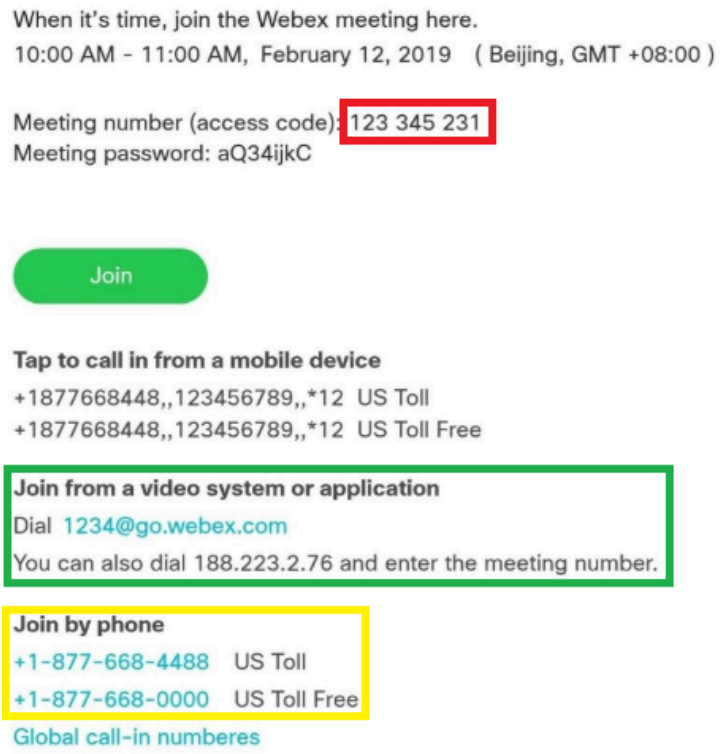
COLORADO
Tech University

Cisco Webex Meetings for Attendees

****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.



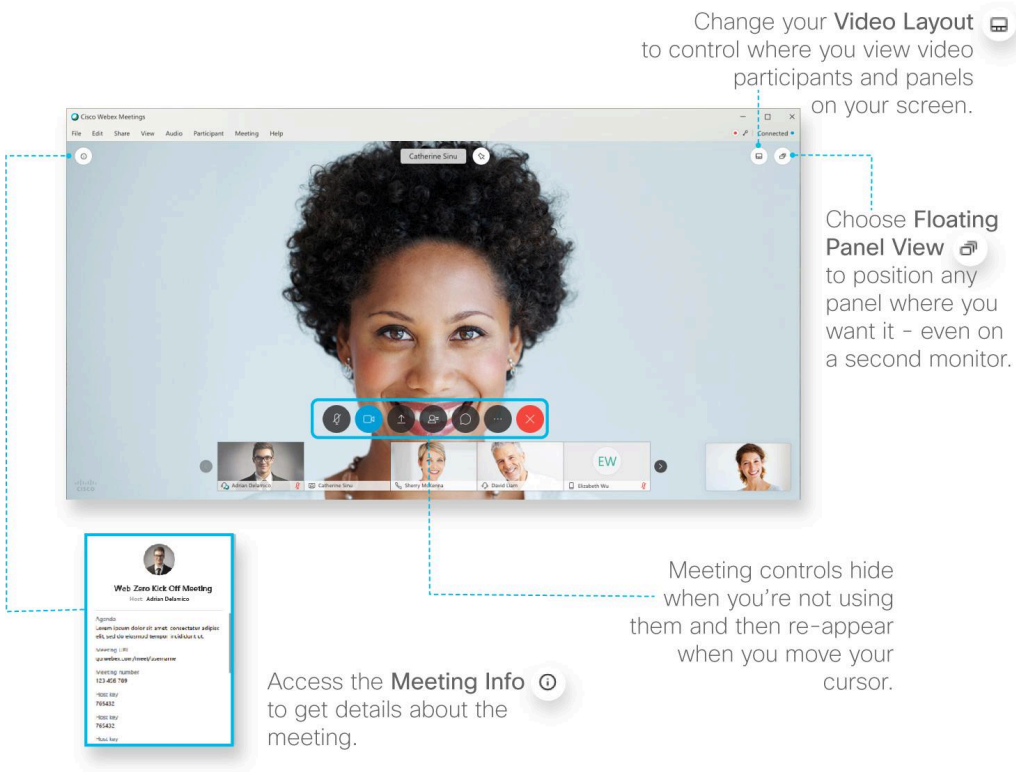
Ways to Join a Meeting

1. **Join via invite.** If someone invites you to a Webex meeting, you will receive an email with instructions on how to join (see example below). You can click the green **Join** button.
2. **Join manually with your web browser or desktop app** via http://signin.webex.com/ and input the meeting number (red box; above) to join the meeting.*
3. **Join a video system** by dialing the meeting address (green box).
4. **Join via mobile app** using the meeting number (red box). For more detailed mobile information, check out the Webex Mobile App Document.
5. **Join by phone** (audio only) by calling with the dial-in numbers (yellow box)

For more detailed instructions on how to join using each method, please refer to How to Join a Webex Meeting.
**You might be asked to enter a meeting password, which is located in your email invitation.*

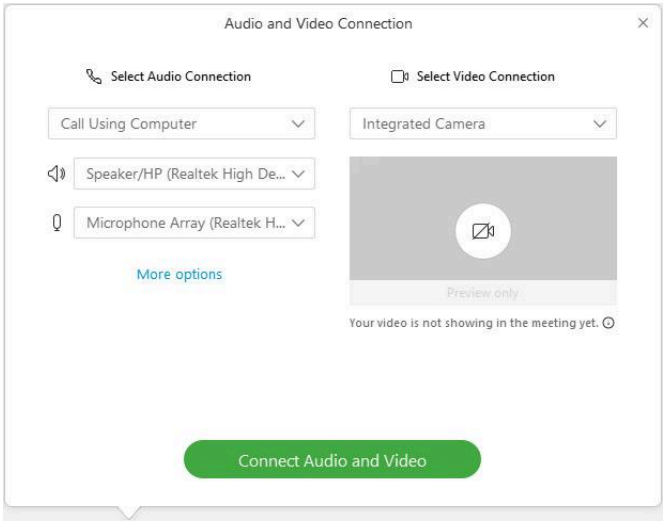
Webex Meetings Application Layout

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



Webex Audio & Video

When you join a meeting, the Audio and Video Connection dialog box will appear. If you don't choose an audio or video connection at the start of your meeting, you can select the **Audio and Video** icon to go back to the Audio and Video Connection dialog box.



Audio

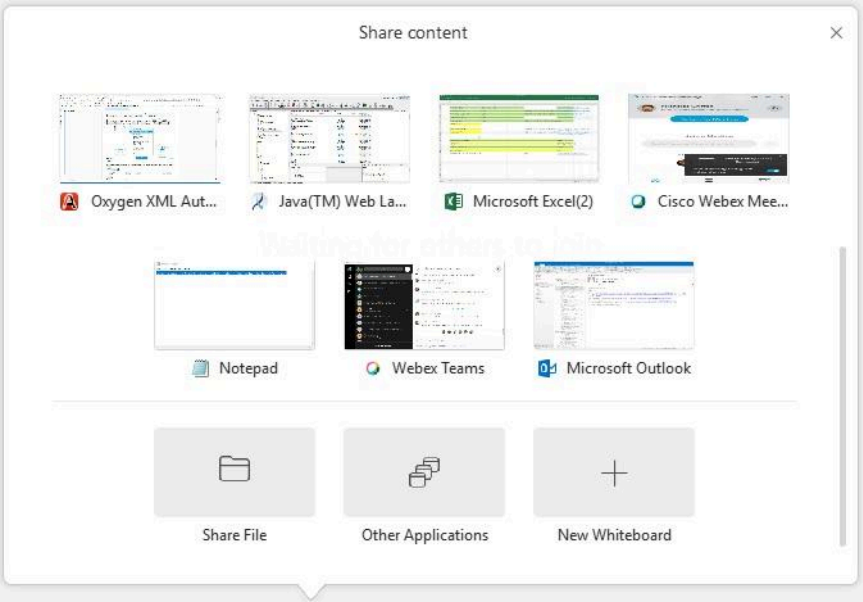
- To connect your audio during a Webex meeting, you can use your phone, computer, or video device.
- During a meeting, you can stop or start your audio connection at any time. From the meeting control panel, you can select **Mute** and **Unmute** to turn your audio on or off.

Video

- During a meeting, you can stop and start your video connection at any time.
- From the meeting control panel, you can select the **Switch camera device** or **stop my video** and **Start my video** to turn your video on or off.

Share Content

To share content during a meeting, from the meeting control panel, select **Share content** .



Go to the **Share** menu for more sharing options.

See Who Else Is in the Meeting

To see who else joined the meeting, select in the meeting control panel to show the **Participants** panel.

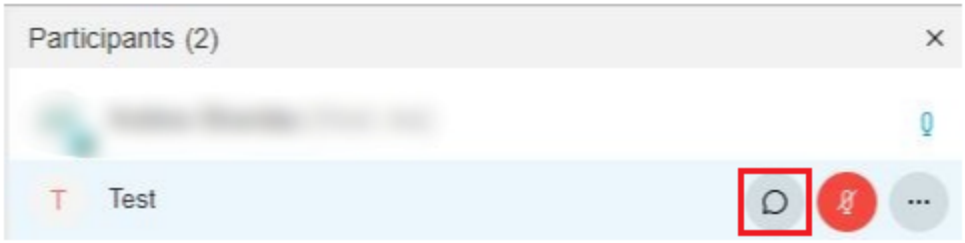
Chat with Other People in the Meeting

You can chat with other people in a meeting if that privilege has been granted by the meeting host.

- Select in the meeting control panel to chat with everyone in the meeting (image below is what appears once chat button is selected)



- To chat **privately** with someone, hover over the person's name in the **Participants** panel and select to the right of the person's name.



Additional Resources

1. Join a Meeting Via Web Browser/Webex Web App
2. Get Started Joining a Meeting with the Cisco Webex Web App
3. Get Started with Cisco Webex Meetings for Attendees
4. Starting and Joining a Meeting Via Mobile App