

Joining a Webex Meeting

- Select "Join Webex Meeting" from the email invitation or calendar appointment
- Enter Name & Email Address
- Select "Join Meeting"
- Enter Meeting number (access code)
- Enter Meeting password

When it's time, join your Webex meeting here.

Meeting number (access code): 620 496 746

Meeting password: xjXg7kYFJ33 (95947593 from phones)



Join meeting

Enter your email address

Email address

Next

Join by phone

Tap to call in from a mobile device (attendees only)

[+1-415-655-0001](tel:+14156550001) US Toll

Select Audio and Video Connection

- Webex will launch it's own window requesting you to select audio and video connection settings
- Select Audio Connection
 - o *I Will Call In* – call in with local phone
 - o *Call Using Computer* – call in with computer microphone
- Select Video Connection
 - o Webex will automatically select *No Video* if you do not have a webcam on your computer
 - o You may also select *No Video* if you do not wish to use this feature



Audio and Video Connection

Select Audio Connection

Call Using Computer ⚙

Call Me

I Will Call In

Call Using Computer

No Audio

Select Video Connection

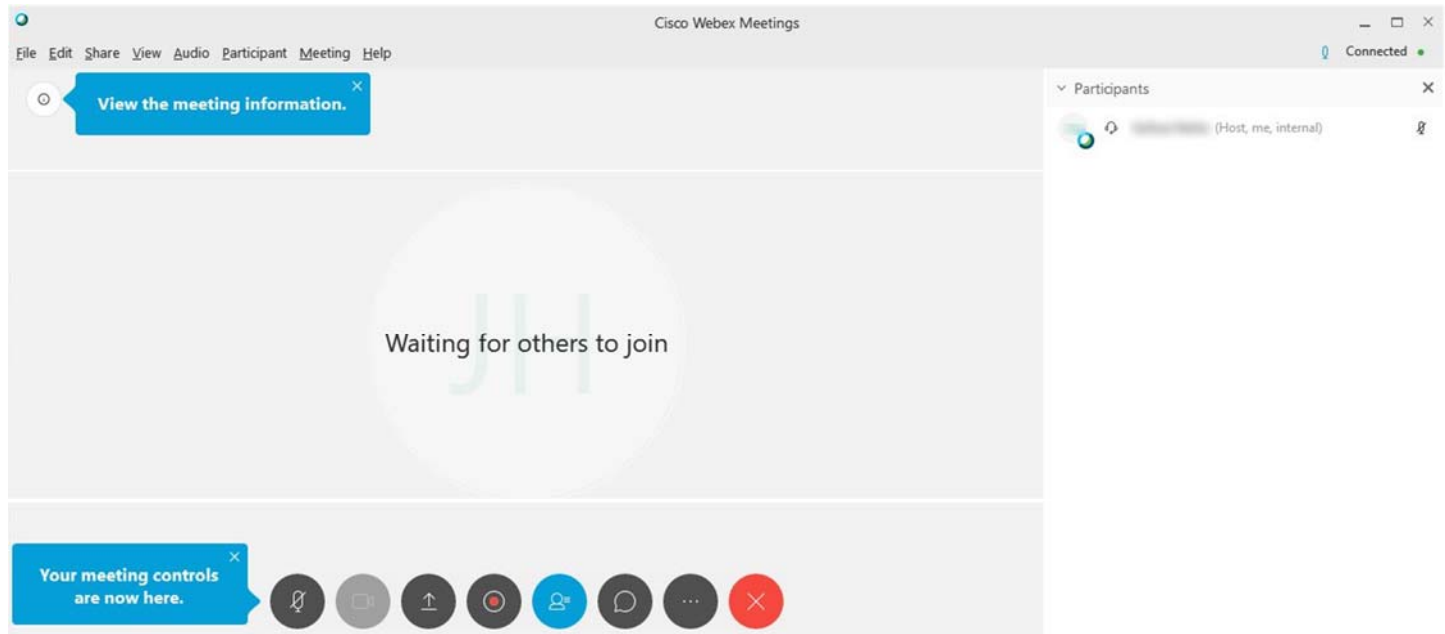
No Video

Connect Audio

Skip

Webex Participant Overview

- Participants are listed on the right side of the screen
- Participant Menu (from left to right)
 - o Microphone – mute/unmute mic
 - o Video – disable/enable video
 - o Share content
 - o View/hide participant list
 - o View/hide chat feature
 - o Extra feature
 - o Red X – exit meeting
- The Participant Menu will fade out and reappear by moving your cursor



Webex Meeting: Trouble with Audio

Having trouble with not hearing the speaker, or they can't hear you or both.

If you or your participants are having audio issues while in the meeting here are some general principles to help eliminate audio issues.



1. **Before** joining a meeting, plug in any external devices (headset, headset with mic, or external speaker).
2. Webex uses your operating system default sound- speaker and mic.
3. You can [change the audio source from within Webex Meetings](#) once you are in the meeting. So if you can't hear through the headset and/or the mic does not appear to work follow the directions below to resolve this issue.

[Unable to hear audio during a Webex session.](#)

At a Glance: Audio selection

If you are first joining a meeting you have the opportunity to set your audio.

Audio and Video Connection ×

 Select Audio Connection  Select Video Connection

Call Using Computer ▾ No Video ▾

I Will Call In

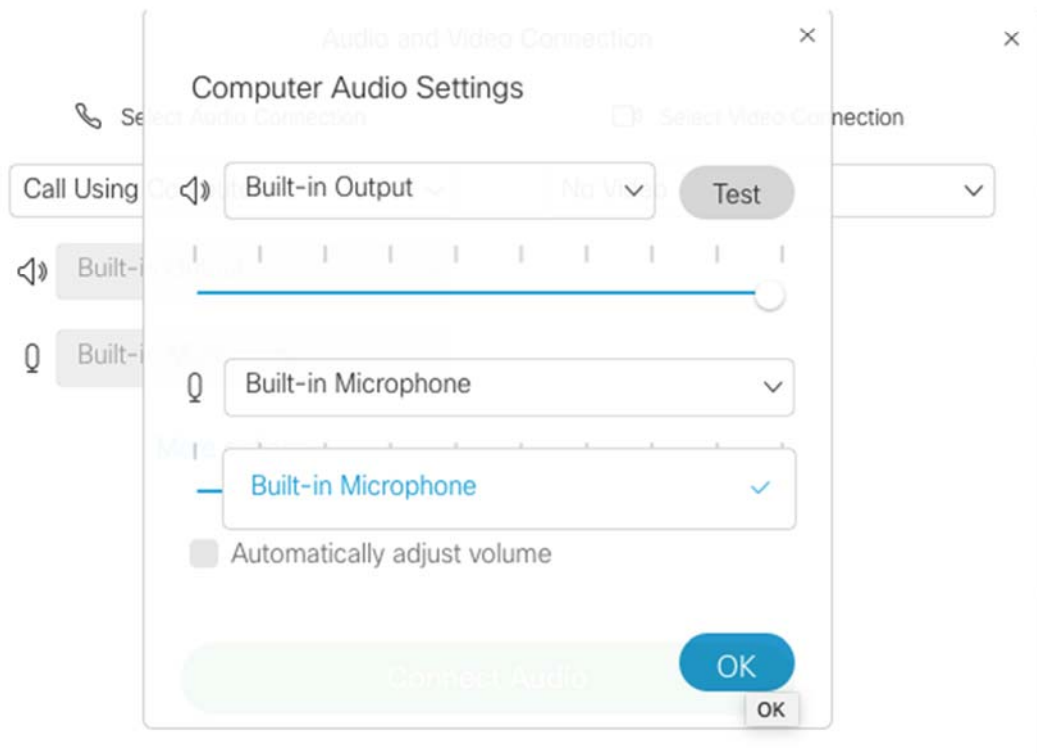
Call Using Computer ✓

Call My Video System

No Audio

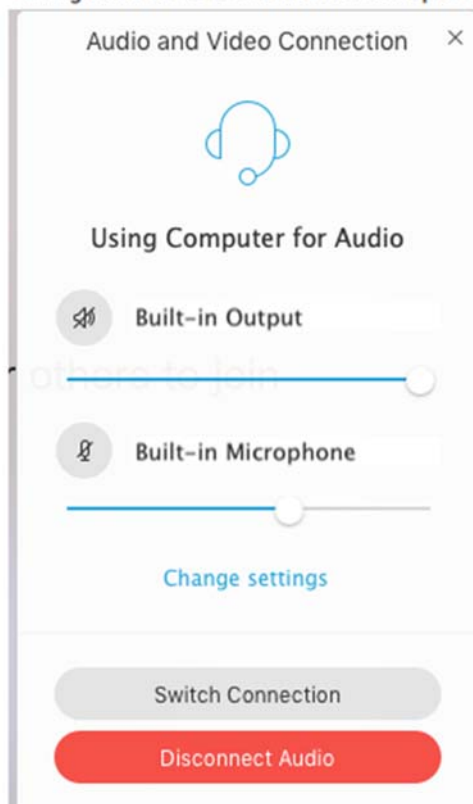
[Connect Audio](#)

The next selection allows you to **CHANGE** the audio, and you can test. Use the drop down arrow to select the proper audio source.



If you are already in your session and need to get back to these controls, select from the Menu- **Audio, Audio and Video Connections**

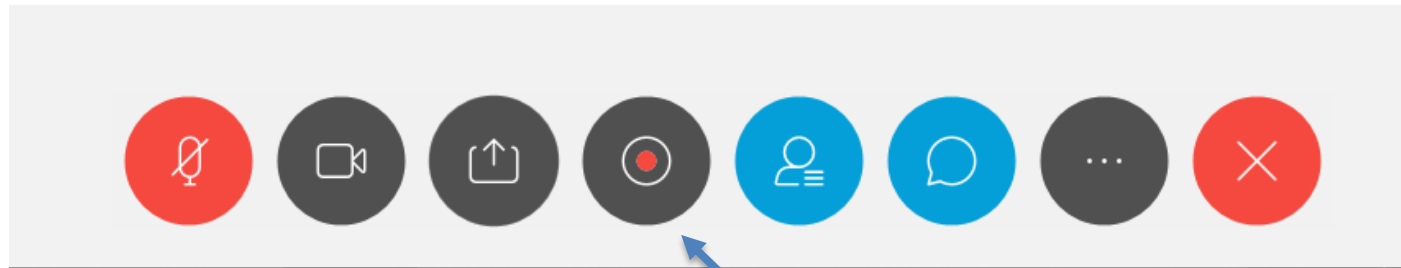
Change the audio source from the drop down menu. Click **Change Settings**



Bottom Navigation Menu

Find the bottom Navigation Menu

This menu hides at the bottom of your screen, move your cursor-mouse down to bottom of the screen and menu will appear. It looks like this:

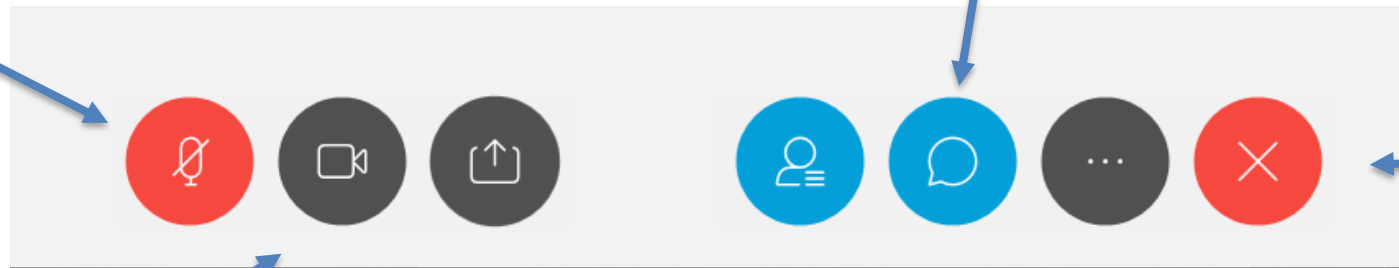


You will not have record button –only host has.

Bottom Navigation Menu

Microphone (mic): **Red** is **off**, **Black** is **on**. Turn on-and-off by pressing it with your cursor. Please keep your mic **off** when you are **not talking**.

Chat Bubble: **blue is on**, the panel usually shows up on the **bottom right side** of your screen. You can type comments and questions in the **chat text box**. You can select a specific person, or it will be displayed for the entire group to see.



Red X: click on to exit the meeting

Camera: this is **your** camera. **Red** is **off**, **Black** is **on**. Turn on-and-off by pressing it with your cursor,

Share Content: typically used by presenter

Participant Panel: **blue is on**, the panel usually shows up on the right side of the screen. It will list everyone attending the meeting.

... More Options: you can check your audio connection, microphone, and camera. The notes function is also in here.



Wisconsin Alzheimer's Institute

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