

## 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 web site, 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”

The screenshot displays the Cisco Webex Meetings interface. At the top, the title bar reads "Cisco Webex Meetings" and "Connected". Below the title bar is a menu bar with options: File, Edit, Share, View, Audio, Participant, Meeting, Help. The main area shows a "Participants" list on the right with one entry: "Jerry He (Host, me)". In the center, a dialog box titled "Audio and Video Connection" is open. It has two sections: "Select Audio Connection" and "Select Video Connection". Under "Select Audio Connection", a dropdown menu is open, showing options: "Call Using Computer" (selected with a checkmark), "Call Me", "I Will Call In", "Call My Video System", and "No Audio". A "Hide audio options" button is visible next to the dropdown. Under "Select Video Connection", a dropdown menu is set to "No Video". At the bottom of the dialog box is a green "Connect Audio" button. Below the dialog box is a toolbar with icons for audio, video, chat, and other functions. The Windows taskbar is visible at the bottom of the screen, showing the search bar, taskbar icons, and system tray with the time 8:32 AM and date 9/25/2019.

**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 or a landline.

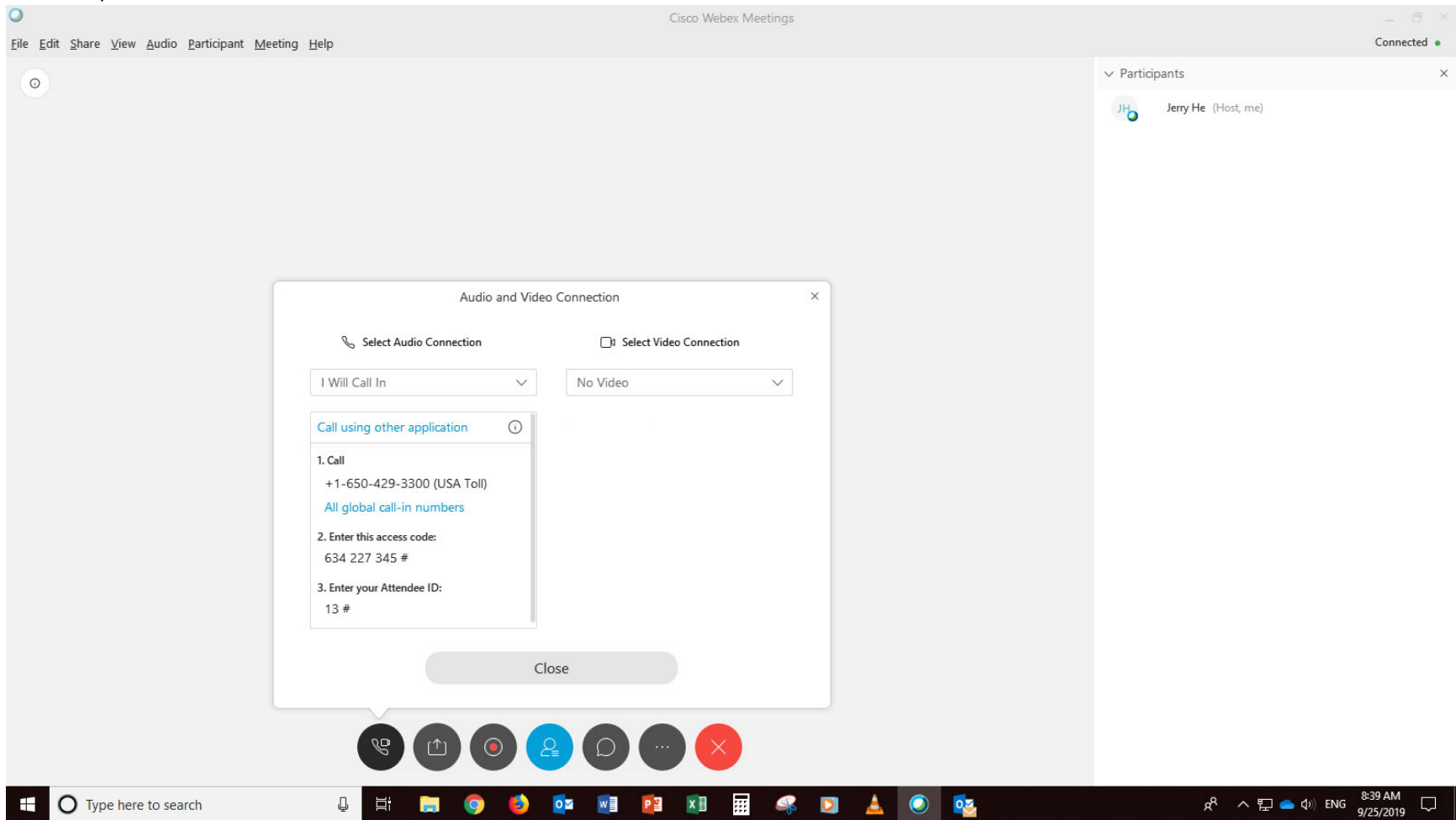
The screenshot displays the Cisco Webex Meetings application window. At the top, the title bar reads "Cisco Webex Meetings" and includes standard window controls. Below the title bar is a menu bar with options: File, Edit, Share, View, Audio, Participant, Meeting, and Help. On the right side, there is a "Connected" status indicator and a "Participants" panel showing one participant: "Jerry He (Host, me)".

In the center of the screen, a dialog box titled "Audio and Video Connection" is open. It contains two sections: "Select Audio Connection" and "Select Video Connection". Under "Select Audio Connection", there is a dropdown menu currently set to "Call Me". Below this, there are two more dropdowns: one for a country code set to "+1" and another for a phone number set to "973-396-7961". Under "Select Video Connection", there is a dropdown menu currently set to "No Video". At the bottom of the dialog box is a prominent green button labeled "Connect Audio".

Below the dialog box is a toolbar with several icons: a microphone (muted), a screen share icon, a video camera (off), a Webex logo, a chat icon, a help icon, and a red X icon. At the very bottom of the screen is the Windows taskbar, which includes the search bar, taskbar icons for various applications, and the system tray showing the date and time as "8:38 AM 9/25/2019".

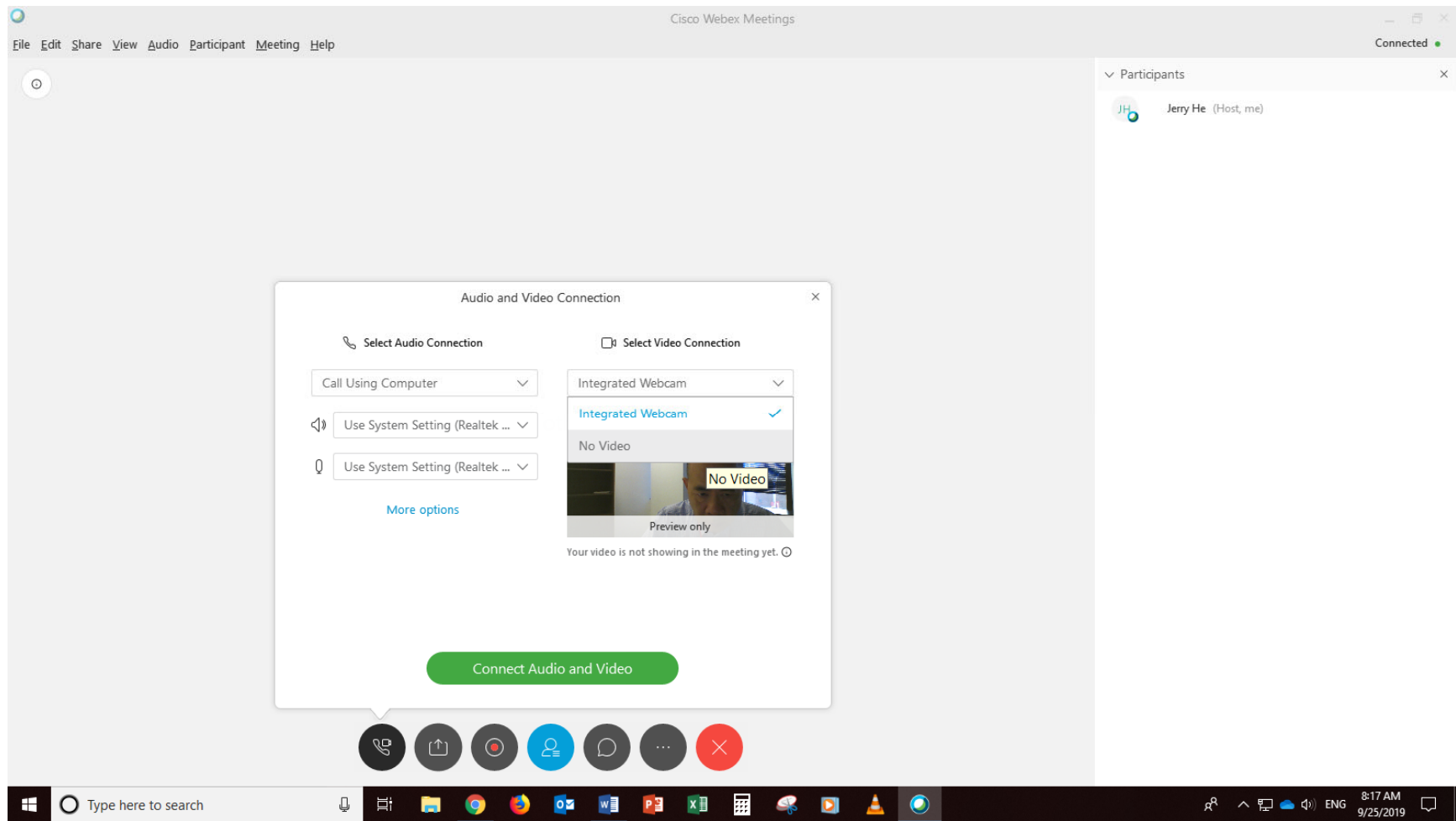
**Audio Option 3: "I Will Call In".** When you choose to call in, WebEx lists for you a phone number to call and a Meeting ID/Access Code.

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.

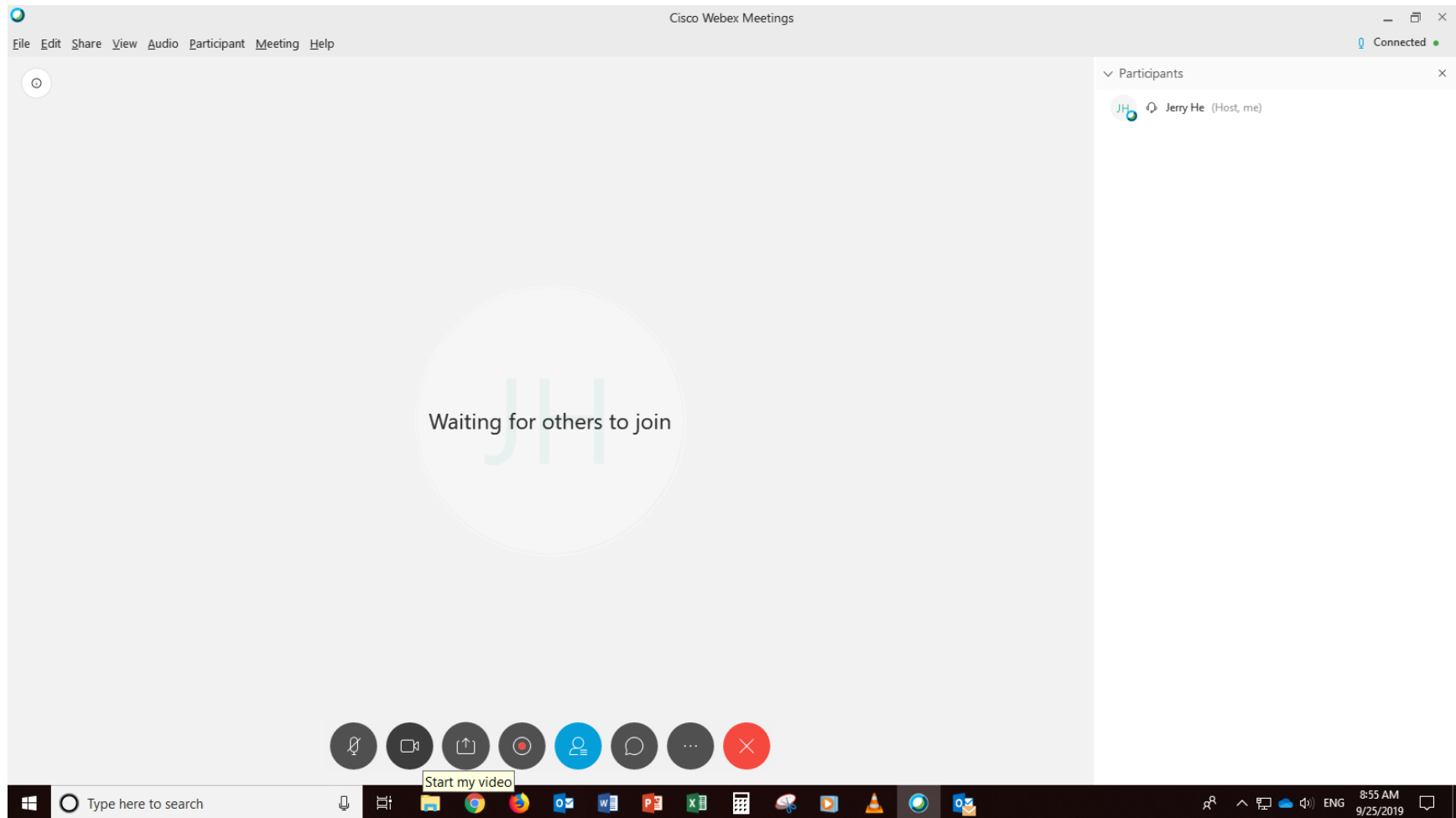


The screenshot below shows joining the WebEx using the Computer's Audio.

**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:

The screenshot displays the Cisco Webex Meetings application window. The title bar reads "Cisco Webex Meetings" and includes standard window controls (minimize, maximize, close) and a "Connected" status indicator. The menu bar contains "File", "Edit", "Share", "View", "Audio", "Participant", "Meeting", and "Help". The main content area is a light gray screen with a large, faint "JH" watermark and the text "Waiting for others to join" centered. A toolbar at the bottom of the meeting window contains icons for Mute, Video, Share, Record, Profile, Chat, More, and End Meeting. The "Mute" icon is highlighted with a tooltip that says "Mute". To the right, a "Participants" panel is open, showing a single participant: "JH Jerry He (Host, me)". The Windows taskbar is visible at the bottom, showing the search bar, taskbar icons for various applications, and system tray information including the time "8:56 AM" and date "9/25/2019".

You can share the contents from you device:

The screenshot displays the Cisco Webex Meetings application interface. At the top, the title bar reads "Cisco Webex Meetings" with standard window controls. Below it is a menu bar with options: File, Edit, Share, View, Audio, Participant, Meeting, and Help. The main area is a large grey rectangle with a circular overlay containing the text "Waiting for others to join" and a faint "JH" watermark. A toolbar at the bottom of the meeting window contains icons for Mute, Video, Share content (highlighted with a tooltip), Recording, Chat, and End Meeting. On the right side, a "Participants" panel is open, showing a single participant: "Jerry He (Host, me)". The Windows taskbar is visible at the bottom, showing the search bar, taskbar icons, and system tray with the time "8:57 AM" and date "9/25/2019".

You can chat (via text) with meeting participant(s), either with specific person or with everyone in the call.

The screenshot displays the Cisco Webex Meetings application window. The title bar reads "Cisco Webex Meetings" and includes standard window controls (minimize, maximize, close) and a "Connected" status indicator. The main menu bar contains "File", "Edit", "Share", "View", "Audio", "Participant", "Meeting", and "Help".

The central area of the window is a large, light gray rectangle with a circular watermark in the center. The watermark contains the text "Waiting for others to join" and a large, faint "JH" logo. A small circular icon is visible in the top-left corner of this area.

At the bottom of the window is a toolbar with several icons: a microphone (muted), a video camera (off), a screen share icon, a recording icon, a person icon (highlighted in blue), a chat icon (with a tooltip that says "Chat"), a three-dot menu icon, and a red "X" icon.

On the right side of the window is a "Participants" panel. It is titled "Participants" and shows a single participant: "JH Jerry He (Host, me)".

The Windows taskbar is visible at the bottom of the screen, showing the search bar with the text "Type here to search", various application icons (including File Explorer, Chrome, Word, PowerPoint, Excel, and Webex), and system tray icons on the right indicating the time as 9:24 AM on 9/25/2019.





Participants

JH Jerry He (Host, me)

Waiting for others to join

Chat

To: Everyone

Enter chat message here



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.

