Joining a WebEx Meeting

When joining a WebEx meeting, you would like to be heard (and sometimes to be seen as well). WebEx can do both. When you launch WebEx, either by clicking “Join” in the WebEx invite, or run it from the WebEx website, WebEx asks how you want to be heard/seen.

**Audio:** Audio options are as shown on the screen capture below. **Never do “Call My Video System”** because you most likely don’t have one. If your device has a microphone and a speaker or headset, you can choose the option of “Call Using Computer”.

**Audio Option 1: “Call Using Computer”**

![Screen capture of WebEx audio and video settings](image-url)
Audio Option 2: “Call Me”. Let WebEx call a number that you provide. All you need to do is to enter a valid phone number. It can be either a mobile number of a landline.
Audio Option 3: “I Will Call In”. When you choose to call in, WebEx lists for you a phone number to call and a Meeting ID/Access Code.

Note: Attendee ID is optional. Its purpose is match your Audio call with your Video (if you choose to be seen) so you don’t appear to be two different persons.
The screenshot below shows joining the WebEx using the Computer’s Audio.

**Video:** If you want to be seen in a WebEx call, you can choose to use the camera that comes with your device. If not, you can select “No Video”.
Once you join a WebEx meeting, you can decide to turn on/off your Video.
You can mute or un-mute your Audio:
You can share the contents from your device:
You can chat (via text) with meeting participant(s), either with specific person or with everyone in the call.
Waiting for others to join
You can record the WebEx meeting.

Note: you have to save the recorded meeting locally after it is completed before you can record the next one.