Joining a WebEx Conference - Using a Computer

When you are invited to a WebEx meeting, you will receive an email invitation which allows you to join the meeting. You may join the meeting by:

1. Phoning into the meeting with your desk phone, mobile or softphone for audio calls, or;
2. Using a computer - which supports audio, video of participants and shared desktop visuals

Joining by phone is mainly used for audio conference calls – no visuals are required of the other participants or of presentations (but are possible depending on the device).

Joining by computer enables both audio and visual communication, and provides the flexibility for you to control your camera (who sees you) and to either share your desktop if you are presenting materials, or to view another participant’s presentation.

Sample email:

Hi, staff@uleth.ca

The Host is inviting you to this WebEx meeting

Test Email Meeting

Host: Meeting creator name

Join the meeting

Click “Join the meeting” in the email message, then:

1. Enter Your Name and Email address

2. Click Join on the second login screen

3. If the computer you are using does not have the WebEx plug-in installed, you will be prompted to click ‘Run a Temporary Application’. Then click on ‘Install’. (This is true of classroom lab computers.)

NOTE: If the computer already has the plug-in, you will not be asked to install the temporary application.

You will be connected to the meeting at this point, but must now decide how you wish to participate – audio only or audio and video. (You can add video at any time by clicking on the camera icon which activates the webcam.)
Click on **Connect to Audio**. You will get the following window:

The easiest method is to have the meeting call you. Enter your phone number with your area code in the box next to the American flag. When you answer you will hear: ‘**Welcome to WebEx. Please press 1 to be connected to the meeting.**’

**IMPORTANT:** Be prepared at any point (depending on how you are joining) to enter a meeting password (if there is one), a meeting ID number, or a participant ID number. You can find the first two in your email invitation so it’s wise to have that info handy when you attempt to join the meeting. The participant ID is assigned once you are connected but haven’t yet joined the meeting. You will see it in your WebEx window.
If you are at a location where you do not have access to a computer, you will need to select the ‘I Will Call In’ option. You will use one of the numbers provided, as appropriate, in your original email invitation for the meeting.

Once you have joined, your name will appear under the HOST NAME, along with any other participants who have joined.

Other Tips:

• You can turn your own video camera on or off by clicking on the ‘movie camera’ icon next to your name.

• In order to Share Screen when you want to share a document or presentation, the Host must first drag the WebEx ball next to your name in the list of participants. You then become the ‘Host.’

• Invite and Remind only works if you have the WebEx email client installed on the computer you are using. This feature is generally used by the Host, or the person running the meeting, to email or phone participants who are seemingly late for the meeting.

• Be sure to quit other conferencing programs (like Skype) when using WebEx.

• Take note of the ‘Chat’ feature in WebEx, located at the bottom right corner of your window. You can have a discussion with another participant alone, send a message to everyone, or use it to discuss any connection issues with the Host.

Happy Conferencing!!