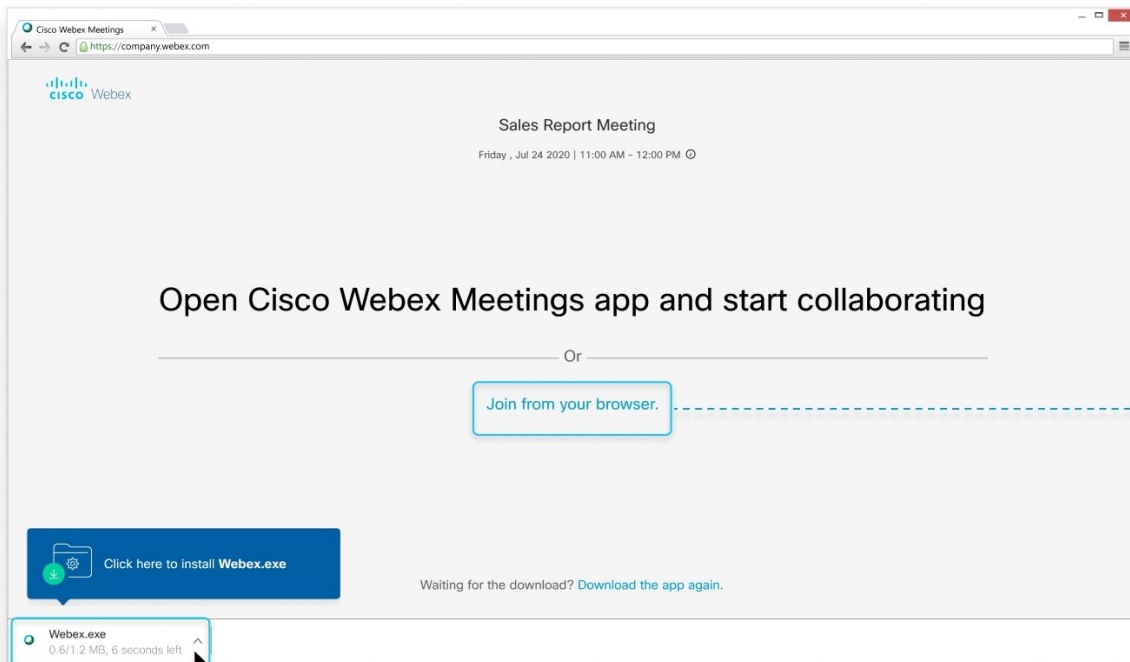
> **Catherine Sinu invites you to join this Webex meeting.**
>
> Monday, November 30, 2020
> 10:30 am | (UTC-08:00) Pacific Time (US & Canada) | 30 mins
>
> Join meeting

2 If this is the first time you're joining a Webex meeting, Webex automatically downloads the app.

- If you don't want to install anything, click Join from your browser

- Click the installer file to install the app.

- If the automatic download didn't work, click Download the app again.

Cisco Webex

Sales Report Meeting

Friday , Jul 24 2020 | 11:00 AM – 12:00 PM ⓘ

Open Cisco Webex Meetings app and start collaborating

Or

Join from your browser.

Join your meeting from your web browser.

Click here to install **Webex.exe**

Waiting for the download? Download the app again.

Webex.exe
0.6/1.2 MB, 6 seconds left

Install and join your meeting with the desktop app.

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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.

Catherine Sinu invites you to join this Webex meeting.

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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)

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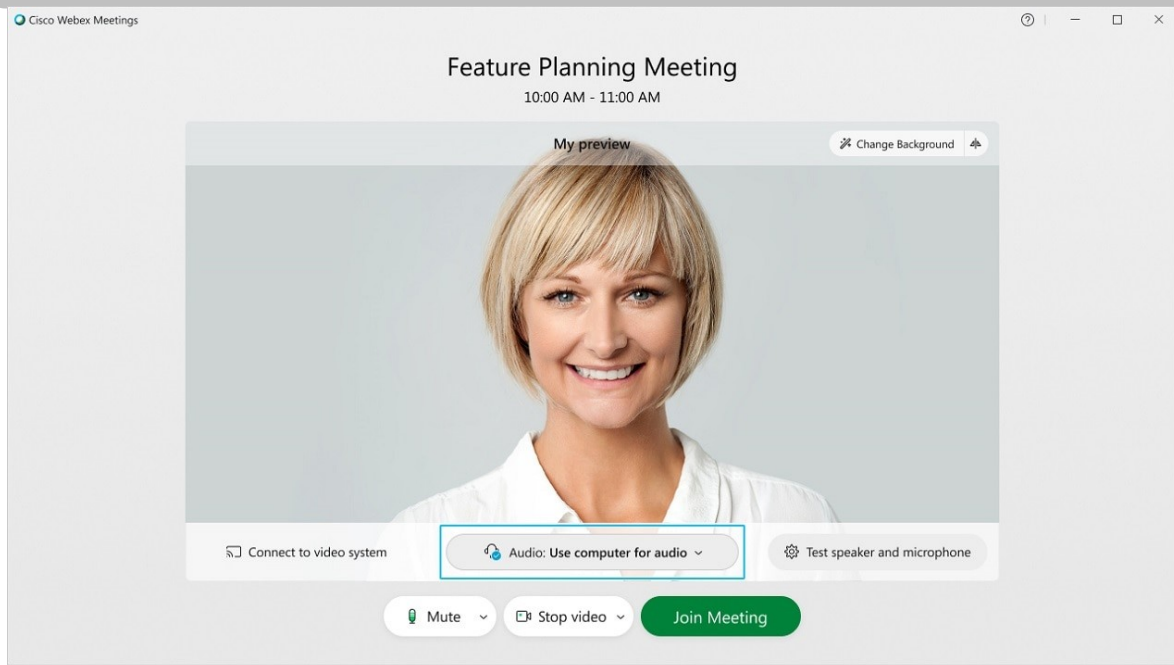
Need help? Go to https://help.webex.com

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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.

- **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.

- **Don't connect to 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 Choose whether or not you want to have your video and microphone turned on before you join.

Click Stop video [Stop video ⌄] or Start video [Start video ⌄] to turn your video off and on.

Click Mute [Mute ⌄] or Unmute [Unmute ⌄] to turn your microphone off or on.

7 Click Join Meeting.