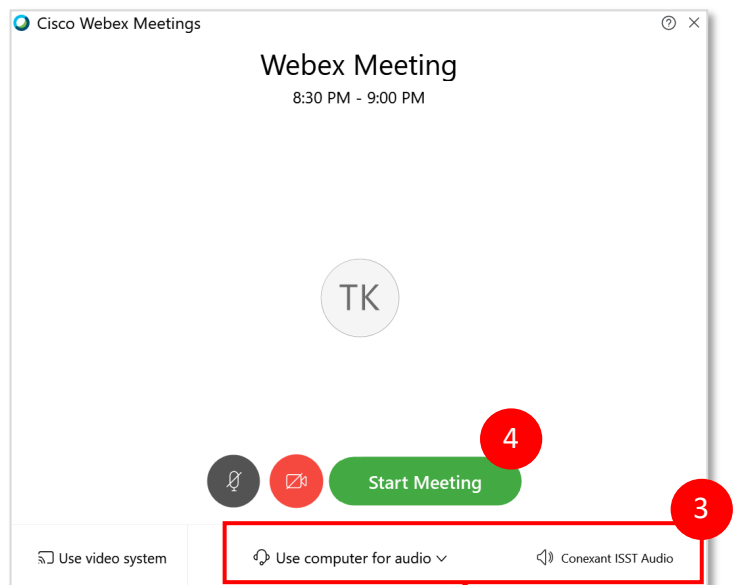
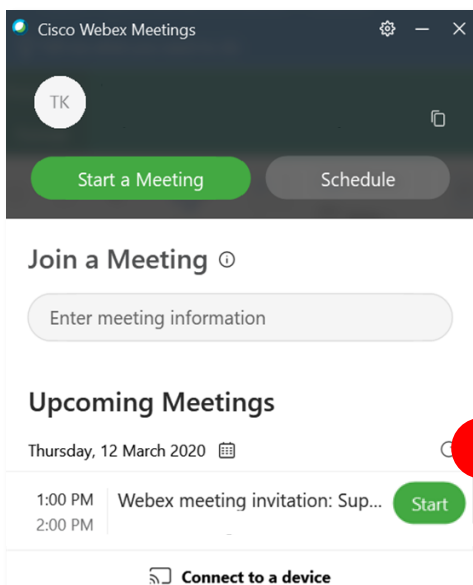


How to join a Webex Meeting

1. If you have a Webex meeting in your Outlook **calendar**, the meeting will also appear in the **Webex Meetings** desktop application. If you don't have the Webex app, click on the **link** or enter the details from the **email** provided.
2. Select **join** or **start** to launch the meeting.
3. A Webex Meeting pop up window will appear. Use the drop down menus to customise your microphone and speaker devices (use device default settings).



Use computer for audio: If you are using a **laptop** or **PC**

Call me: if you want Webex to call **your phone**.

Call in: if you want to **call the Webex meeting** directly.

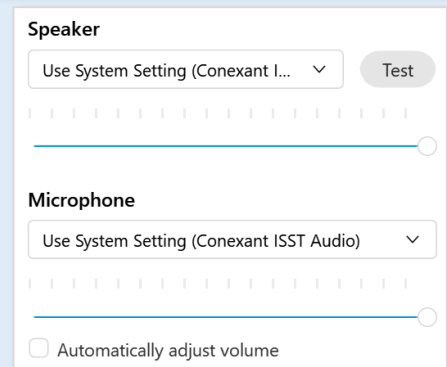
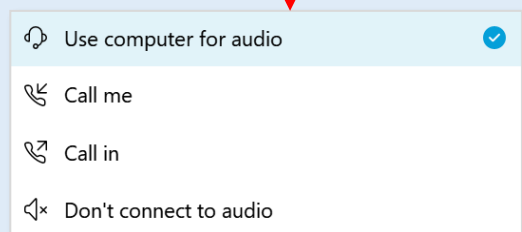
Don't connect to audio: automatic mute. No audio connected.

Check your device settings.

By default, Webex Meetings will try to connect to your devices default **microphone** and **speakers**.

Use the volume bar to change the sensitivity of the devices.

You can also test the devices.



4. When you are ready, click on **Start Meeting**

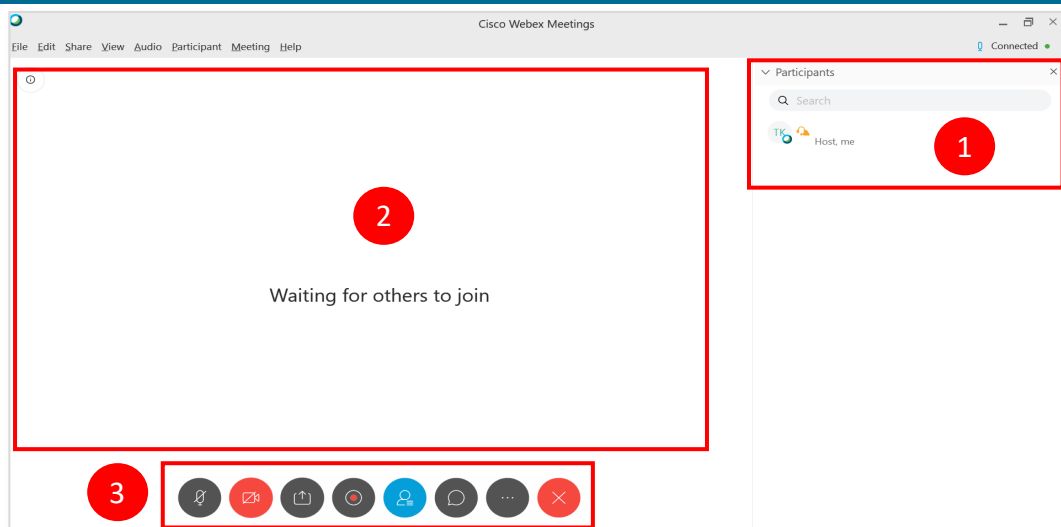
Webex Meetings

Joining a Webex Meeting



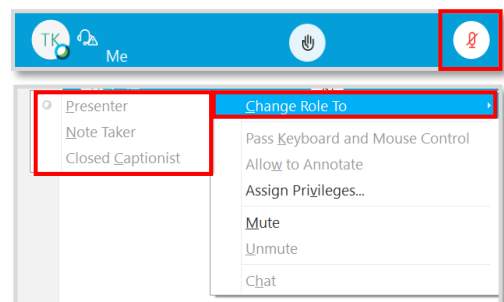
Curtin University

Webex Meeting Features



1. Participants

- You can view all participants in this field.
- As host (scheduler of the meeting) you can view/ alter if people are **muted/unmuted**, as well as assigning roles (presenter, host) by right clicking on the participants name and selecting **assign role**.



2. Video and shared content viewer

Here you can view other participants that have joined into the Webex Meeting. When someone shares content (e.g. a presentation) the content will appear on the centre screen. You will be able to view all content live.

3. Webex control icons



Mute your audio.



Turn your video on (coloured grey is not on).



Share content (e.g. PC screen).



Record your session.



View the participants list.



Chat with online participants.



View more options.



Leave/ end the meeting.

For more information on the functionality of Webex Meetings go to the following [link](#).