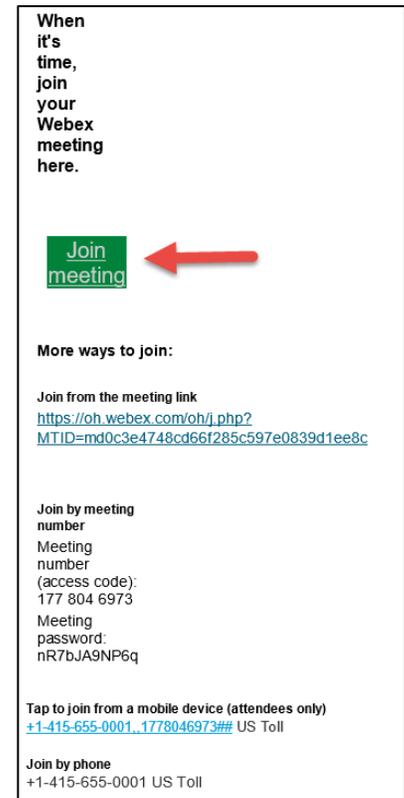


Join WebEx Meeting from a Browser

The quickest and easiest way to join a WebEx meeting is through the web Browser. All you need is the meeting link or the meeting number/access code.

Option 1

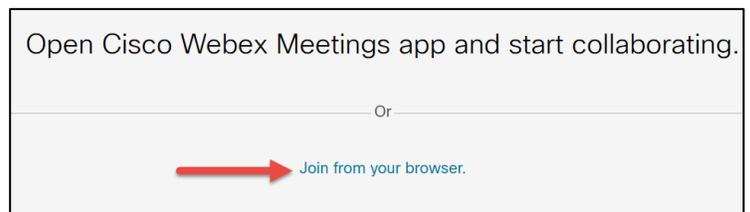
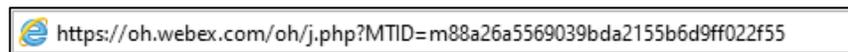
If you've received an invitation to join a WebEx meeting by email, click on the 'Join meeting' button to open the Webex website



Option 2

Join a web using a Meeting Link. Type the meeting link into the address bar and click **enter**

Click **join the meeting from the web browser**

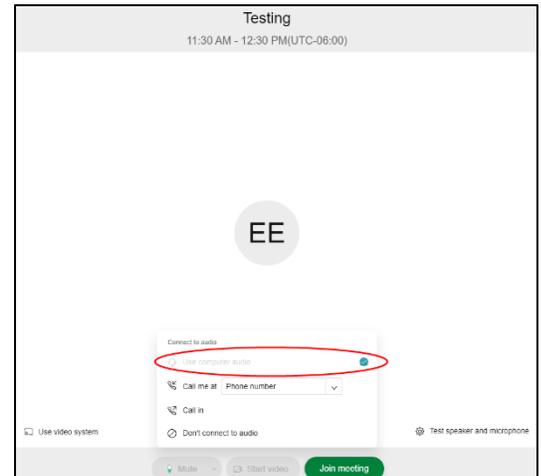


Enter your **Full name** and **Email address** in the respective input fields

Click on the 'Next' button to join the meeting as a guest.

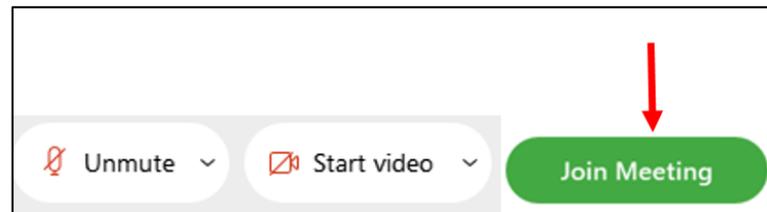
Select **use computer audio** (recommended)

The WebEx meeting preview screen will now open and ask for permission to use your 'Microphone' and 'Camera', make sure you click on the 'Allow' button to be able to communicate in the meeting.

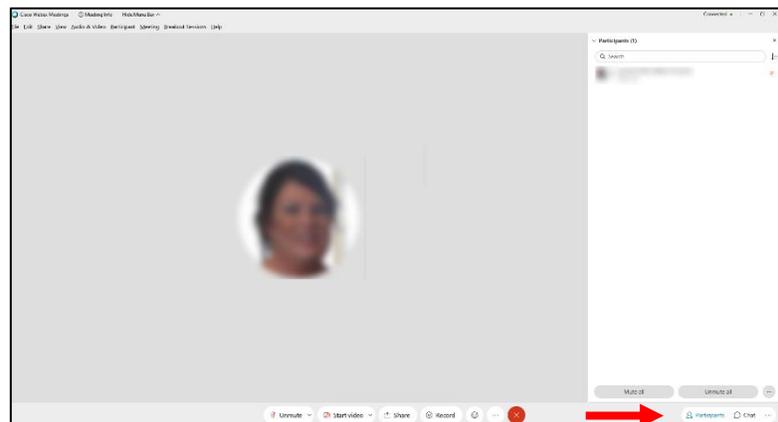


Set up your microphone and video options before joining a meeting. Click on the 'Mic' icon to mute yourself or the 'Video' icon to turn on/off your video.

When you're ready, click on the **'Join Meeting'** button to enter the meeting room.



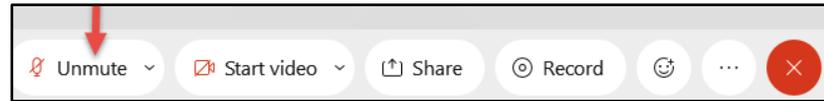
Once admitted, you'll be able to view and communicate with everyone in the meeting. A participants list will open on the right side of the window where you can see names of all participants in the meeting



The following functions can be used by accessing the Control Panel at the bottom of your WebEx meeting screen.

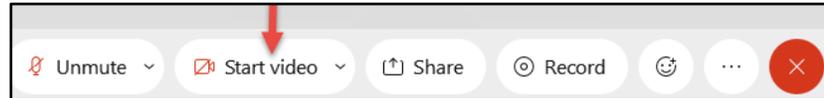
Mute & Unmute:

- Participants can mute and unmute themselves by clicking on the microphone icon. Unmuted allows everyone on the WebEx to hear you, including any background noise in your current location.



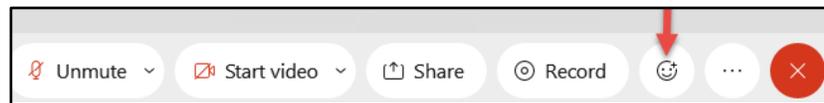
Start Video:

- The video icon turns on and off the live Webcam
- Allows everyone to see a participants live video when on, including the current background of your location



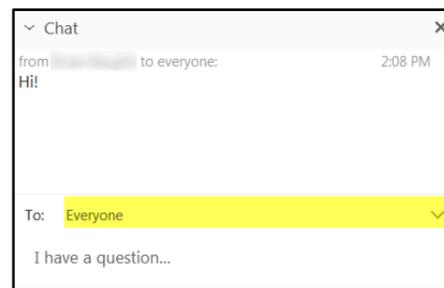
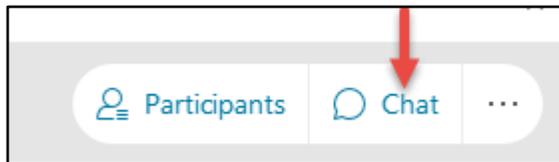
Reactions:

- Click on the Reactions icon for expressing emotions



How to Locate the Chat:

- Click on the "Chat" icon
- Set the "To" to **Everyone**
 - Click on the blank box and type your response. Once you are done click "Enter"



Leaving the Meeting

When you want to leave the meeting, first, click on the red "x" button from the meeting controls options.

