

Joining a WebEx Meeting

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

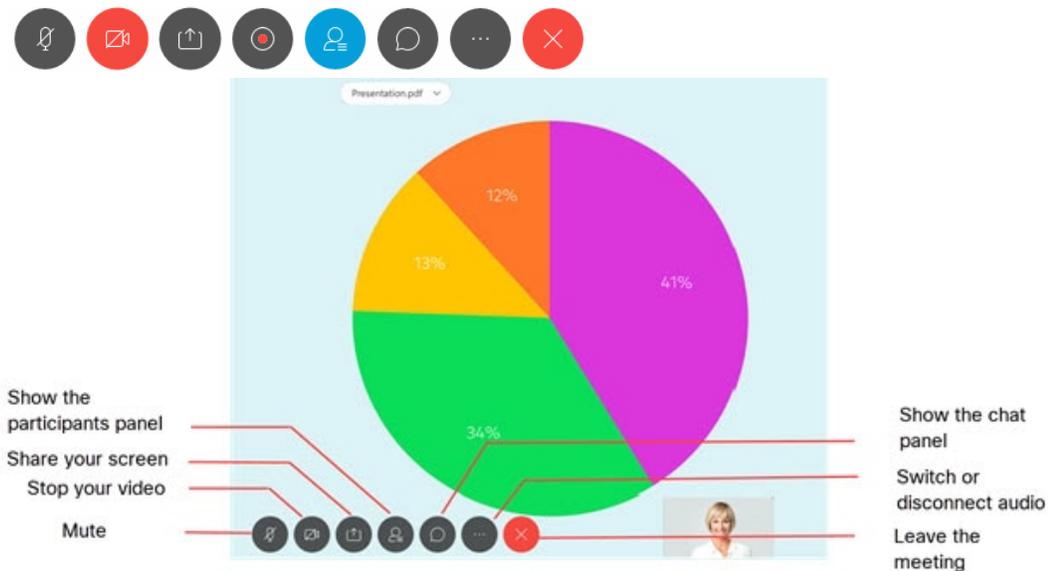
Instructions from WebEx on YouTube: [Joining a WebEx Meeting](#)

- **Click or enter the WebEx/Personal Room's Link**, the host will send you the link. (Use **Chrome or Firefox**)
Example of link, flcc.webex.com/meet/fname.lname (firstname.lastname)

- **Click Join Meeting**   

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. After this installation...

- **Enter your name and email to identify yourself in the meeting.** Click Next
- **In the preview window, select the audio connection type, tab at bottom of window.** Choose either your computer's audio or call in using the numbers provided. Click Join. You have entered the meeting.
- **Then hover over buttons at bottom of screen to see what you can do.**



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

- To join the meeting with your audio muted, click  .
Microphone icon  , the microphone is muted. Click  when you want to speak in the meeting.
- To join the meeting with your video turned off, click  .
Video icon  , the video is off. Tap  to turn on video.

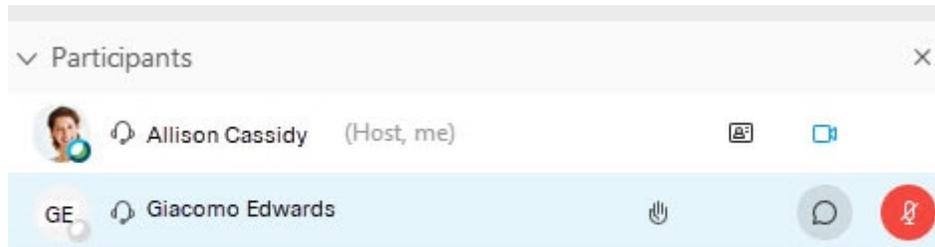
Note: When the Webex web app opens, you can check your video preview before you start the meeting.

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://www.youtube.com/playlist?list=PL_YnWo4XhzTfhkcwB6M1a-wJ9dTIz58yz

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.