Joining a Webex Event

A Webex Event link will be provided prior to the event. Click the link to open the event webpage.

You can connect to the event 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. Click **Call Using Computer** to connect using your computer speakers/headphones and microphone. Depending on the event, your microphone may be muted automatically.

If you need to change your audio settings, click on the bubble icon with the "..." next to the red X, then click on **Audio Connection**.

On the next pop-up menu, click **Change settings**.

On this pop-up window, you can use the drop-down menus to change your selected devices.

You can click the **Test** button next to the speakers drop-down menu to play a sample tone to confirm your audio is working.

The lights below the microphone drop-down menu should light up as you speak to confirm your microphone is working.

Click **OK** to reconnect your audio to the meeting.
Chat and Q&A

To view or hide the Chat and Q&A sections, click on the corresponding bubble icons as seen below.

The Q&A section is accessed through the "⋯" icon.

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 To: and selecting the intended recipient(s).

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 enter full-screen mode or adjust the layout, click the icon in the upper right:

OR

If the presenter is only showing video, this button will make the video full-screen. If content is being shared as well, this button will expand to give you multiple view options, as seen below.

When in full-screen mode with both video and content, 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.

To exit full-screen mode, press the 'Esc' button or click on the icon again.