Webex Meetings makes joining and collaborating with your instructors or classmates hassle free. You can meet anyone online, talk to them over the phone or your computer, see each other’s video and share content.

Join a Meeting

If someone invites you to a Webex meeting, you receive an invite with instructions on how to join in an email invitation. You can click the Join link to join the meeting.

The Webex user interface is simple. Meeting options in the center and participants and other panels on the right.
Connect your Audio

Before you join a meeting, you can choose the settings you use for audio in the meeting.

1. Click the audio connection options in the Webex Meetings application.

2. Choose how you want to hear the audio in the meeting:
   - **Use computer for audio** – Use your computer with a headset or speakers. This is the default audio connection type. You can change your headset, speakers, and microphone.
   - **Call in** – Dial in from your phone when the meeting starts. A call-in number is available after you join the meeting.

3. If you want to join the meeting with your audio muted, click **Mute my microphone**. You’ll see a red circle with the slashed microphone icon when your microphone is muted. Click **Unmute my microphone** when you want to speak in the meeting.