**WebEx Meeting Informational Handout**

**What is WebEx?**

WebEx Meeting Center is virtual conferencing software that allows its users to meet and work in an online environment as opposed to face-to-face. Meeting Center works inside your web browser with no program to download, install, or configure.

**Joining a WebEx Meeting**

1. You will receive an email with meeting information including date, time, and who requested the meeting. If the meeting requires a password, it will be included on the right side of the email.
2. Click the link in the email to go to the WebEx website
3. Your default browser will open the WebEx portal
4. Click “Join from your browser” to enter the meeting without downloading the WebEx program
5. The web meeting title with the time will appear
6. Enter your name and email address and then click the “Next” button
	1. If you already have an account, Sign in under the “Next” button
7. Verify your video and audio are properly working- Preview the camera, mute or unmute your microphone, and turn on or off your camera.
	1. If you choose to use your computer for audio, click “Call Using Computer”. You will have the opportunity on this screen to test your audio and speakers before connecting.
8. Once you’ve verified the details, click “Join Meeting”

**In the Meeting**

The Buttons across the bottom of the screen control **Microphone** (mute)

**Video-** Turn on or off your camera \*this does not change the audio

**Share** (share your computer screen with the rest of the room)

**Record** the meeting for later viewing

**Participants**- View who is in the meeting

**Chat**- Chat with other participants or meeting leader

**More** **Options**- Change audio/visual settings

**Leave**- Leave the meeting

**Joining by Phone**

Instead of using WebEx, join by phone. The email with the meeting information includes a phone number. Call into the meeting by dialing the number. Then use the access code and password for Dial In users located in the email.

Everyone in the meeting will be able to hear. Mute your phone to mute yourself while you are on the call. Your name will still appear as a participant, however, it will show you are connected by audio, not video.