

1. Join a Webex Meeting from an Email Invitation

If you get a meeting invitation in your email, you can use it to join your meeting in different ways, like from your computer, mobile device, phone, or video system. Your invite includes the options available to you for that particular meeting.

- When you receive an email invitation to a Webex meeting, it'll look something like this.

Meeting Subject: Webex Meeting Invitation: Tenth Meeting Of The Meteorological Services Working Group (MET/S WG/10)

Icao Apac Regional Office Invites You To Join This Webex Meeting.

Meeting number (access code): 571 601 227

Meeting password: jVUJGtc3M43

Tuesday, March 17, 2020

10:30 am | (UTC+07:00) Bangkok, Hanoi, Jakarta | 2 hrs

[Join meeting](#)

Join by phone

Tap to call in from a mobile device (attendees only)

[+65-6703-6949](#) Singapore Toll

[Global call-in numbers](#)

Join from a video system or application

Dial [571601227@icaoapacregionaloffice.my.webex.com](#)


You can also dial 210.4.202.4 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business

Dial [571601227.icaoapacregionaloffice.my@lync.webex.com](#)

For your convenience, choose how you'd like to join the meeting either from your computer, mobile device, traditional phone, Skype for Business, or video system. Choose the option that's best for you.

2 Join from Your Computer or Mobile Device

Select Join  to [join the meeting from your computer or mobile device](#), tap or click the green Join button.

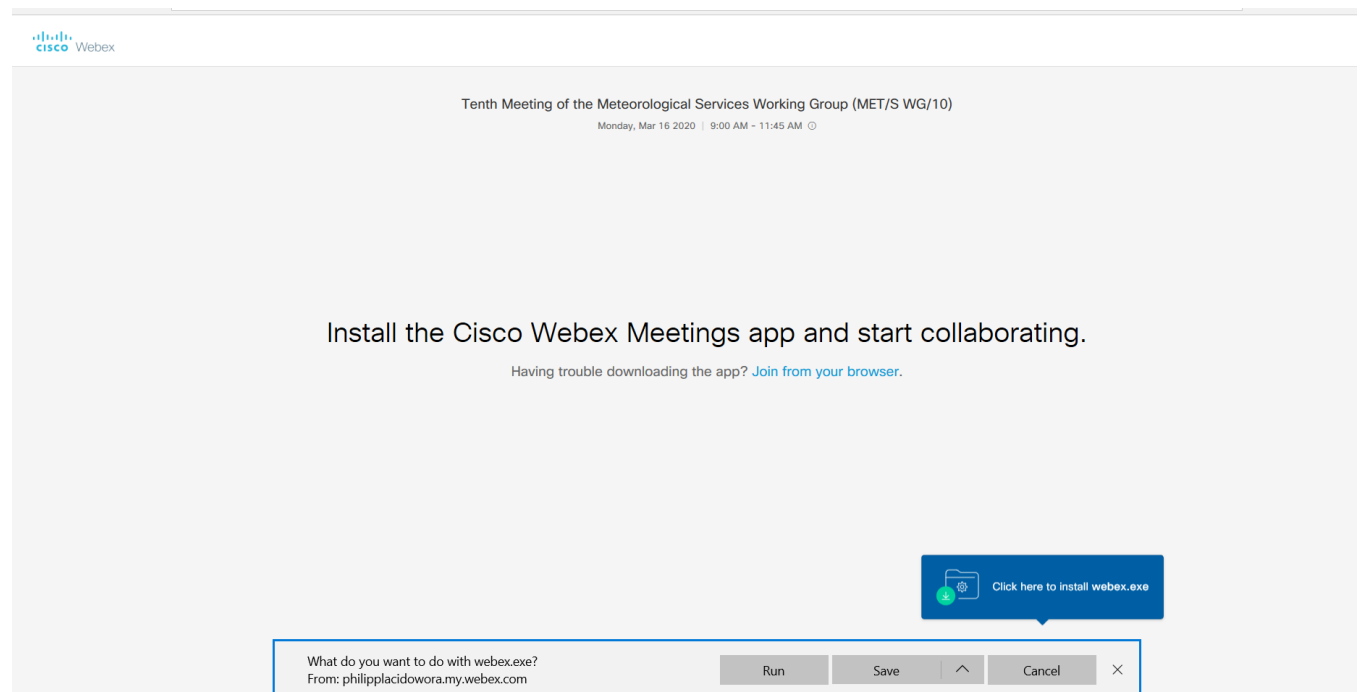
A Video Tutorial for Joining webex online meeting
<https://help.webex.com/video?videoid=6086070637001>

For First Time User of Cisco Webex Meetings

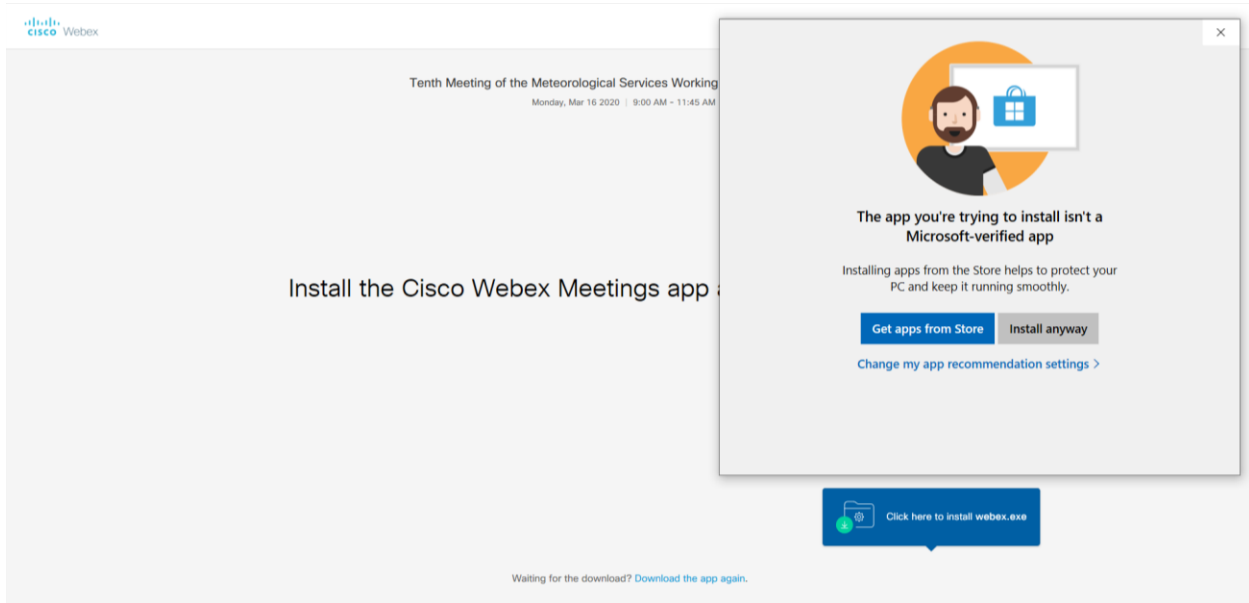
When you join a meeting for the first time, you're prompted to download the installer file to install the desktop app on your computer.

If you can't download the installer, you can still join the meeting using the web app instead. You don't need to install anything using the web app, and it launches in your web browser.

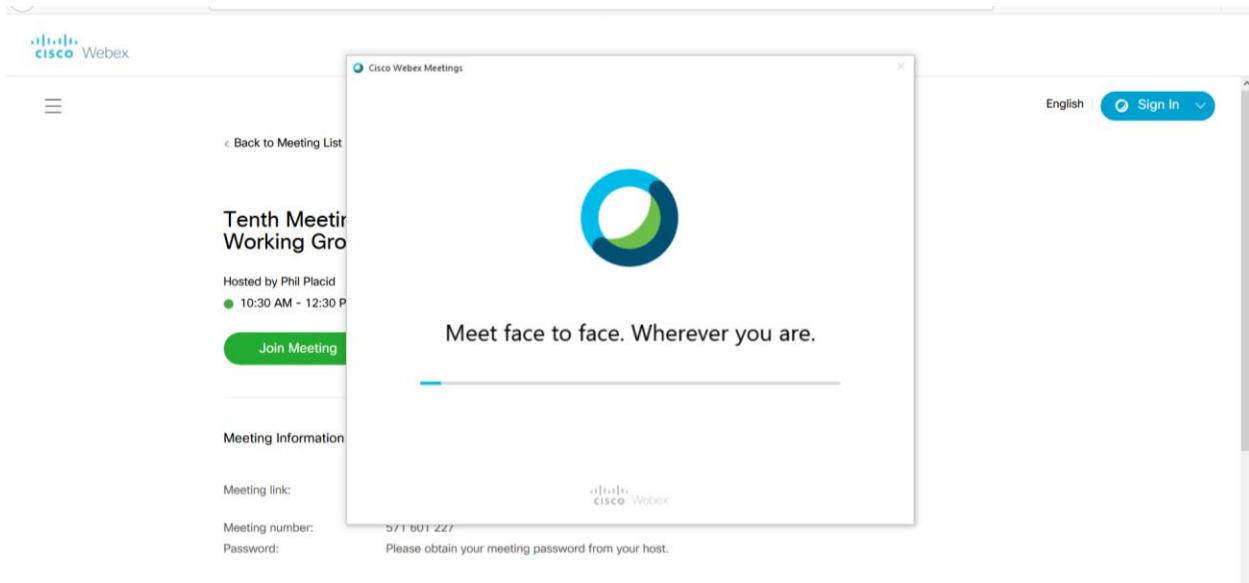
Prompt to download webex desktop app/ save and run the installer



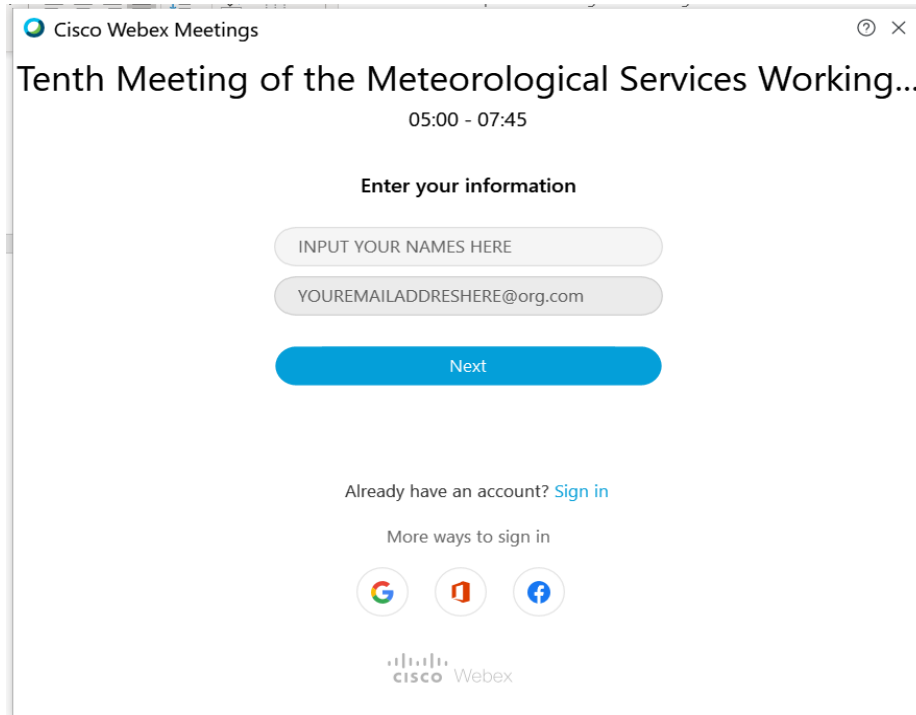
You may get below prompt for certain devices, Please select install anyway.



Below screen shot of webex installation



When Installation completes, you will be prompted to Input your Name and Email Address and Press Next to continue



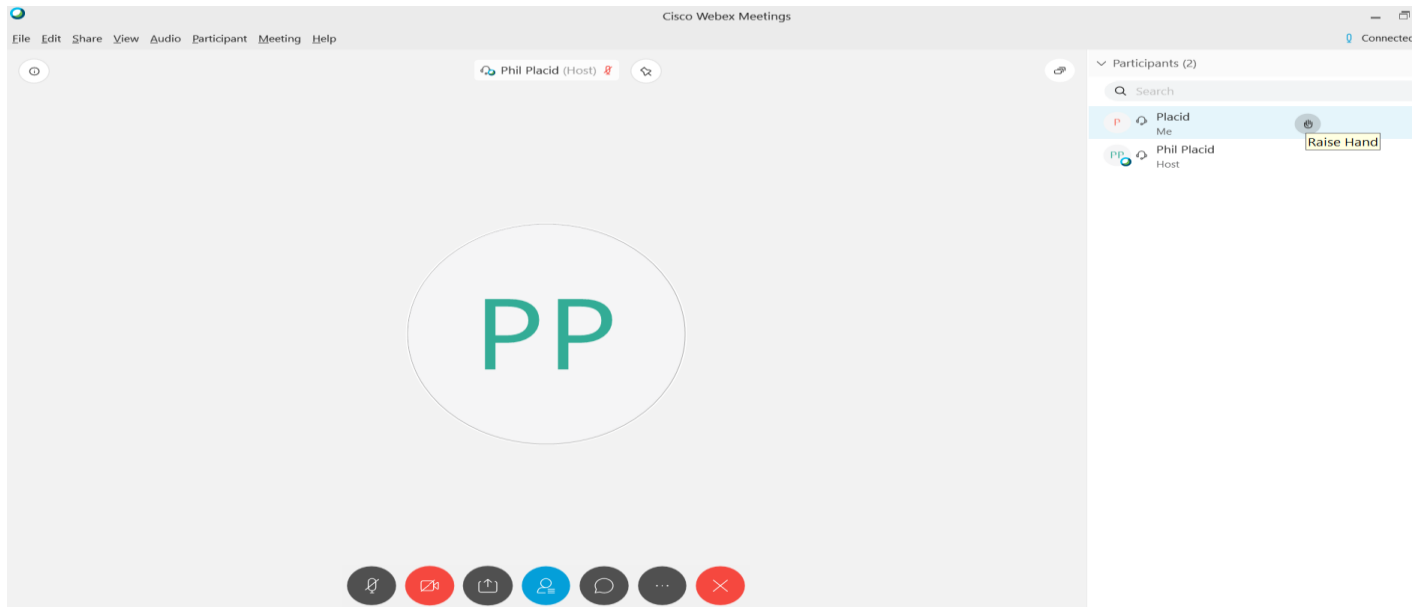
The screenshot shows the Cisco Webex Meetings registration window. The title bar reads "Cisco Webex Meetings". The main heading is "Tenth Meeting of the Meteorological Services Working..." with a time of "05:00 - 07:45". Below this, the instruction "Enter your information" is displayed. There are two input fields: "INPUT YOUR NAMES HERE" and "YOUREMAILADDRESSHERE@org.com". A prominent blue "Next" button is centered below the fields. At the bottom, there is a link "Already have an account? Sign in" and "More ways to sign in" with icons for Google, Microsoft, and Facebook. The Cisco Webex logo is at the very bottom.

Below is Preview window, to allow you choose if you wish to switch off your video, Press Join Meeting to get connected into the meeting room







The screenshot shows the Cisco Webex Meetings preview window. The title bar reads "Cisco Webex Meetings". The main heading is "Tenth Meeting of the Meteorological Services Working..." with a time of "06:40 - 07:40". Below this, the word "Preview" is centered. The main area is a video preview showing a window with blinds. A blue mute icon is in the top right corner. At the bottom, there are three circular icons: a video camera (disabled), a microphone (disabled), and a green "Join Meeting" button. Below the preview, there are three settings: "Use video system" (checked), "Use computer for audio" (selected), and "Realtek High Definition A..." (selected).


Below Screenshot shows You successfully joined the meeting. Meeting controls below enable you Mute your Audio, Turn off video, Share screen presentation, Show participants, chat, Raise a Hand




Your meeting controls will hide automatically when you're not using them. Just move your cursor to bring them back. The following meeting controls are available:

 **Mute**—turns red  when you mute your audio. Click again to unmute.

 **Video**—indicates your video is on. Video is on by default unless you have chosen to turn it off when joining the meeting. You will see  when your video is off.

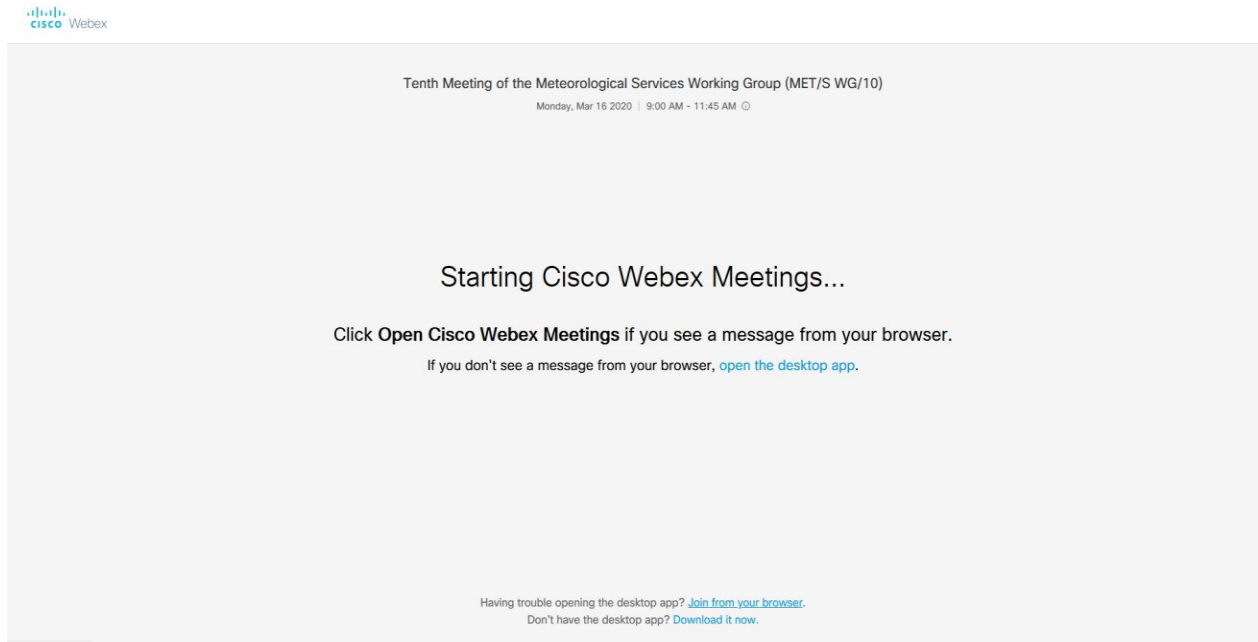
 **Share screen**—share everything on your screen. Open the document you wish to project

 **Participant list**—see who is in the meeting. The button is blue when the list is open.

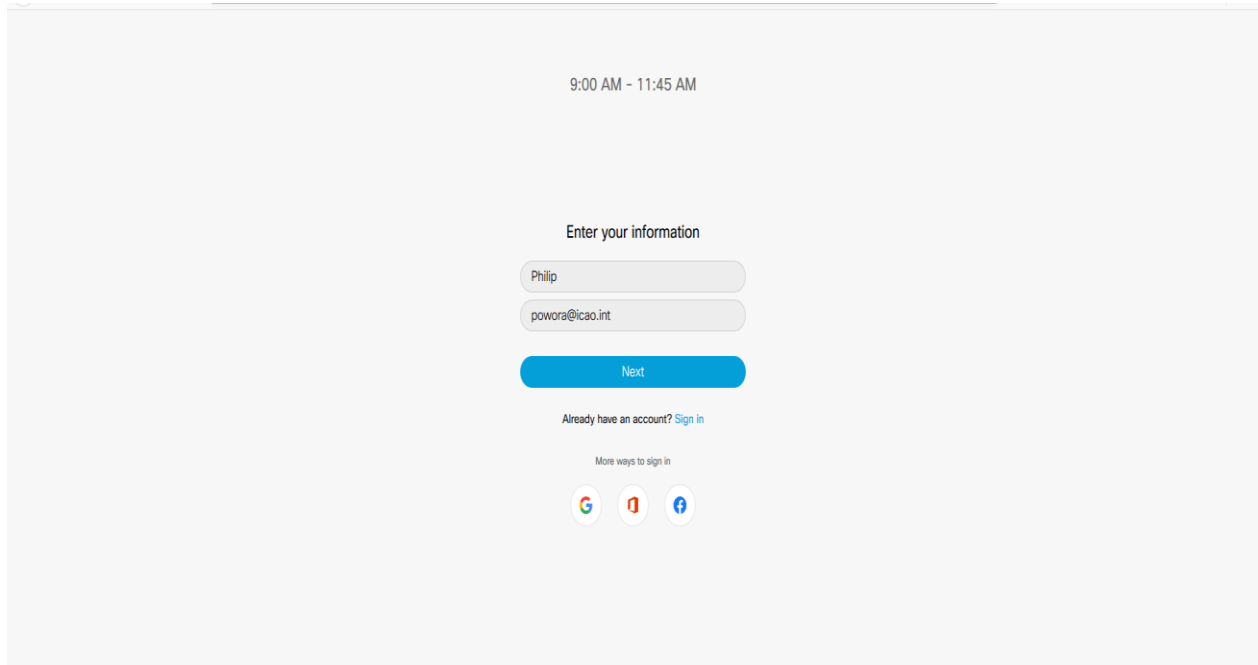
 **Options**—Copy Meeting Link  if you need to send it to others in a message.

 **Leave Meeting**—leave the meeting.

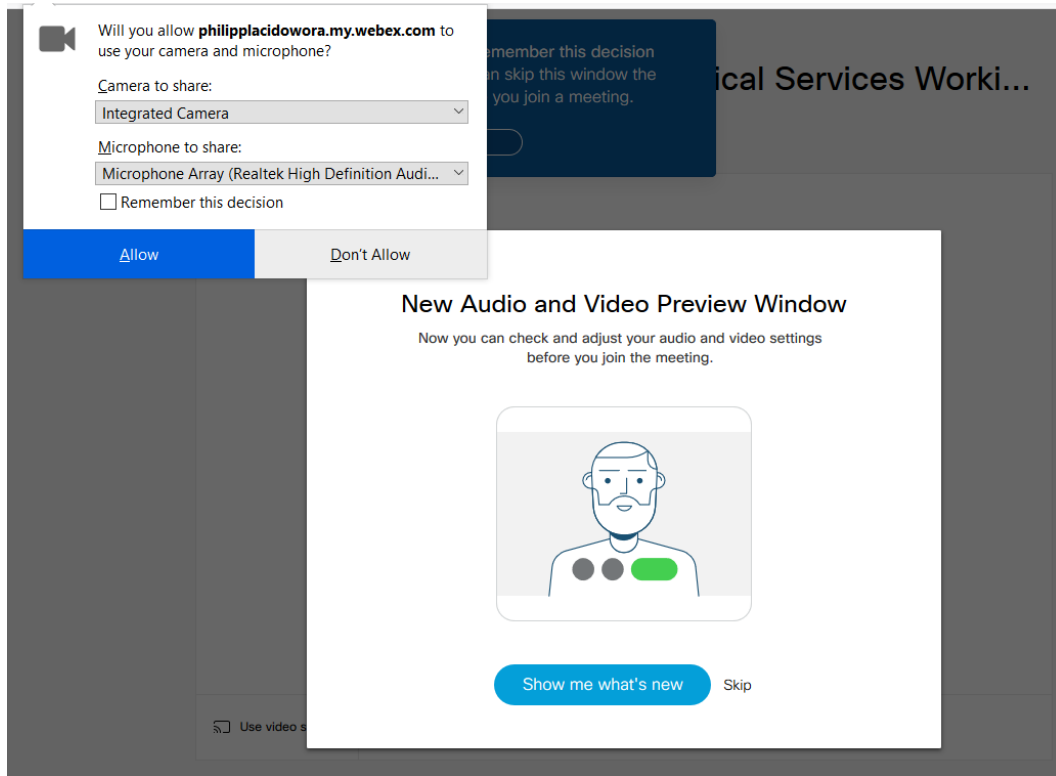
3. Joining the Meeting from a web browser in cases where you have limited rights to install the desktop app on your computer. Select Join from a web browser



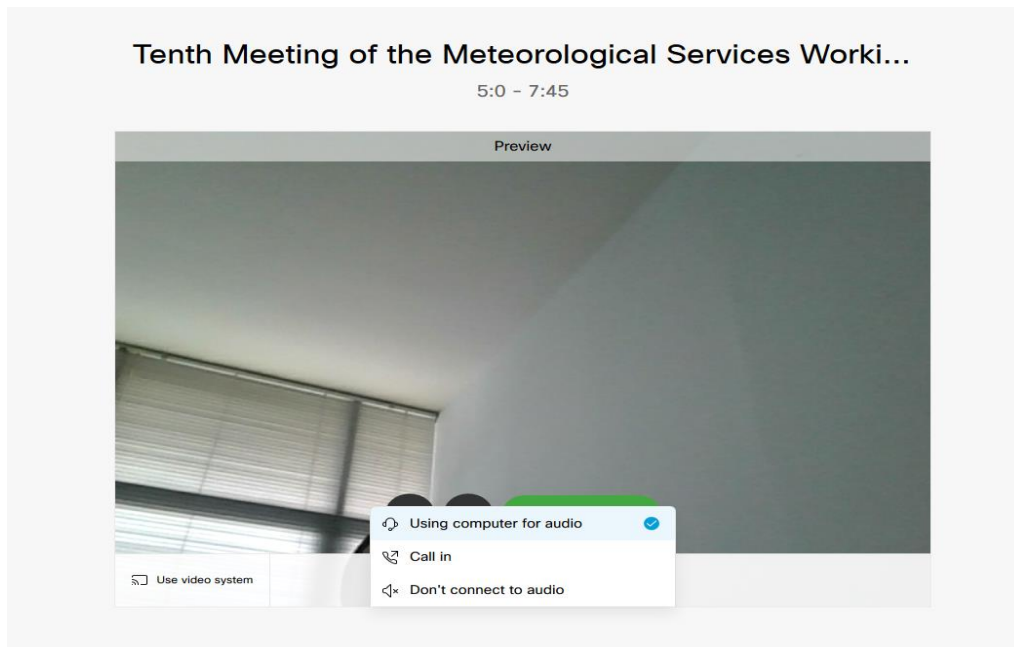
Enter your details, Names and Email



Allow to the app permission to use your camera and microphone for the meeting



Select to join using computer system

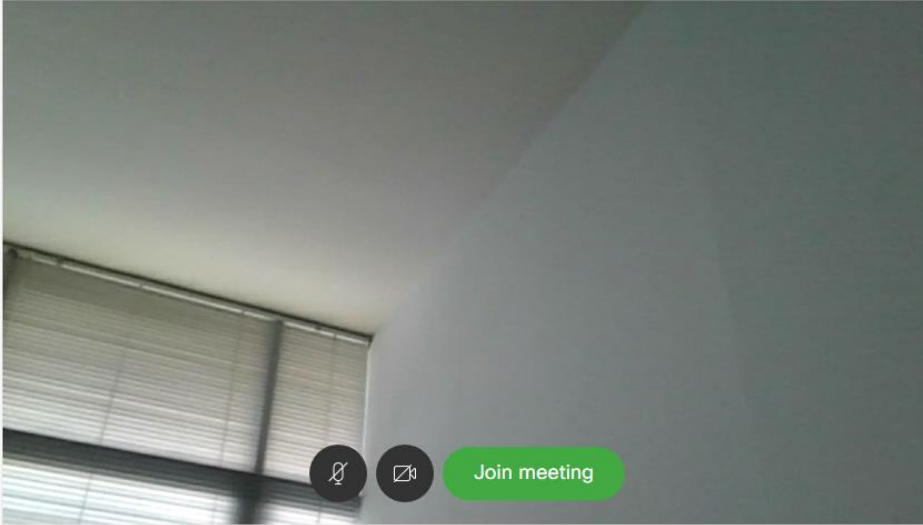


Now Select join Meeting to join

Tenth Meeting of the Meteorological Services Worki...

5:0 - 7:45

Preview



Use video system

Using computer for audio ▾

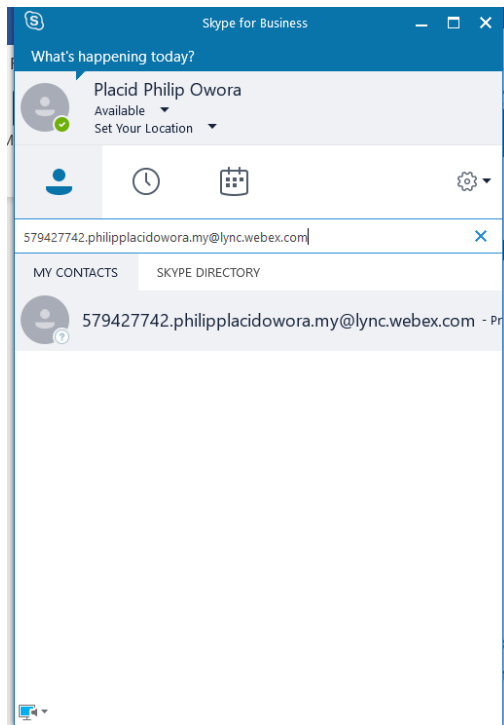
Joining webex meeting through skype for business

Join using Microsoft Lync or Microsoft Skype for Business

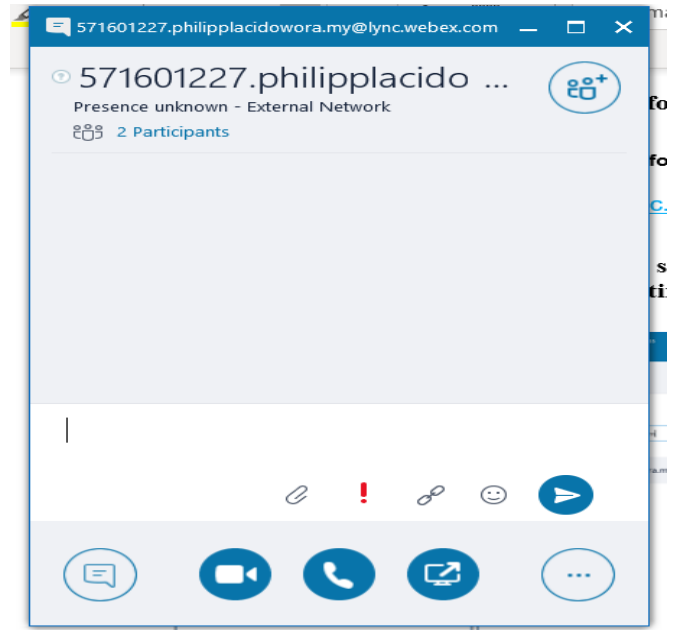
Dial

571601227.philipplacidowora.my@lync.webex.com

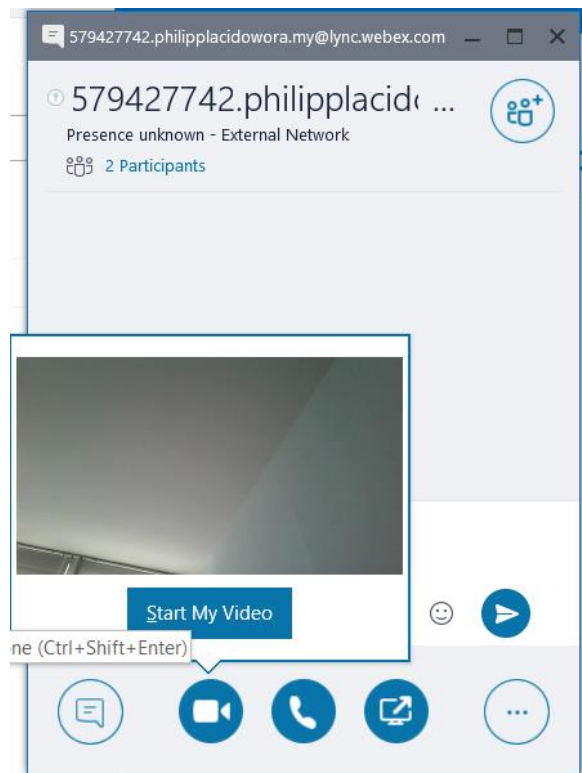
Copy the above link and paste it into skype for business dialer to call, A dial in link will appear, click enter on keyboard to continue



Now start the skype video or Audio call to connect to the webex meeting



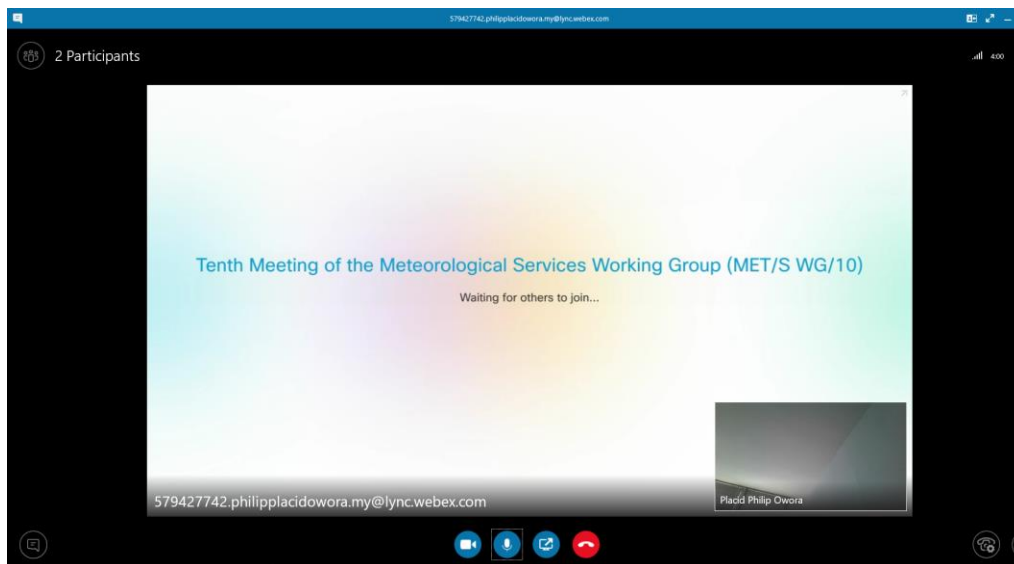
Press the Skype video call button to now join the meeting, you will be connected as seen below



You have successfully connected, Now wait for the Host to start the meeting



Once the meeting starts Please mute you Microphones by pressing the microphone button.



Webex Audio Troubleshooting

If you are having audio issues in a meeting, follow these tips to help you resolve your issue. When you join a meeting with audio, you should see a prompt to connect to the audio conference.


For help connecting to the meeting audio, see:

- [Connect to Audio and Video in Cisco Webex Meetings](#)
- [Join the Audio Conference for My Meeting from a Mobile Device](#)

Sound will be heard through your speakers if:

- The presenter is playing a media file (audio/video) in the meeting.
- The meeting is configured to use VoIP only, Mixed Mode audio, or Audio Broadcast.

If you are not hearing any sound, try the following:

- Make sure you are connected to the audio conference. When connected, a phone or headset icon should appear next to your name in the Participants panel.
- Use the **Audio and Video Connection ...** or **Computer Audio Settings...**, under the **Audio** menu, to make sure you have selected the right speaker to use for audio. You may also adjust the audio volume from this screen. For help, see: [WBX54825 - How Do I Configure My Audio Devices for Webex Meetings?](#)
- If connected using your computer, try increasing the volume on your speakers or headset.
- Make sure the host or presenter is actually speaking. When they are talking, you should see blue waves coming from their phone or microphone icon.
- Try chatting to the other participants and see if others are unable to hear the audio.
- If using VoIP or computer audio, make sure your speakers or headset are connected properly, try:
 - [Restarting the Windows Audio service](#)
 - Leaving the meeting and restarting your computer, then rejoin.
- The Exclamation  Mark appears when your speakers or headset are muted in your computer sound settings. This is a separate setting than any mute setting within the meeting window itself.
 - Hover your mouse over the Exclamation Mark, and you will see an indicator on whether your speakers or microphone are muted. Click [Here](#) to correct the issue

Echoing is heard:

- Phone - Echoing is generally caused by a participant in the teleconference on a speakerphone creating an audio feedback loop. The mic on the speakerphone is picking up the teleconference and rebroadcasting it.
- VoIP - One of the causes of echo in your audio conference is a microphone, or headset with microphone, that is placed too close to computer speakers.

To resolve echoing issues, Mute all lines in the teleconference, then Unmute only the active speakers.