

# How To Join A Webex Meeting

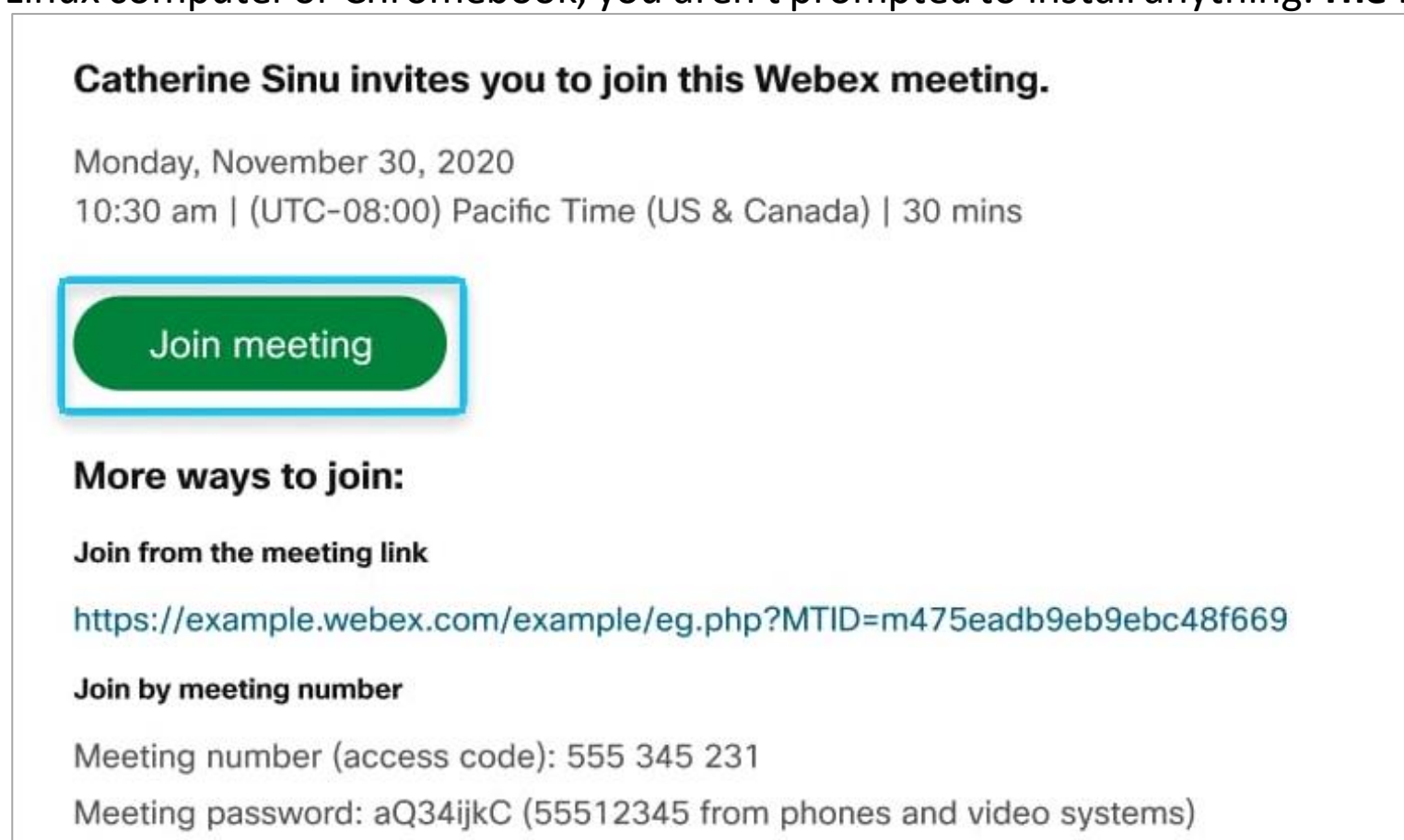
You've been invited to a Webex Meeting. To join this meeting there are two options: 1) join via the Webex Application on your device 2) through your web browser.

For Windows and Mac:

1) Go to your outlook/email and open your email invite and click **Join meeting** If you don't have a meeting invite contact the meeting organiser

If this is the first time you're joining a Webex meeting, Webex automatically attempts to download the Application. If you are on a device where you need a system administrator to download an application onto your device you may need to decline this and open the meeting in your web browser. See step 6 below.

If you're joining from a Linux computer or Chromebook, you aren't prompted to install anything. **The meeting simply opens in your browser.**



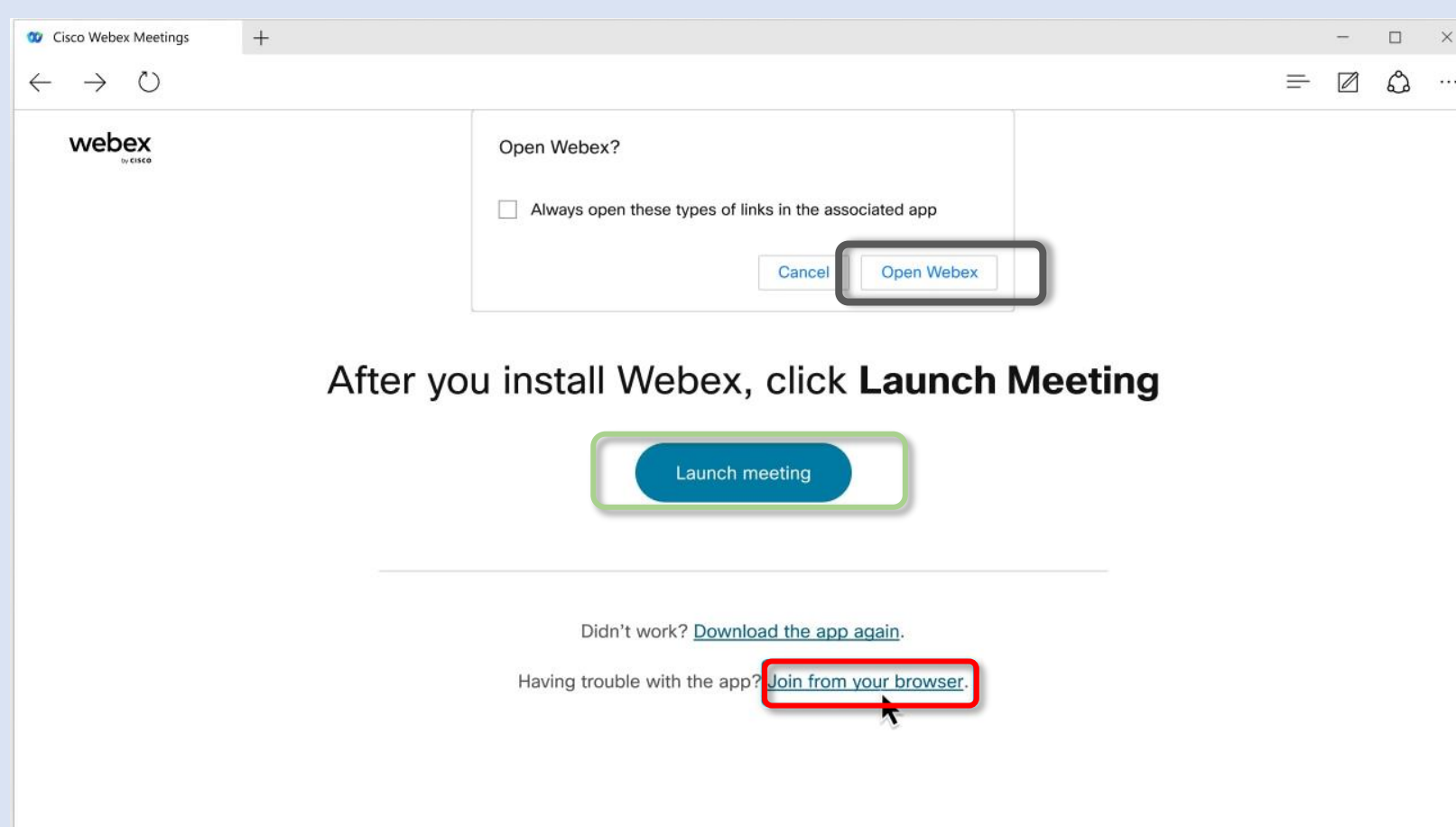
2) Click **Open Webex** (if prompted to do so) or click **Launch meeting**.

3) Enter your name as you want it to appear in the meeting, check Remember me, and then click **Sign In** so you can access the full list of meeting features.

4) Or if you just want to join the meeting quickly and don't need access to all the meeting features, you can click **Join as Guest**

5) Enter your email address, check **Remember Me**, and then click **Next**

6) If you are having trouble you can join from your Web Browser by selecting **Join from your browser**



7) In the preview window, you can check your audio and video 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 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 in outlook.

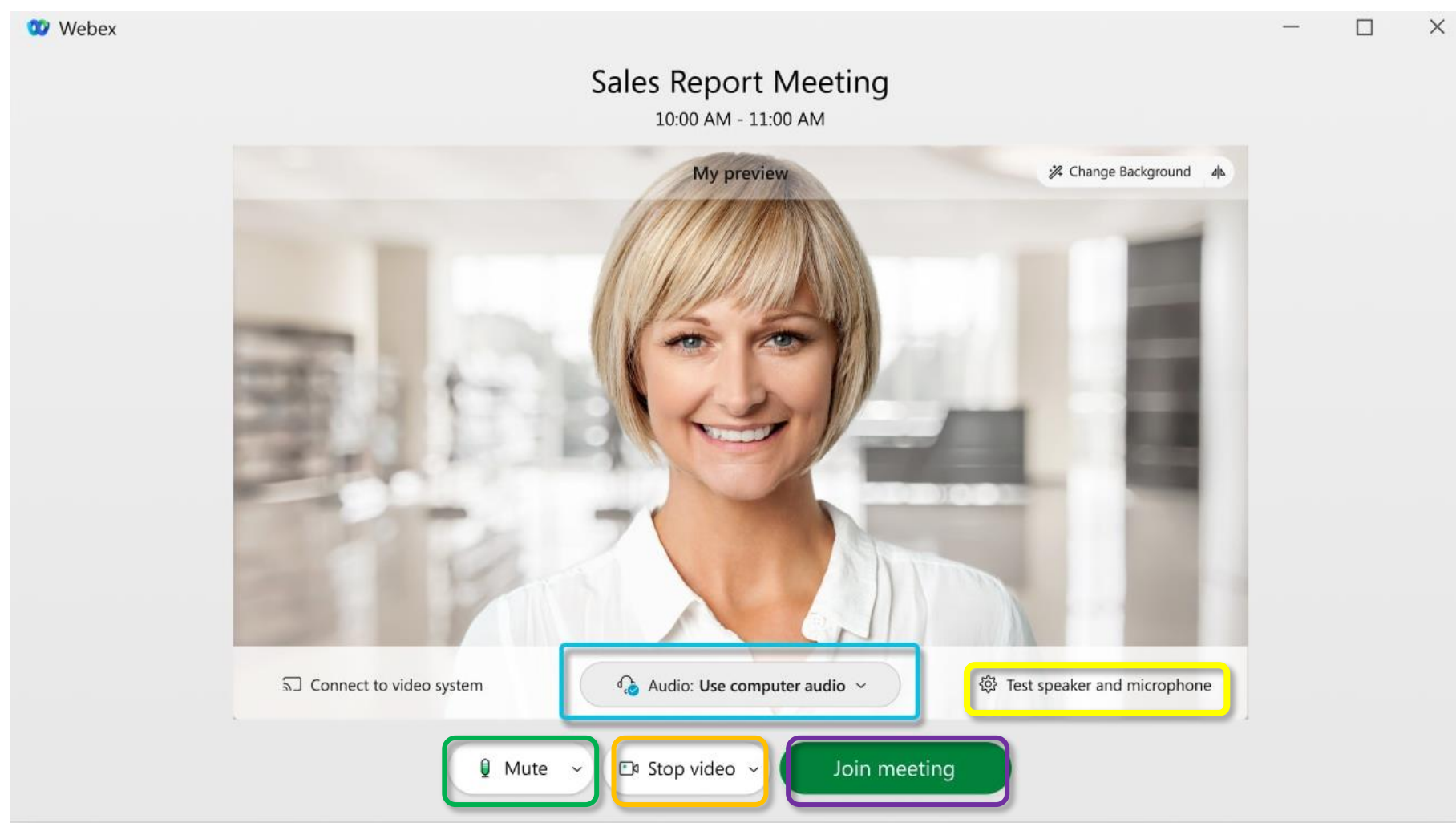
**Join by phone**

+61-2-9338-2221 Australia Toll

+61-2-9053-7190 Australia Toll 2

[Global call-in numbers](#)

• Connect your video by select **Start Video** option. Using the drop-down arrow, you can test your video before entering the meeting.



8) You can test your speaker and microphone using the **Test Speaker and Microphone button**.

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

10) Click **Join Meeting**

11) Click **Unmute** if you want to say hi to everyone or when it is appropriate to speak. Once you have finished speaking, return yourself to **Muted** to give other participants the opportunity to speak.

12) Click **Start Video** if you want to be seen by your fellow participants. Click **Stop Video** to turn your video off when you are finished speaking.

13) To **Raise Your Hand** in the meeting to have the opportunity to speak, go to the **Participants Panel**, hover over **your name**, and select the **Hand Icon**.

14) To **Lower your Hand**, hover over **your name** in the **Participants Panel** and select the **Lower Hand Icon**

