Joining a WebEx Meeting

A WebEx meeting link should be sent to you prior to your event. Click the link to open the meeting webpage.

You can join the meeting up to 15 minutes before the start time.

Enter your name and email address, then click the Join button to open the meeting.
Audio and Video Connection

Once the meeting has loaded, you will be prompted to connect your audio and video. If you join before the host, this prompt will appear once they have connected.

For audio, choose **Call Using Computer** from the drop-down menu. Use the drop-down menus below to change or confirm the speakers and microphone you have selected. If you want to test your audio devices, click **More options** to open a new pop-up window.

You can play a test sound to test your speakers and should see the bars below the microphone selection light up as you speak to confirm it is working.

For video, confirm you see yourself in the preview window or change your camera if needed.

Click **Connect Audio and Video** to finish connecting to the meeting. You should then be able to see and hear everyone else in the meeting.
WebEx Meeting Interface

Click the button in the upper right of the video to make it full screen. In full screen mode, click the button again or press the "Esc" key to return to windowed mode.

Click the microphone and camera buttons at the bottom of the window to mute/unmute your audio and video.

If you need to share content, click the up-arrow button:
You can then choose to share your whole screen or a specific application.

When sharing content, move your mouse to the top of the screen to bring down a menu.
You can stop sharing here.
Troubleshooting

If you need to adjust audio settings during the meeting, click on the **Audio** tab at the top of the window, or at the top of the screen if using a Mac, then choose **Audio and Video Connection**.

This will open a pop-up menu displaying your currently selected devices. Click **Change settings** to open a new menu where you can change and test your speakers and microphone. Click **OK** when done to reconnect your audio to the meeting.

If you need to change your selected webcam, click on the camera icon at the bottom of the window. This will open a pop-up menu where you can choose a different webcam and see a video preview.

If you have questions or need additional support, contact Baylor Classroom Technology Services at 254-307-1614, Option 2, or CTS@baylor.edu.