



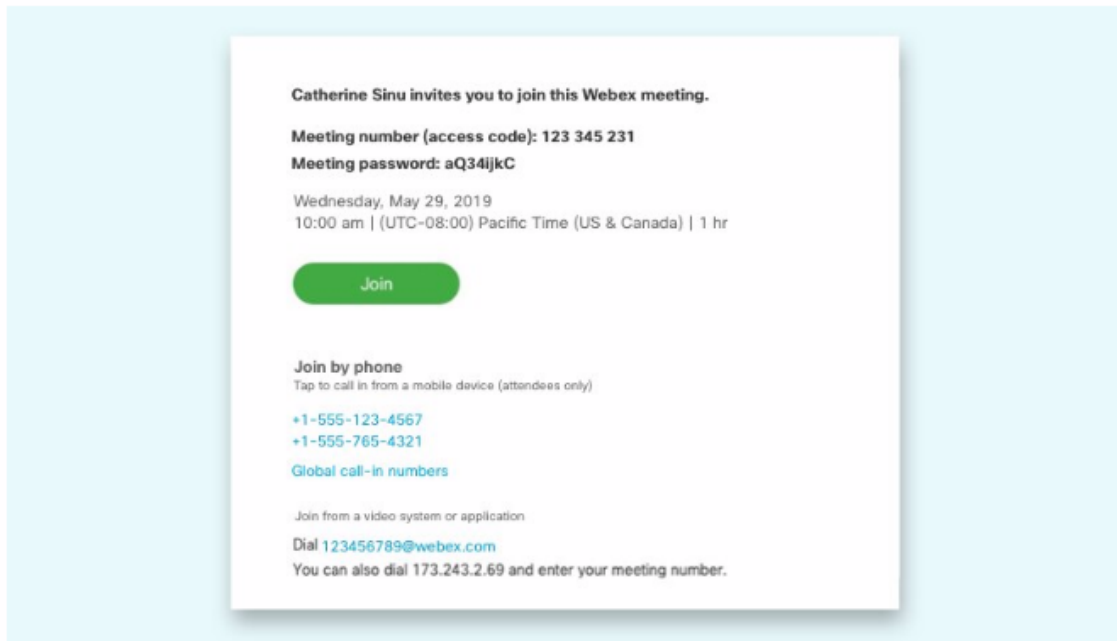
Quick Start to Join a Webex Meeting

****IMPORTANT UPDATE 4.14.2020****

Cisco has changed a default security feature to automatically lock a meeting 10 minutes after the scheduled start time of that meeting. Attendees who attempt to join the meeting once it is locked can still attend but will need to be admitted by the host. [Click this link for instructions on how to change this auto-locking meeting feature.](#)

If you get a meeting invitation in your email or calendar, 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.



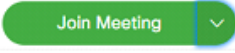
Join from Browser (Webex Web App)*

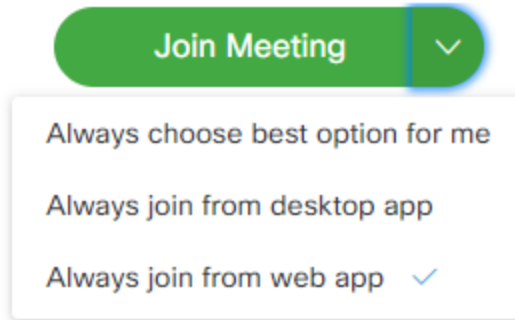
1. Navigate to [Webex Site](#)
2. Enter the 9-digit meeting number in the text box (Located in [email invitation](#) or given directly), then select the Join button.

Join a Meeting

Enter meeting information

3. On the next screen, enter **Your Name** in the first text box. Enter **Your email address** in the second text box.

4. Select the downward arrow  to the right of the Join Meeting button, then select **Always join from the web app**.



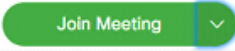
5. Finally, select **Join Meeting**.

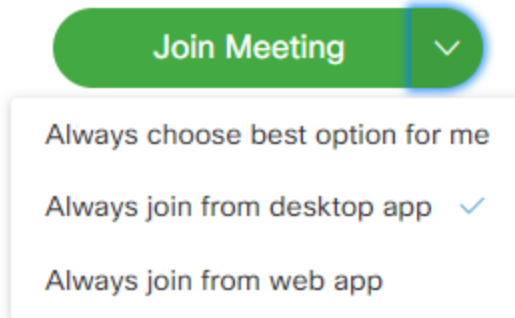
**Most browsers are compatible; No download is needed [Click here for detailed browser compatibility](#)*

Join from Webex Desktop App

**Needs to be downloaded first. Click [here](#) for download instructions*

1. Navigate to [Webex Site](#)
2. Enter the 9-digit meeting number in the text box (Located in the [email invitation](#) or given directly), then select the **Join** button.
3. Enter **Your Name** in the first text box. Enter **Your email address** in the second text box.

4. Select the downward arrow  to the right of the Join Meeting button, then select **Always join from desktop app**.



5. Finally, select the **Join Meeting**.

Join from Cisco Video Unit (ie DX80, MX800)

1. Tap the round, green **Call** button (either on the DX80 screen or on the connected touch device for MX800)
2. Tap the **Search or Dial** field. This will invoke the keyboard
3. Enter the join by video address that was sent to you via your Webex meeting invite *i.e.*, `john.doe@coloradogov.webex.com`
4. When you have finished typing entry, tap either of the green **Call** buttons to place the call.
5. You may be asked for a meeting passcode or joined directly to the waiting room or meeting, depending on if the meeting host set a passcode.

Example of meeting invite:

John Doe Personal Room

`https://coloradogov.webex.com/meet/john.doe| 804004828`

Join by a video system

Dial `john.doe@coloradogov.webex.com`

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone

+1-720-650-7664 United States Toll (Denver)

+1-206-207-1700 United States Toll (Seattle)

Access code: 804 004 828

Join from Mobile Device*

***Before you connect to a meeting from your mobile device, you must install the Cisco Webex Meetings application.*

1. Open the Webex Meetings app on your mobile device and tap **Join Meeting**.
2. Enter the 9-digit Meeting Number from the email invite or enter the URL of the Personal Room in the text box. Then enter your name and email address.
3. In the top right corner of your screen, tap **Join**.
4. Tap the **phone icon** to connect your audio. Select from one of the following options:
 - a. **Call Me**—Enter your phone number in the text box, and then in the top left corner of the screen, tap **Call**. You receive a call and may be prompted to press 1 to connect.
 - b. **Call In**—Dial one of the phone numbers shown on your screen. When prompted, use your phone keypad to enter the access code, and the Attendee ID shown on your screen.
 - c. **Call Over Internet**—Choose this option to connect to audio using VoIP.

- d. **Call My Video System**—Enter your video system address, if it's not already there. Then tap **Call** in the top left corner of the screen.
- *For further detailed mobile device instructions, please click [here](#).

Additional Resources

1. [Many ways to Join a Webex Meeting](#)
2. [TechU: How to Use the WebEx Mobile App](#)