# Getting Started Guide for Participants: WebEx Meetings

Test in Advance

You can test via a browser with Cisco's Join Meeting Test website at: https://www.webex.com/test-meeting.html

Join a WebEx Meeting from a computer

1. Click the green **Join** button in the email or meeting appointment invitation.

2. At the bottom of the new browser window that opens, click **Join from browser** or **Join by browser**. If Webex is already installed on your computer, it may ask you to launch the meeting in the application, or it may prompt you install Webex. If you're comfortable, go ahead and install, or cancel to skip this step and just **Join from browser**.

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

4. Click **Allow** if prompted to share Camera and Microphone.

5. Choose how to connect Audio and Video in the preview window.
   Audio Options: Choose either **Use Computer for Audio (default)** or the **Call Me Feature**. The Call-In option is not recommended as it won't show your name or video when speaking.
   Share video: The Camera icon controls your webcam and allows others to see you.
   TIP: Before joining, mute microphone and turn off your video feed (icons will be red if they're off). You can always change it later.

6. When everything looks good, click the **Join Meeting** button to enter the meeting.

7. You may be asked to provide a meeting number and/or meeting password provided in email invitation.
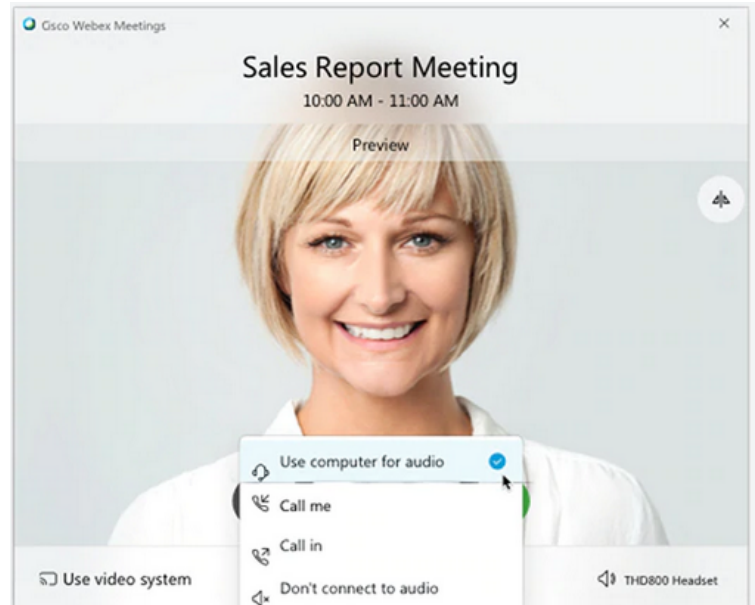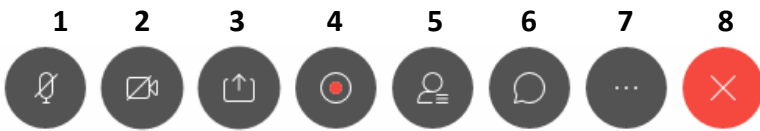

Join Webex Meeting on a mobile device

Join a meeting wherever you are by installing the WebEx mobile app from your app store. Enter meeting number from invitation, your name and email address to join.

Meeting Controls Overview

Meeting Controls appear at the bottom of the screen once connected

1	2	3	4	5	6	7	8

1. Mute/Unmute
2. Start/Stop Video - Toggles webcam on and off
3. Share Content - for Presenters
4. Record (host only)
5. Participants Panel - See who's joined - Find the **Raise Hand** icon here
6. Chat Panel
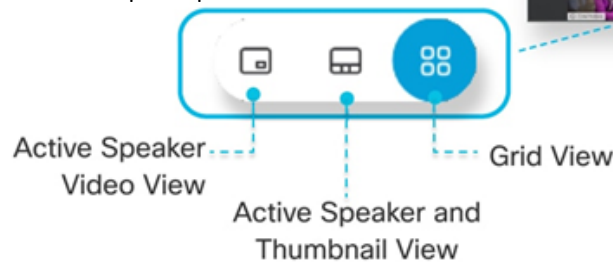7. More Options
8. Leave Meeting

Raise Hand Feature

One of the tools found in the Participants Panel (shown in the image to the left - icon 5) is the **Raise Hand** feature. A host may request you use this to signal that you have a question, to put yourself in a queue to speak, or to take a vote. Click icon to raise hand (only the host will see your hand) and click to lower when no longer needed..

Video Layout Options
For when no content is being shared

Grid View allows you to see up to 25 participants at the same time. Useful for meetings with multiple speakers or collaborating with a larger group of participants.

Active Speaker View is the default view in meetings with two people. It displays a full-screen video of whoever is speaking.

Active Speaker and Thumbnail View is the default video-only layout. It displays whoever is speaking in the primary video, allowing you to see up to five thumbnail videos of other participants below.
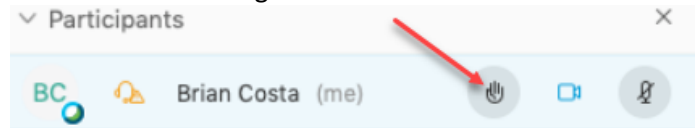

General Virtual Meeting Tips

- Join early to allow time to troubleshoot and resolve any potential issues with equipment.

- Use a headset if you have one.

- Sit within camera view if sharing video.

- Keep your microphone on mute if you are not actively engaged in a conversation.

- Use a wired internet connection when possible (some Wifi can be unreliable).

- Disconnect from VPN whenever possible.

Experiencing Issues?

- **Be patient** - connectivity issues can stabilize a few minutes into the meeting
- **Choose audio over video** – your video will auto- adapt to your network quality, but you experience issues you can turn on/off your video to see if improves your meeting quality.
- **Leave the meeting and rejoin** – it's okay to click the red X and simply rejoin the meeting.
- **Try the Call Me feature** if you continue to have issues with computer audio. Just enter your mobile phone or landline number.
- **Switch to call-in audio** if you continue to have audio and video issues. Call in using the dial-in numbers in your meeting invitation.