Join a WebEx Meeting

1. Click the meeting link in your invitation email message.
2. Enter your name and email address.
3. Click the Join button to enter the meeting.

Meeting Essentials

1. Audio conference: Connect using your computer’s audio system (VoIP).
2. Share my desktop: Share files, applications, or videos. Present anything on your computer’s desktop.
3. Share video: Click the camera icon to allow others to see you. View the presenter in full-screen by clicking the top right corner of the video.
4. Adjust your view: Grab the vertical bar in the middle of your meeting window to resize the panels the way you’d like.
5. Chat: Ask questions to the presenter and/or moderator of the session.
Audio Conference Tips

1. **Call Using Computer** option is free. You may accrue long distance charges when using the other conferencing options.

2. Use the **Test speaker/microphone** option to ensure you are using the correct devices on your computer. When properly connected you should notice a **headset icon** next to your name.

3. To **mute/un-mute** your microphone, select the microphone icon next to your name in the participant list.

4. You can always select the **Audio > Audio Conference...** menu option at the top of the window to change your audio options at any time.

Etiquette Guide

Keep the following guidelines in mind to improve your WebEx meeting:

- Sit within **camera view**.
- Use a **headset with microphone** for optimal audio quality.
- **Mute the microphone** when not in use.
- Use a **wired internet connection** when possible (wireless can be unreliable).
- Refrain from multitasking while in the meeting.
- Close email and any instant messaging applications if you are sharing your desktop.

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Additional Resources

**Meet from your mobile device:** Join a meeting wherever you are with [WebEx mobile app](#) for iPhone, iPad, Android, and other smartphones.

**Test your connection first:** Test your browser by joining a meeting using Cisco’s [Join Meeting Test](#) website.

Learn More and Support

You can find additional resources by visiting the Cisco WebEx User Guides section on the [MedIT WebEx](#) site.

For support, please contact **MedIT Service Desk** at **1.866.266.0666 Option 2**.

For support after 5pm, please contact **WebEx Technical Support** at **1.866.229.3239**.