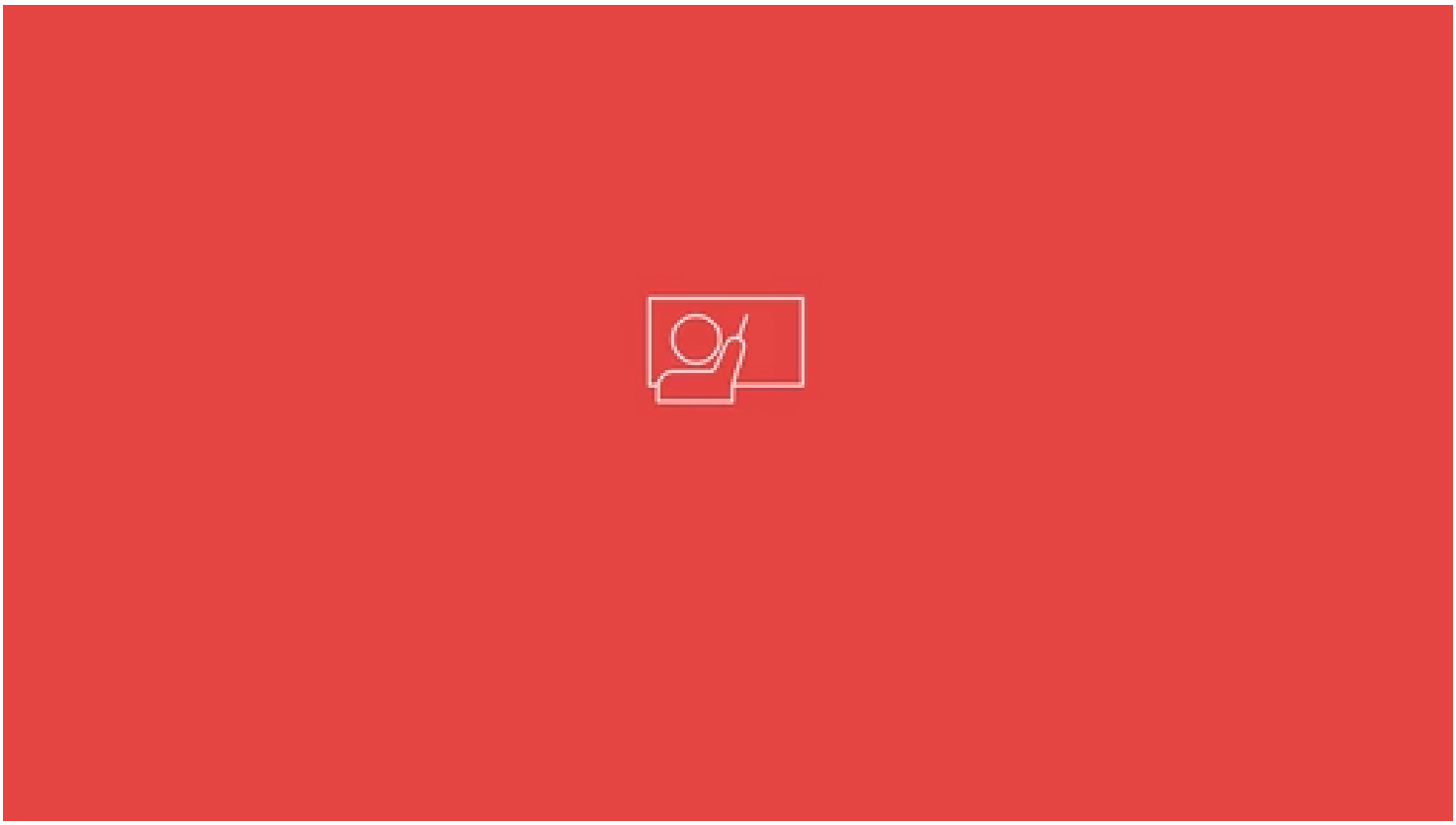
Product:
Webex Meetings

Release:
WBS39, WBS40

Apr 30, 2020 | 434536 {{view}} view(s) | 5106 {{helpHit}} people thought this was helpful

Join a Webex Meeting

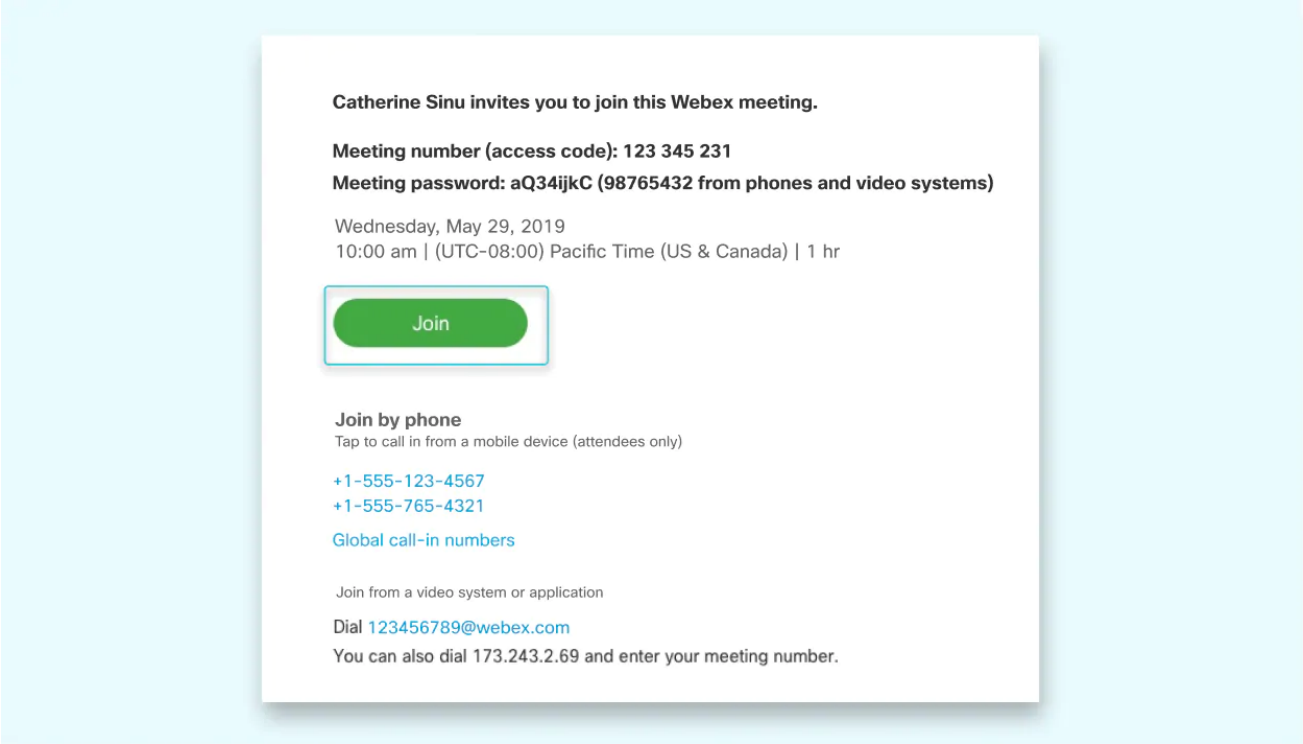
You can join a meeting from your computer, mobile device, phone, or a video system. Pick the one that works best for you.



Use the Webex desktop app to join your meeting from your Windows or Mac computer. -

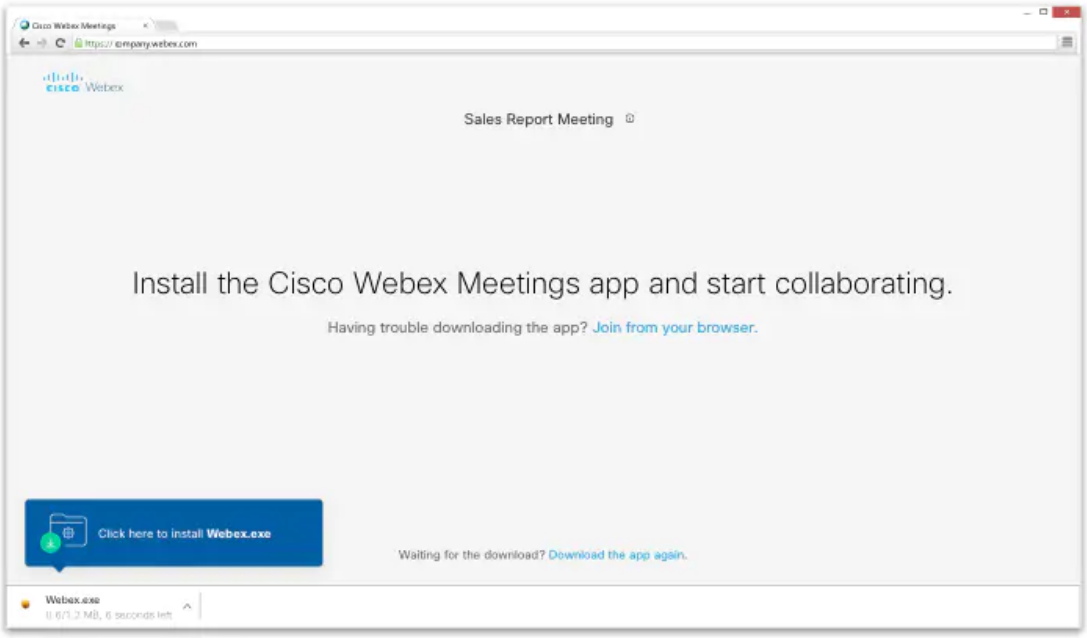
You'll be able to connect using computer audio and video, switch layouts between grid and active speaker - views, chat, and share content. -

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



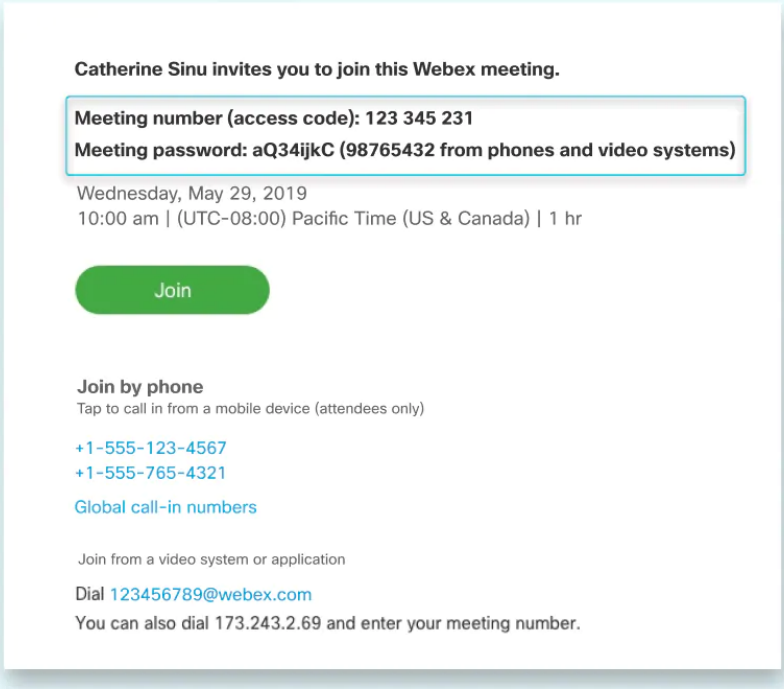
2. If this is the first time you're joining a Webex meeting, Webex automatically downloads the app. Click the installer file to install the app.

   You can also download the Webex Meetings app manually.



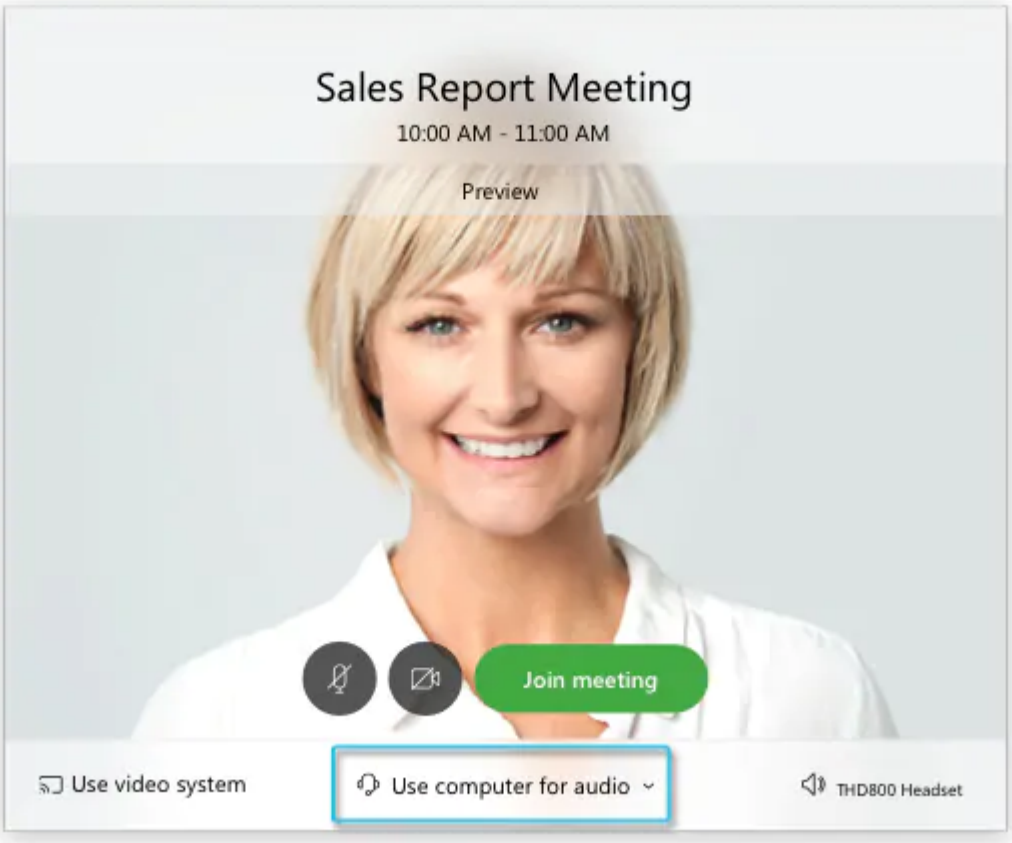
3. Enter your name and email address, and click **Next**. -

4. If you're asked for a meeting password, enter the meeting password – it's in your email invitation – and click **Next**.



/

5. Next, you choose how you want to hear. -



- **Use computer for audio** (default)—Use your computer with a headset or speakers. -
- **Call in**—If you prefer to use your phone for audio, dail 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. -
- **Call me**—Enter a phone number and Webex calls you. Depending on your Webex plan, you may or may not see this option.
- **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.

6. By default, your microphone and camera are turned off. The video and microphone buttons are both red.

   To join with your video on, click **Start video**

   To join with your microphone on, click **Unmute**

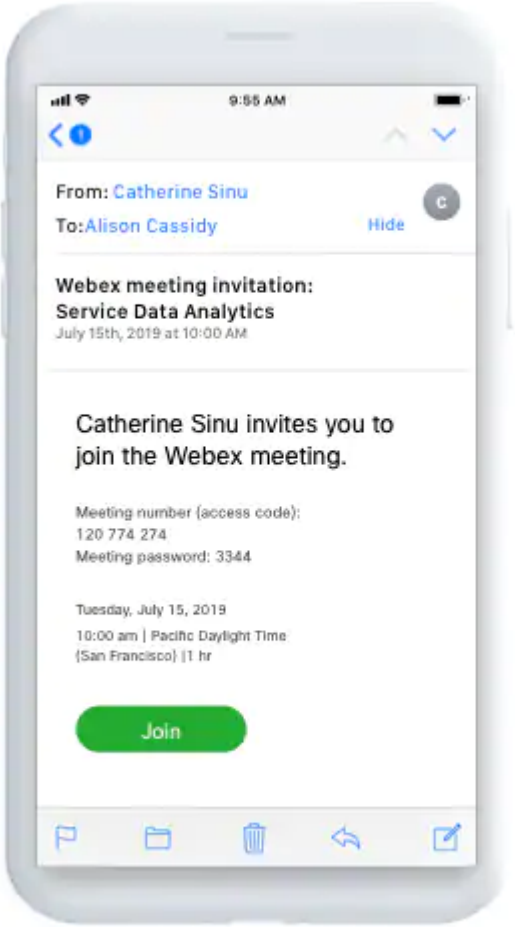
   To connect to a compatible video device, click Use video system. -

7. Click **Join Meeting**.

If you're on the go, you can join your meeting from your Apple or Android phone, tablet or Apple watch using - Webex mobile app. -

You'll be able to use video, chat with other participants, and share content. -

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



2. Tap **Download** to install the Cisco Webex Meetings app and join the video conference.

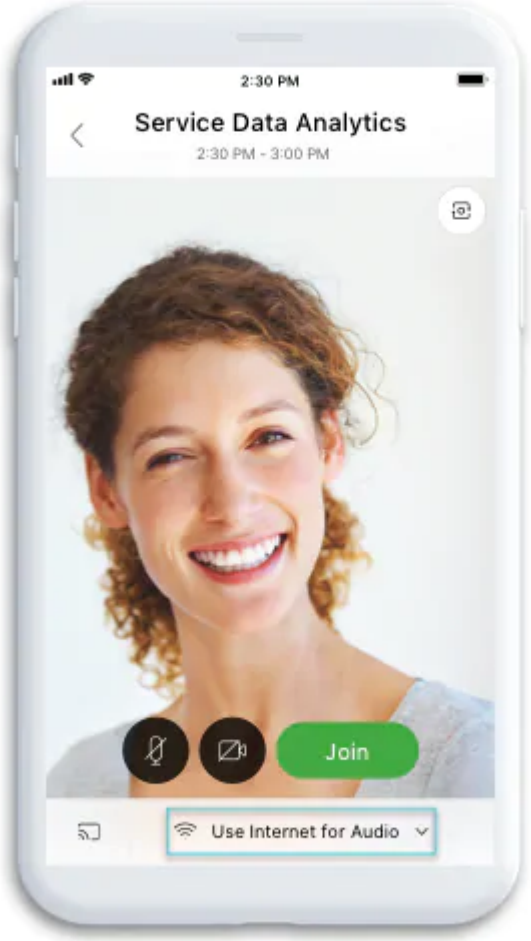
   To join the meeting by phone only, tap the number on your screen.

3. Tap **Open** after the app is installed and accept the Terms of Service and Privacy Statement.

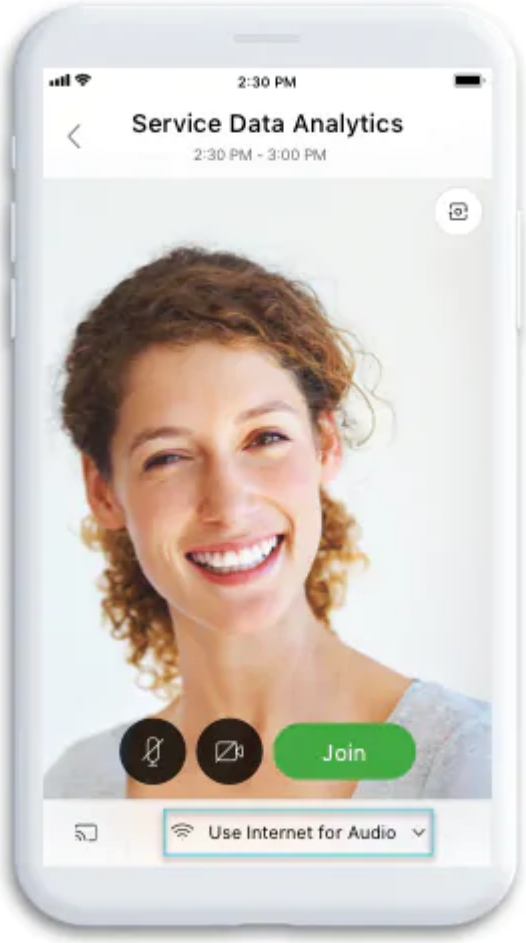
4. Tap **Join Meeting**, enter the meeting number—it's in the email invitation—and tap **Join**.

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.



6 Change your audio and video settings before joining your meeting. -



- **Use Internet for audio** (default)—Use your phone with a headset or speakers.
- **Call in**—If you prefer to use your phone for audio, dail 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.
- **Call me**—Enter a phone number and Webex calls you. Depending on your Webex plan, you may or may not see this option.
- **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.

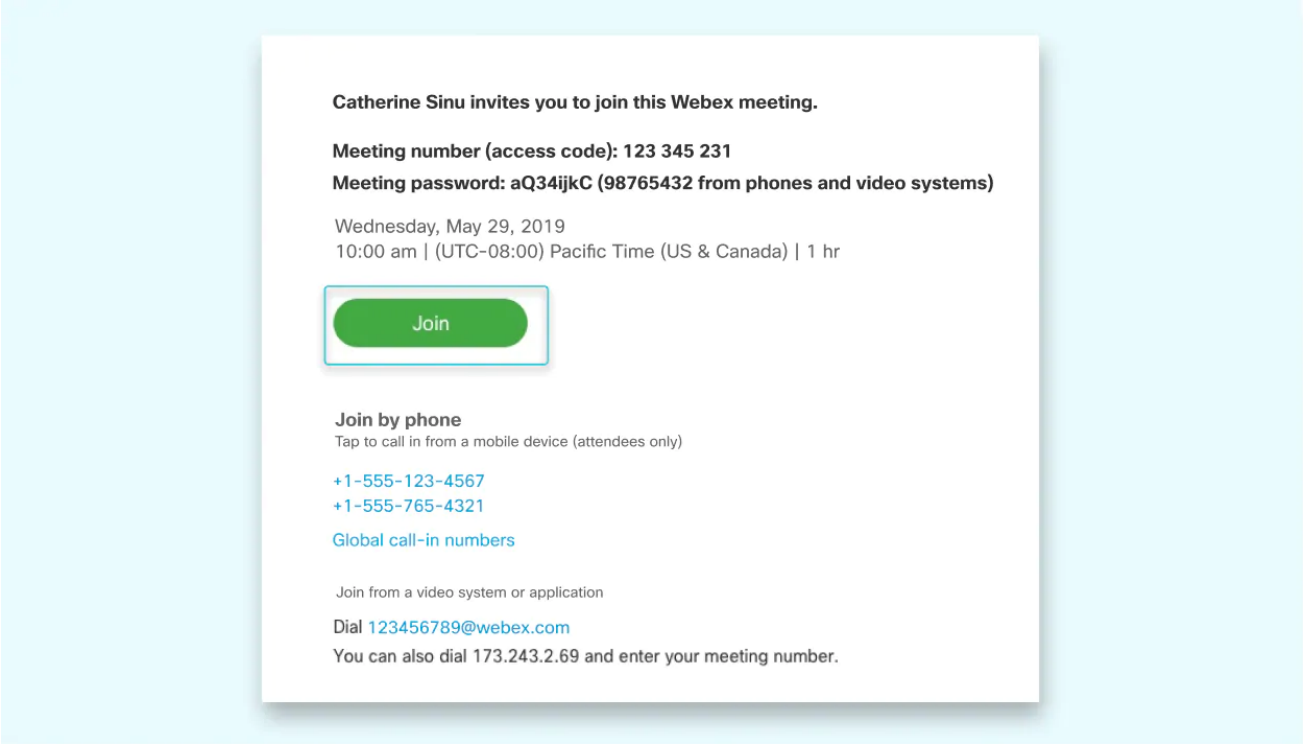
7. Click Connect to a device to join the meeting from a compatible video device.

8 Tap **Join**.

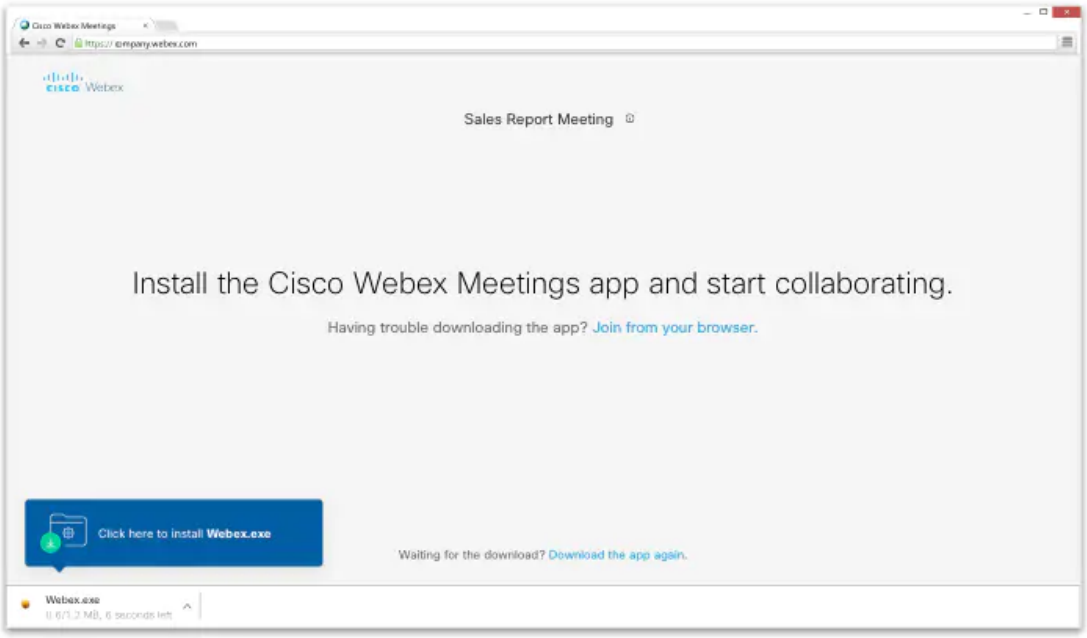
2:30 PM
Service Data Analytics
2:30 PM - 3:00 PM
Join
Use Internet for Audio

Use the web app to join a Webex meeting from your browser. This is the easiest way to join if you're using a Chromebook, a Linux computer, or you simply don't want to download anything.

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

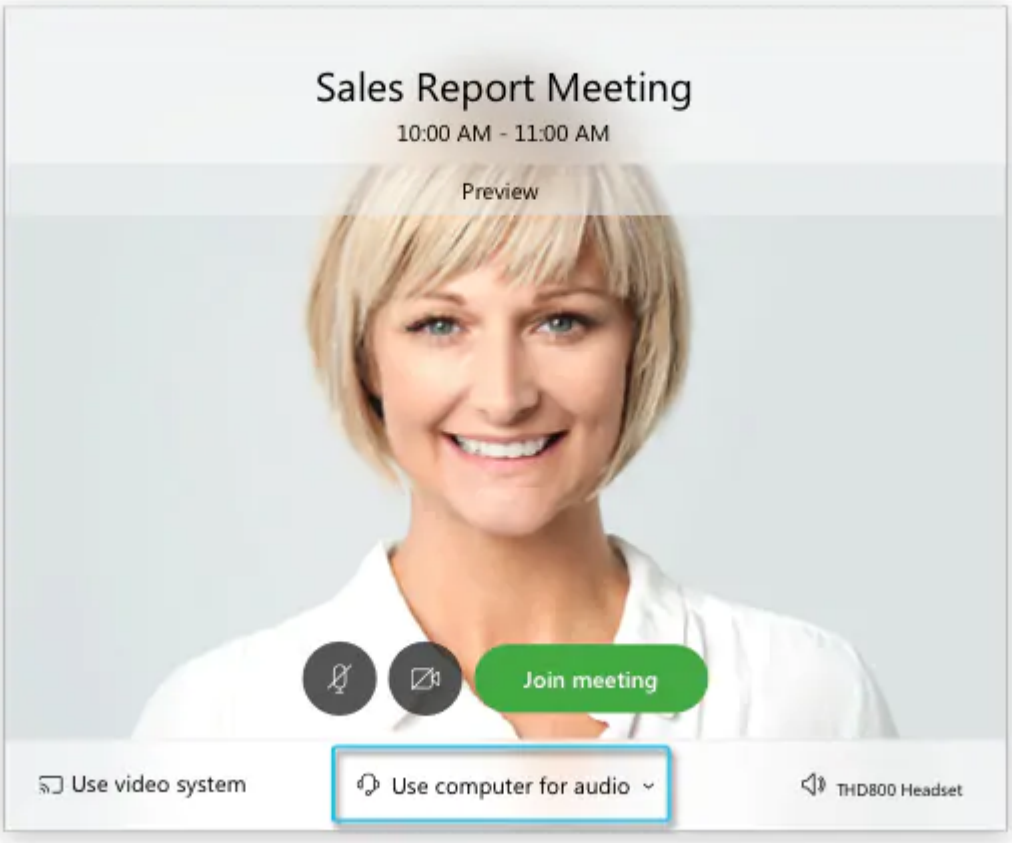


2. Webex starts preparing to connect you to your meeting. Select **Join from your browser**. -



/

3. Next, you choose how you want to hear. -



- **Use computer for audio** (default)—Use your computer with a headset or speakers. -
- **Call in**—If you prefer to use your phone for audio, dail 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. -
- **Call me**—Enter a phone number and Webex calls you. Depending on your Webex plan, you may or may not see this option.
- **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.

4. By default, your microphone and camera are turned off. The video and microphone buttons are both red.

   To join with your video on, click **Start video**

   To join with your microphone on, click **Unmute**

   To connect to a compatible video device, click Use video system. -

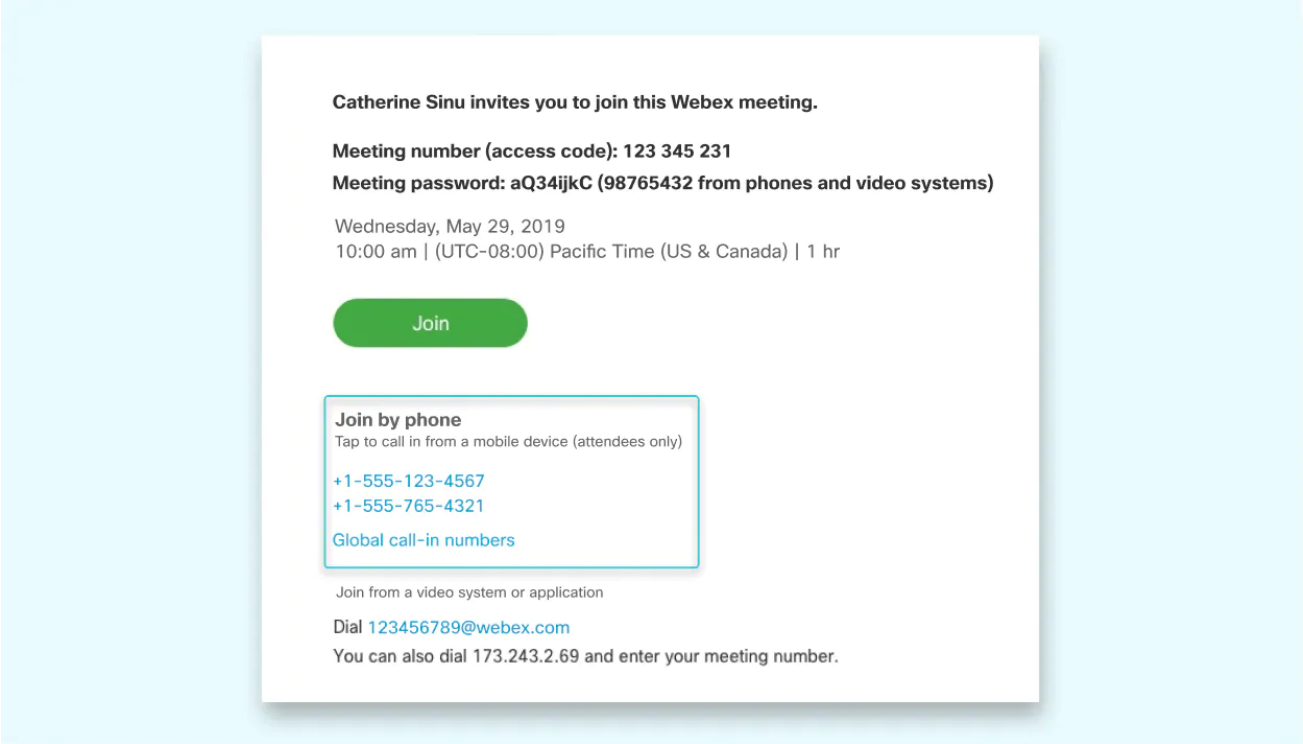
5. Click **Join Meeting**.

Phone only

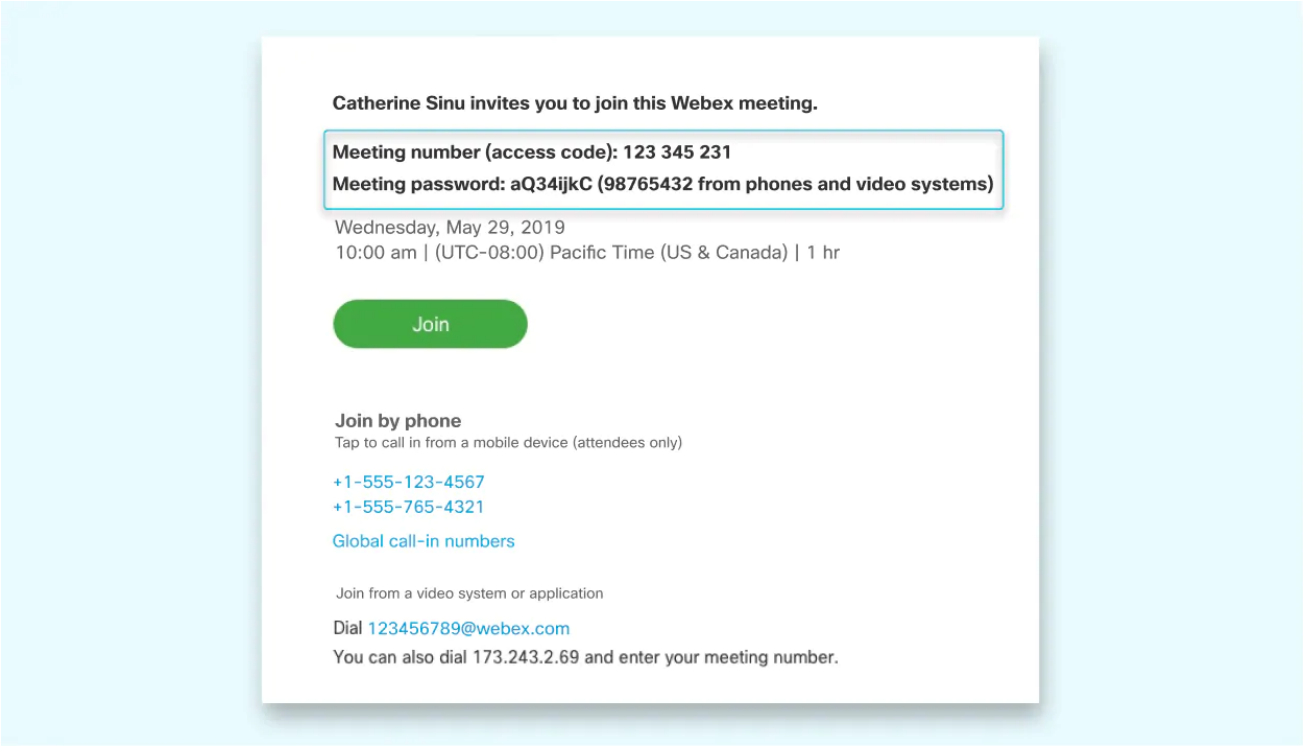
If you're experiencing bandwidth issues, this is the way to go.

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,



2. Enter your meeting number and password - it's in your invite. -



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

Join using a compter or mobile device to see what's being shared in your meeting.

Frequently Asked Questions

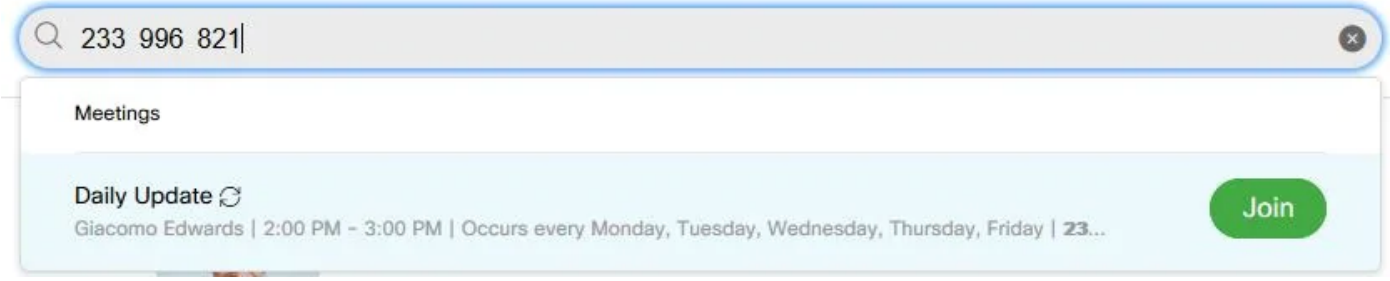
Do I need a Webex account to join a meeting? -

You don't need a Webex account to join meetings that you're invited to. You do need an email invitation that provides the information you need to join the meeting.

Reach out to your meeting organizer for the invite.

How do I join using a meeting number? -

If you have a Webex account, sign in to your Webex site and enter the meeting number in the search box. -



If you don't have an account, join by entering the meeting number on webex.com. -

Why is there no audio? -

If you're using your computer for audio:

- The speaker or microphone volume may be low. Adjust your speaker and microphone settings.
- Low bandwidth can also cause poor quality audio. Check audio and video bandwidth. Consider dialing into your meeting for audio.

Can I test my audio and video before the meeting? -

Join a test meeting to make sure your audio and video devices work as expected before your meeting.

When you join a test meeting, it automatically downloads the Webex Meetings app – so it's easier to join your next meeting.

How do I download the app? -

When you click the join link in your email invite, the Webex Meetings app automatically downloads. You can also download it from webex.com.

Download now

How do I set up a meeting? -

The easiest way to start a meeting is from your Webex Personal Room. -

If you don't have a Webex account, sign up for a free account and get started. -

Why can't I record? -

- You may not be the host or alternate host of the meeting. If you were invited to the meeting, request the host to record.
- Recording may be disabled. Contact your Webex site administrator.
- Your site may be out of recording space. Contact your Webex site administrator.
- For free users, recording is currently only available from the desktop app. If you start a meeting from the web app using Chromebook, you can't record it.