Accessing a WebEx Meeting

E-mailed Invitation:

1. You should have received information as through your e-mail account. If you choose to listen to the meeting, dial the phone number listed in the e-mail under **AUDIO CONNECTION**. Enter the information as requested by the prompts. **Note:** If you choose the audio only option, you will not be able to see the presentation.

2. If you choose to view the presentation on your computer, then click the green **JOIN** link or the title of the meeting. **Note:** when you access the meeting, you will have the option to listen to the presentation on the phone while viewing it on your computer.

3. The meeting information will appear on the left, enter your name and email address in the spaces provided on the right and then click **JOIN**.
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a. If you already have a WebEx account, they will ask you to sign in.

b. Or you can choose to log in as a Guest. You can do this by clicking the **Click Here** link. Near the bottom of the window.

c. If you do not have the WebEx software installed on your computer, then it will prompt you to do so.

4. You will be brought to the main screen of the meeting. A smaller window will open, asking how you would like to participate in the meeting: computer or phone.

   a. If by phone, click **Use Phone**. Select I **WILL CALL IN** from the dropdown menu. (*Those hosting the meeting will be unable to call you into the meeting.*) The phone number and codes will appear in the next screen.

   b. If by computer, select **Use Computer for Audio**. A meter will appear, allowing the user to test/adjust the audio in their microphone or speaker. Make sure you headset device is connected. If you are not using a headset, the computer should pick up your voice.

5. After you have selected your audio, you will hear a few beeps and are clear to participate in the web meeting.
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**Written Invitation**

1. Go to webex.com. Click **ATTEND A MEETING** in the top, right corner.

2. Enter the 9-digit meeting number in the space provided and click **JOIN MEETING**.

3. The meeting information will appear on the left, enter your name and email address in the spaces provided on the right. Click **JOIN**.
   - If you already have a WebEx account, they will ask you to sign in.
   - Or you can choose to log in as a Guest. You can do this by clicking the **CLICK HERE** link. Near the bottom of the window.
   - If you do not have the WebEx software installed on your computer, then it will prompt you to do so.

4. You will be brought to the main screen of the meeting. A smaller window will open, asking how you would like to participate in the meeting: computer or phone.
   - If phone, click **USE PHONE**. Select **I WILL CALL IN** from the dropdown menu select. *(Those hosting the meeting*
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will be unable to call you into the meeting.) The phone number and codes will appear in the next screen.

b. If by computer, select **USE COMPUTER FOR AUDIO**. A meter will appear, allowing the user to test/adjust the audio in their microphone or speaker. Make sure your headset device is connected. If you are not using a headset, the computer should pick up your voice.

5. After you have selected your audio, you will hear a few beeps and are clear to participate in the web meeting.