

How to Join a Webex Meeting

This document explains how to use Webex, which is an internet video conferencing tool.

For using Webex on a mobile device, skip to the last page.

A 3-minute YouTube video that explains this is also available at: <https://youtu.be/fE5FnEUKtaE>

Questions? Please contact North Northfield U.M.C. at peace1@northnorthfield.org or (847) 272-2250.

How to join a Webex meeting with a computer

What To Do	Sample Screen Appearance
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1. Go to e-mail invitation. At the meeting's scheduled start time click on **Join Meeting**

2. The first time you use Webex, you will receive a message in your web browser asking you to install an app. (On Windows, click Webex.exe. On Mac, click Webex.pkg)

3. Enter your name and email address and click **Next**.

If needed, enter the meeting password (it's in the email invitation) and click **Next**.

Tip:

If needed, you can copy and paste the password.

Webex meeting invitation: Jon McCoy 's meeting Inbox x

Jon McCoy <messenger@webex.com>
to peace1

Jon McCoy 's meeting

When Tue Apr 14, 2020 11am – 12pm (CDT)
Where <https://meetingsamer6.webex.com/meetingsamer6/j.php?MTID=m6cf6d4494e8567343973a676e98a7885>
Who Jon McCoy *

Jon McCoy invites you to join this Webex meeting.

Meeting number (access code): 626 468 122
Meeting password: 9NFCxn (963296 from phones and video systems)

Tuesday, April 14, 2020
12:00 pm | Eastern Daylight Time (New York, GMT-04:00) | 1 hr

Join meeting

Join by phone
Tap to call in from a mobile device (attendees only)
[+1-408-418-9388](tel:+14084189388) United States Toll
[Global call-in numbers](#)

Join from a video system or application
Dial [626468122@meetingsamer6.webex.com](tel:626468122@meetingsamer6.webex.com)
You can also dial 173.243.2.68 and enter your meeting number.

[Join using Microsoft Lync or Microsoft Skype for Business](#)

If you do not want to use your computer to join the meeting, **you can use your telephone instead.** To do so:

1. Call the meeting phone number.
2. When asked, use your phone key pad to enter the access code (same as meeting number).

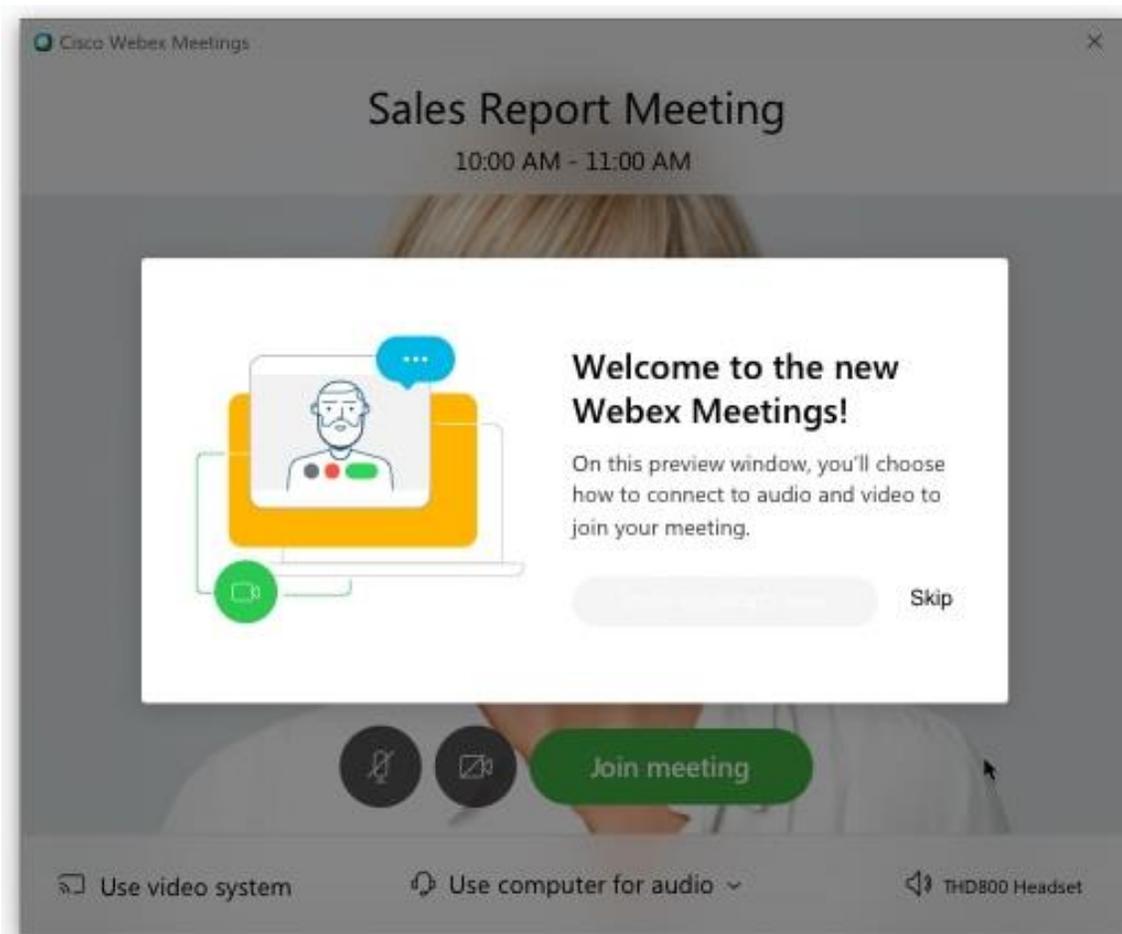
Notes:

- Installation step is only required the first time you use Webex.
- If you have trouble with the installation, or if you prefer not to install the app, click on the option to join the meeting using the web app (meeting should open in your web browser).
- If you are having trouble with your computer audio, you can use your computer for the video and also call in using your telephone.

What To Do

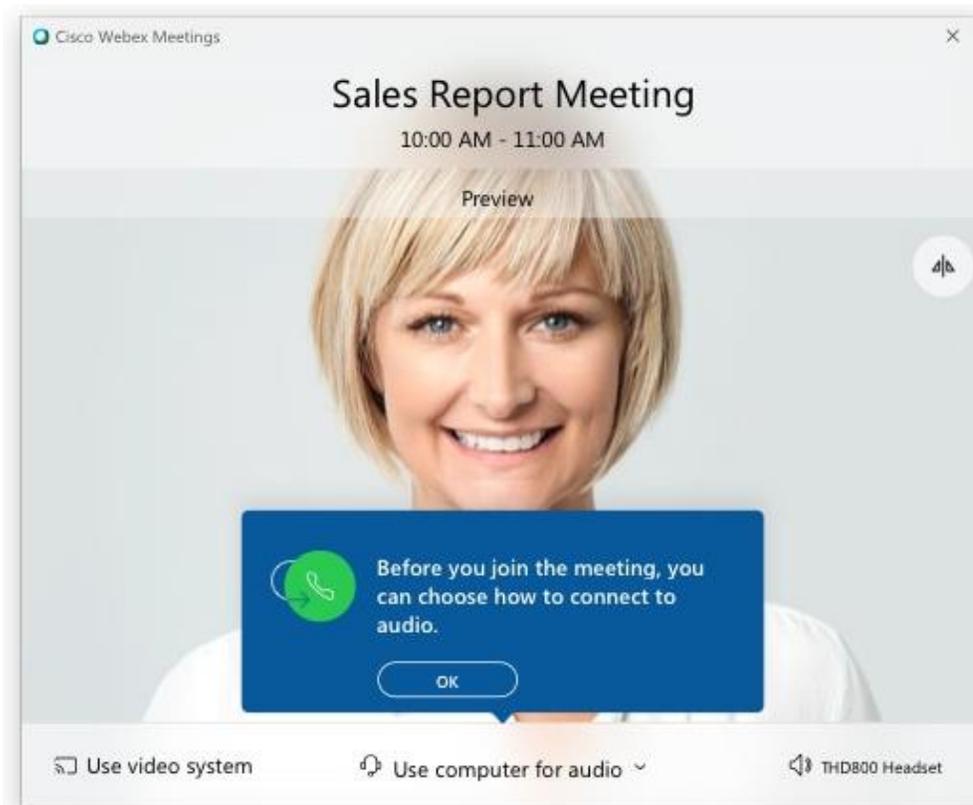
Sample Screen Appearance

4. Click **Show me what's new** for a quick tour *or* click **Skip**.



5. You should see a video preview of how you'll look to others.

Click **OK** and click **Use computer for audio**



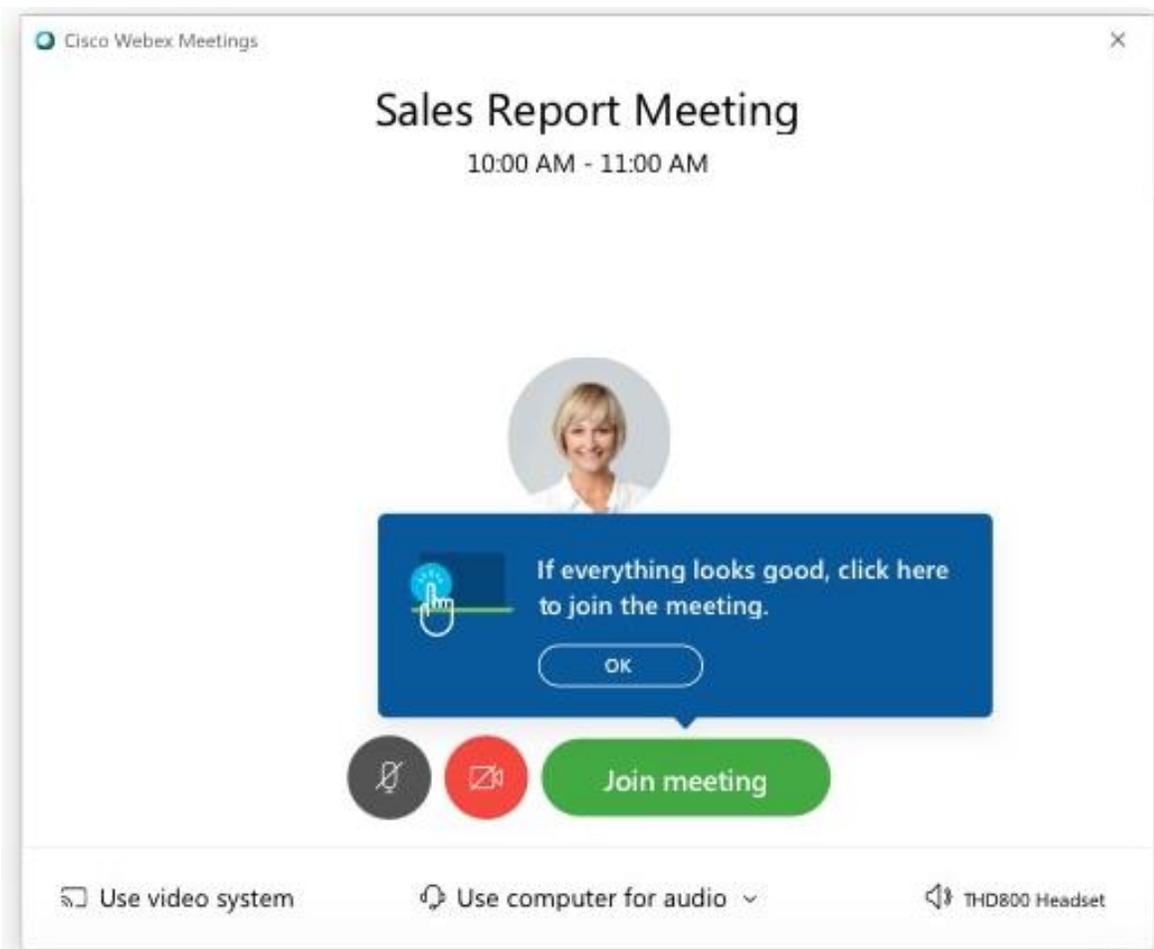
What To Do

Sample Screen Appearance

6. Click **Join Meeting** to connect

Tips:

- During the meeting, **you can turn your microphone and camera on and off** by clicking on the microphone and camera icons (hover mouse over lower part of screen to display icons).
- **To reduce noise during the call**, especially when there are many participants, keep your microphone turned off (muted) except when you are speaking to the group.
- There is also a **chat icon**, which will display messages from participants on the right side of the screen.



7. When you leave the meeting, the Cisco Webex Meeting app opens on your desktop. (You can close it by clicking on the "X" like normal).

You can use the Cisco Webex Meetings desktop app to join the next Webex meeting that you're invited to.

Leave  **> Leave Meeting**



How to join a Webex meeting with a mobile device

What To Do

Sample Screen Appearance

1. Tap **Join** in your e-mail invitation when it's time to join the meeting.
2. Tap **Download** to install the Cisco Webex Meetings app and join the video conference.

To join the meeting by phone only, tap the number on your screen.
3. Tap **Open** after the app is installed and accept the Terms of Service and Privacy Statement.
4. Tap **Join Meeting**, enter the meeting number—it's in the email invitation—and tap **Join**.
5. Enter the meeting password—it's in the email invitation—and tap **OK**.

When the Webex Meetings app opens, your video preview lets you see how you'll look to others before you join the meeting.

If needed, change your audio and video settings before joining your meeting.

6. Tap Join.



Please note: specific screen appearances and procedures may vary somewhat as many computer systems are in use. This information is from the Webex.com website:

<https://help.webex.com/en-us/ozygebb/Join-a-Cisco-Webex-Meeting#Join-a-Meeting-from-the-Webex-Meetings-Desktop-App-or-Mobile-App>