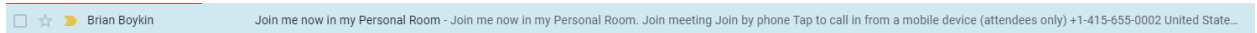

How to join a Webex meeting

1. You will get an email from the person who is inviting you to their Webex meeting.
2. Find and open the email.
 - a. The email may look like this:



3. Click the green **Join meeting** button.

Join meeting

4. This will open the internet. If you are asked to download or install the webex desktop application, you can cancel or close that box because you do not need to download or install anything. Find the words **Join from your browser** and click them.

A composite screenshot showing a Webex meeting interface. On the left, a Windows 'Save As' dialog box is open, showing the 'Downloads' folder. A large red 'X' is overlaid on the dialog, and a green arrow points to the 'Cancel' button. The background shows the Webex meeting page for 'Brian Boykin's Personal Room'. A link 'Join from your browser.' is circled in green. At the bottom left, a blue button with a gear icon and the text 'Click here to install webex.exe' is crossed out with a red 'X'. At the bottom right, there is a message: 'Waiting for the download? [Download the app again.](#)' and a green checkmark icon.

Install the Cisco Webex Meetings app and start collaborating.

Having trouble downloading the app? [Join from your browser.](#)

Waiting for the download? [Download the app again.](#)

Or:

The image shows a browser dialog box with the title "Open Cisco Webex Meeting?". The text inside the dialog says "https://eastpointe.webex.com/join/... open this application." There are two buttons: "Open Cisco Webex Meeting" and "Cancel". A large red "X" is drawn over the "Open" button, and a green arrow points down from the text "open this application." to the "Open" button. Below the dialog box, the text "Brian Boykin's Personal Room" is visible.

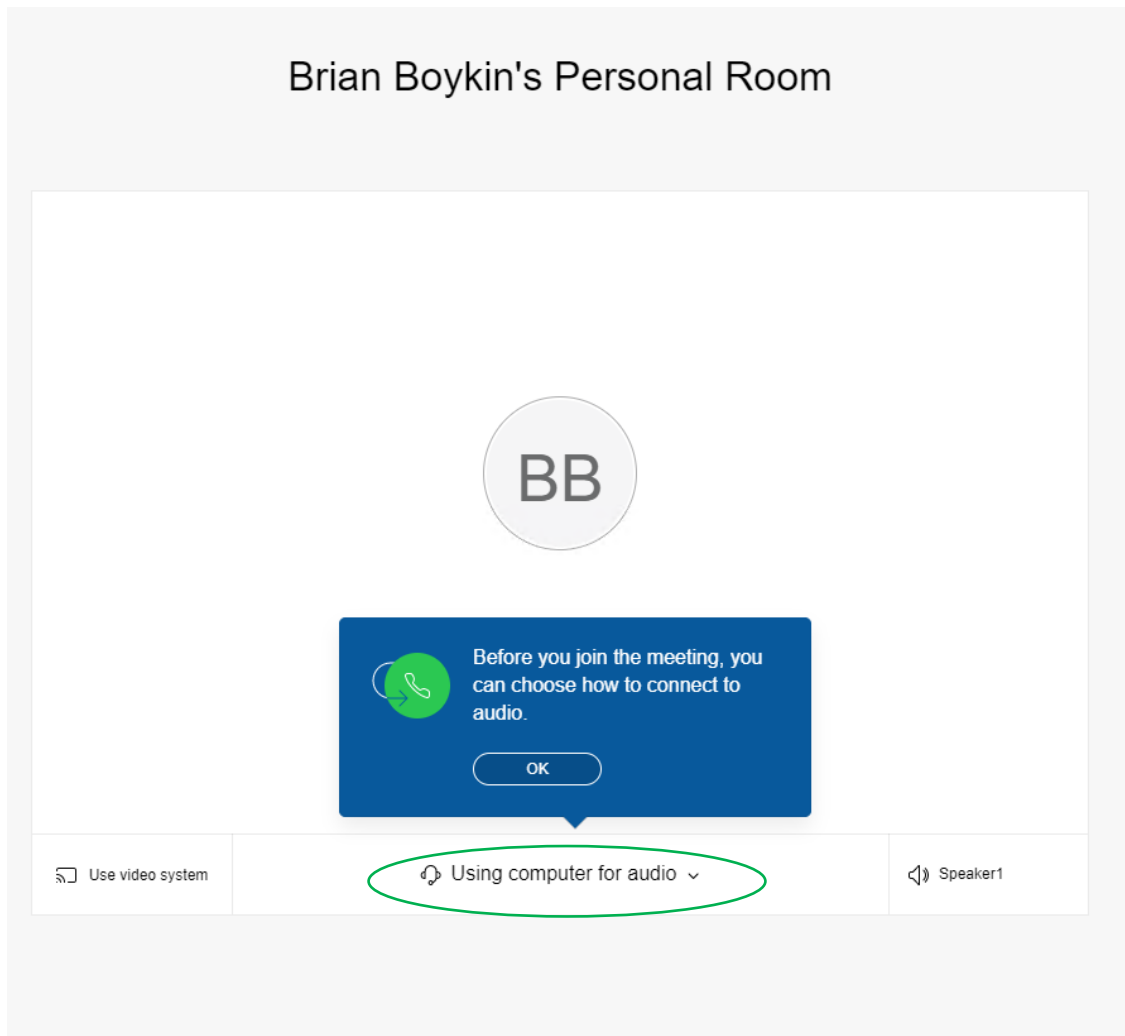
Starting Cisco Webex Meetings...

Click **Open Cisco Webex Meetings** if you see a message from your browser.
If you don't see a message from your browser, [open the desktop app](#).

Having trouble opening the desktop app? [Join from your browser.](#) ✓
Don't have the desktop app? [Download it now.](#)

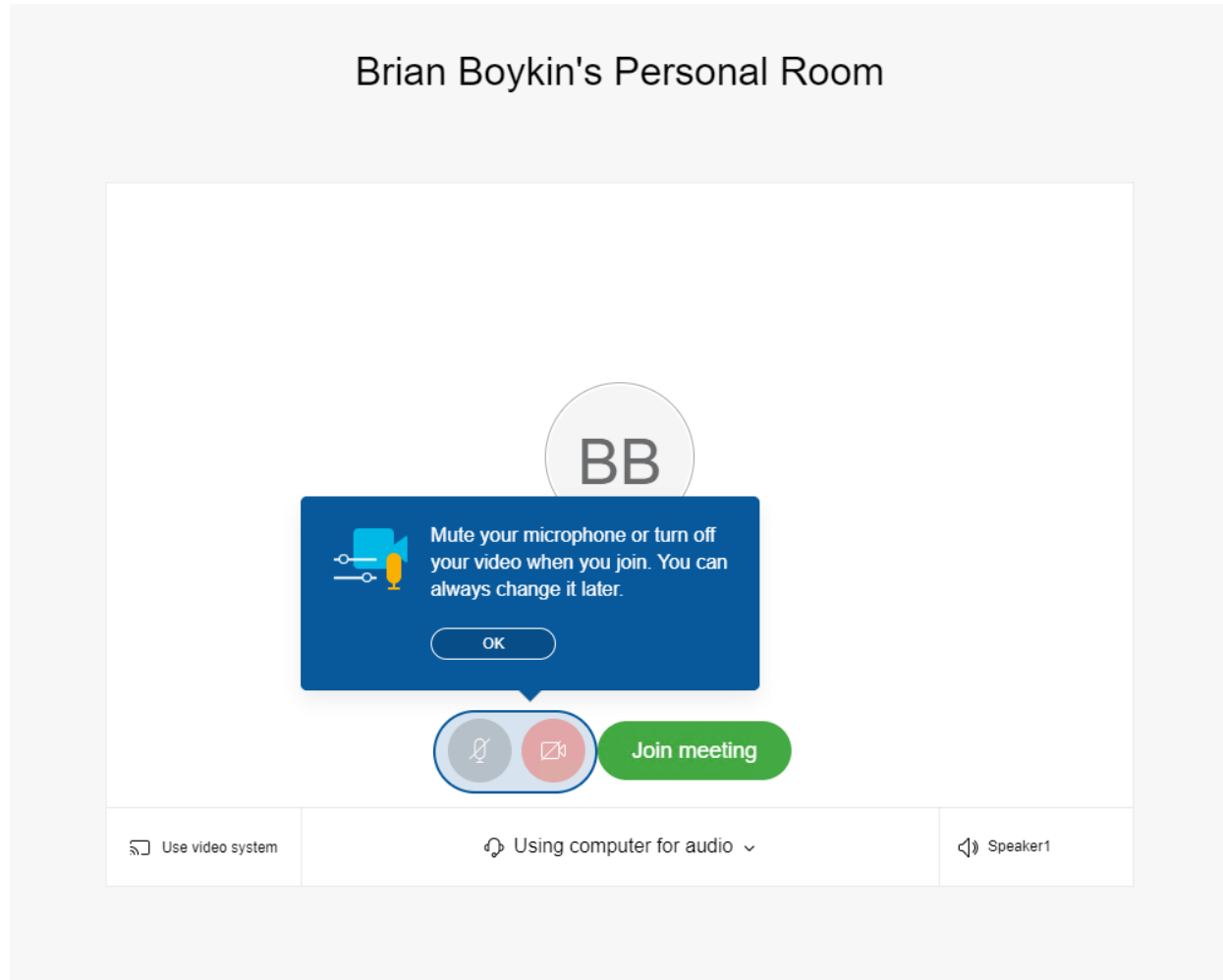
5. Type your first and last name, then in the box below, type your same email address that the webex meeting invite was sent to. Then click **Next**.

6. Before you join the meeting, you can choose how you want to hear the person and talk to them.



- a. If you are using a laptop with a camera, you can choose to hear and talk to the person through your laptop by **Using computer for audio**.
- b. If you're not able to hear and talk through your computer, change this setting to **Call in** or **Call me**

- c. If you are using a laptop with a camera, you can turn it off before joining the meeting if it's not needed.



7. When you are ready to join the meeting click the green **Join meeting** button.

Join meeting