Join Webex as a Guest

Note: We recommend using Google Chrome as your browser for the best Webex experience

1. Login to your email.

2. Navigate to your Email Inbox and find the Webex Invitation email.

3. Open the Email and click the link to Join Meeting. Please use Google Chrome when joining the meeting.
4. Once you have clicked on the invitation link, you will be prompted to sign in. Enter your email you wish to use with Webex and enter your “name” to identify yourself.
Webex App Overview

The Cisco Webex Application offers various settings to modify your Webex experience to your liking. Continue to the next page for detailed instructions.

Access the Meeting Info to get details about the meeting.

Change your Video Layout to control where you view video participants and panels on your screen.

Choose Floating Panel View to position any panel where you want it – even on a second monitor.

Meeting controls hide when you’re not using them and then re-appear when you move your cursor.
Connect Audio

When you join a meeting, the Audio and Video Connection dialog box appears. If you don't choose an audio connection at the start of your meeting, you can select Connect audio and video to go back to the Audio and Video Connection dialog box.

To connect your audio during a Webex meeting, you can use your phone, computer, or a video device.

During a meeting, you can stop or start your audio connection at any time. From the meeting control panel, you can select Mute and Unmute to turn your audio on or off.
Start Your Video

When you join a meeting, the Audio and Video Connection dialog box appears. If you don't choose a video connection at the start of your meeting, you can select Connect audio and video to go back to the Audio and Video Connection dialog box.

During a meeting, you can stop and start your video connection at any time. From the meeting control panel, you can select Switch camera device or stop my video and Start my video to turn your

The “Audio and Video Connection” box will appear before you connect to the meeting for you to choose the audio and video connections you want to use.

Audio options: Choose the Microphone and Speakers you want to use.

Choose the web camera you want to use. You can select “no video” to disable your webcam.

Once you have selected your webcam, microphone and speakers you are ready to connect. You may change these settings in the meeting.
Send Invite

1. Send invites out to join your meeting after you have launched your meeting by clicking on the “more options” tab in the options panel at the bottom your screen (mouse over the bottom of the screen and the options panel will show).

2. A window should appear and click on invite and remind.

3. Enter in the email addresses of who you want to invite to your meeting. (if entering more than one email address separate them with commas or semicolons)

4. Hit send when you have all the attendees emails entered.
Share Content

To share content during a meeting, from the meeting control panel, select Share content.

You have multiple options with the screen sharing tool:
- View what’s being screen-shared in full-screen.
- Or see each other’s video feeds right next to what you’re screen sharing.
- Edit or markup the file you’re sharing.

For further assistance please visit: https://help.webex.com/landing/gettingstarted