

## Joining a WebEx Meeting and Setting Meeting Options

Suggested use: Participants connecting to a Personal Room in WebEx. Participants do not need a WebEx account.

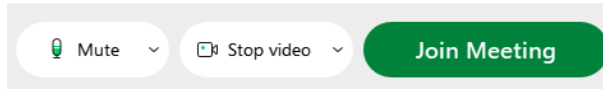
- **Click the WebEx or Personal Room's Link**, the host will send you the link before the meeting. Use Chrome or Firefox browser.

Example of link, `flcc.webex.com/meet/fname.lname` (firstname.lastname)

**Note:** There are two options, desktop app or web app either will work, but the desktop app has a few more options. It is not necessary but is recommended. If you don't see these options, continue on. The desktop app will require an installation of an app.

- **In the preview window, select the audio connection type, tab at bottom of window.** Choose either your computer's audio or call in using your phone with the numbers provided.

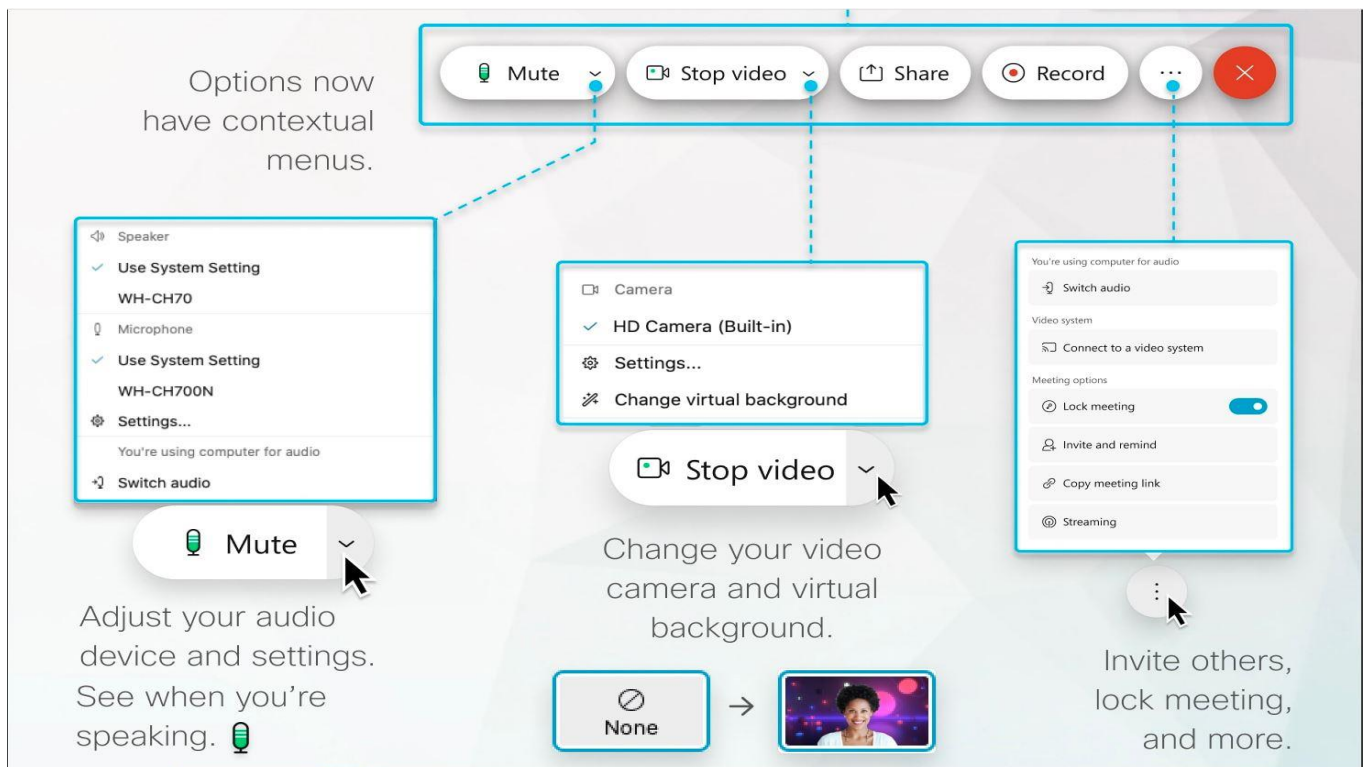
- **Click Join Meeting**



- **Enter your name and email to identify yourself in the meeting.**

Click Next. Now you have entered the meeting.

- **Hover over buttons at bottom of screen to see meeting options.**



- **Muting and unmuting your microphone and starting your video**

- To join the meeting with your audio muted, click .



Microphone icon  
Adjust your audio device and settings. See when you're speaking.

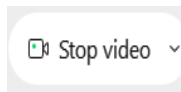


the microphone is muted. Click

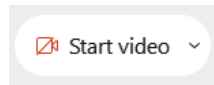


when you want to

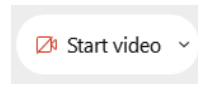
- To join the meeting with your video turned off, click .



Video icon



the video is off. Tap



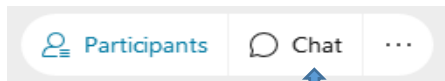
to turn on video.

Note: When the Webex web app opens, you can check your video preview before you start the meeting.


## Chat with Other People

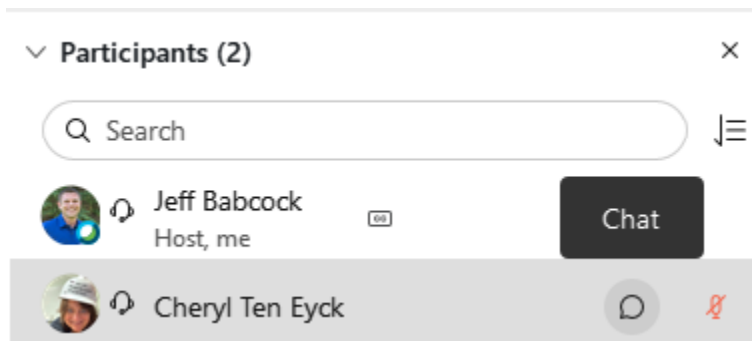
If the host settings permit it, you can chat with other people in the meeting, event or training session.

Select



to chat with everyone in the meeting.

To chat privately with someone, hover over their name in the Participants panel and select  beside their name.



- To leave the meeting click the red x icon.

For more resources go to the WebEx YouTube videos:

<https://youtu.be/MKpMZrdZXGQ>

These videos are instructions for joining a WebEx Meeting, Sharing Video and Recording meetings as well as using other devices to join meetings.

For help with WebEx please use the help links at <http://help.webex.com> or call the helpdesk at 585 785 1419.