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 Settings

Once the meeting has loaded, you will first see a window where you can set up your audio and video. Make sure you see **Use computer for audio** at the bottom of the window - this should be the default option, but you can click the button to switch the setting if needed.

To test or change your selected audio/video devices, click the **Settings** button in the bottom right corner.

You can mute/unmute your audio and video via these buttons. If your video is unmuted, you will see a preview above. Your mute settings will carry over once you've joined the meeting - e.g. if you have your audio muted here, you will still be muted in the meeting until you manually unmute yourself. If you join before the host, your settings will turn on once they have connected.

When you are done setting up your audio and video, click **Join meeting** to finish connecting to the meeting.
WebEx Meeting Interface

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.

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.

Muted icons:
If you need to adjust audio or video settings during the meeting, click on the button at the bottom of the window, then click **Speaker, microphone, and camera** to open a pop-up window where you can change and test your devices.

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