

## Joining a Meeting

When a meeting is scheduled in Webex, you as an attendee have several options on how to join the meeting:

- An email, or a calendar invite

## Joining from Email or Calendar Invitation

Open your email, or calendar invite and click the *Join meeting* button. A new window will open asking you to either enter your name and email. If you the have Webex Meeting application installed on your device it knows who you are and will take you to directly into the meeting.

**When it's time, join your Webex meeting here.**

Meeting number (access code): 922 472 886



### Join by phone

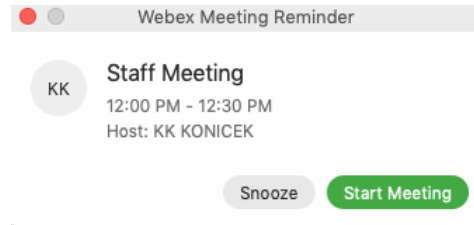
Tap to call in from a mobile device (attendees only)

+1-415-655-0001 US Toll

## You are the host: Starting a Meeting

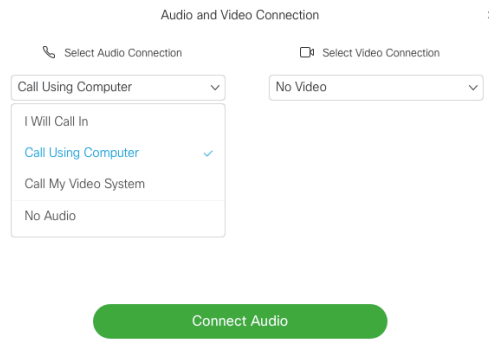
Open your email, calendar invite or if you have Webex Meeting application it will pop up a reminder to Start the meeting. You can also go to Webex Meeting application and see all your meetings.

To learn more about how to join or host meetings using Webex, visit: <https://kb.wisc.edu/webex/>

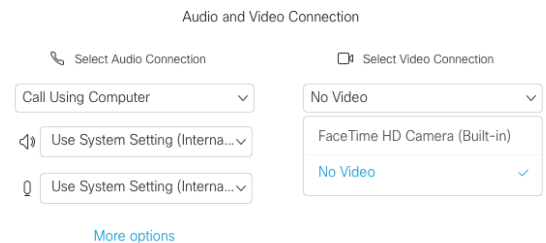


## Using Audio and Video

After joining your meeting, you need to select your audio and video. For audio you have a choice - *I Will Call In* -with local phone, *Call Using Computer* or *Call My Video System*.

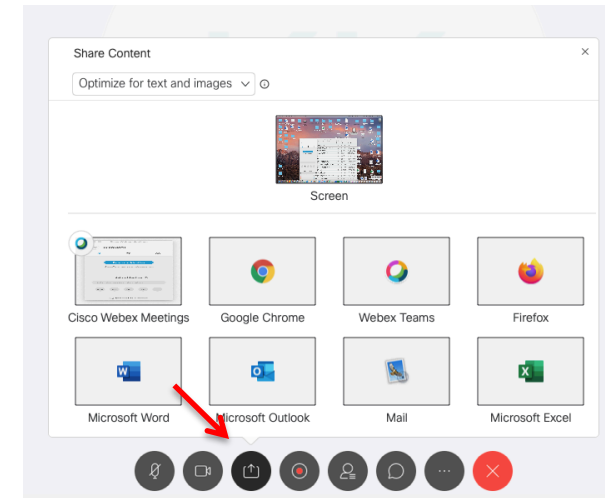


To turn on your video, simply click the *No Video* and select the correct camera.



## Sharing an Application

During a meeting, you can use the Share Content button to share an entire *Screen* or an application (anything you have open) from your computer to other participants.



## Chatting with Participants

You can chat with a specific person or all participants in a meeting. Select whom you want to chat with from *the Send to dropdown*, type your message in the box and press enter to send. If you do not see the chat panel, click the Chat button in the bottom circle navigation.

