Joining a WebEx Event Center 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 Connection

Once the meeting has loaded, you will be prompted to connect your audio via a pop-up window titled "Join This Integrated Voice Conference." If you join before the host, this prompt will appear once they have connected.

Click "Yes" to be connected to the audio using your computer speakers. If you are participating as an attendee, you will be muted automatically.

If you need to change your audio settings during the meeting, click the Communicate tab at the top of the WebEx window and select **Speaker/Microphone Audio Test...**

This will open a pop-up window where you can change, confirm, and test your selected speaker.
Chat and Q&A

To view or hide the Chat and Q&A sections, click the corresponding icons in the upper right of the WebEx window.

The Chat section allows you to send messages to other participants in the meeting.

You can choose who is able to see your message by clicking on the drop-down menu by **Send to:** and selecting the intended recipient(s). If you want all participants to see your message, select "All Participants."

The Q&A section allows you to send questions to the meeting host, presenter, or panelists.

You can choose who to send the question to by clicking on the drop-down menu by **Ask:** and selecting the intended recipient(s). Selecting "All Panelists" will allow the panelists, presenter, and host to see your question.

You can minimize/expand the Chat and Q&A sections by clicking the arrow in the upper left of each section.
Full-screen Interface

To make the presenter’s video or content/presentation full-screen, click on the icon in the upper right.

If both content and video being shared, whichever is not full-screen will be in a small picture-in-picture window. You can switch what is full-screen by double-clicking on the picture-in-picture window, or minimize/expand the window by clicking the arrow in the upper left.

When in full-screen mode, move your mouse to the top of the screen to display a hidden menu. You can exit full-screen mode by clicking Return or open Chat and Q&A windows while remaining in full-screen mode.