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.](#)

When it's time, join the Webex meeting here.
10:00 AM – 11:00 AM, February 12, 2019   (Beijing, GMT +08:00)

Meeting number (access code): **123 345 231**
Meeting password: aQ34ijkC

Join

Tap to call in from a mobile device
+1877668448,,123456789,,*12 US Toll
+1877668448,,123456789,,*12 US Toll Free

Join from a video system or application
Dial 1234@go.webex.com
You can also dial 188.223.2.76 and enter the meeting number.

Join by phone
+1-877-668-4488   US Toll
+1-877-668-0000   US Toll Free
Global call-in numberes

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](#).
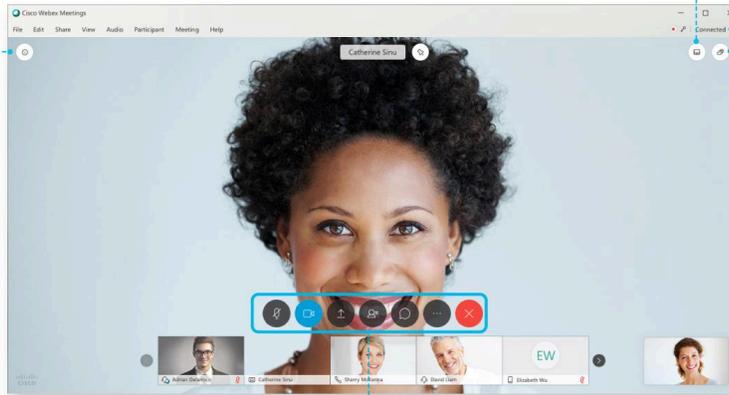**You might be asked to enter a meeting password, which is located in your email invitation.*

Webex Meetings Application Layout.

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

Change your **Video Layout** 🔲 to control where you view video participants and panels on your screen.

Choose **Floating Panel View** 🗗 to position any panel where you want it – even on a second monitor.

Meeting controls hide when you're not using them and then re-appear when you move your cursor.

Access the **Meeting Info** ⓘ to get details about the meeting.

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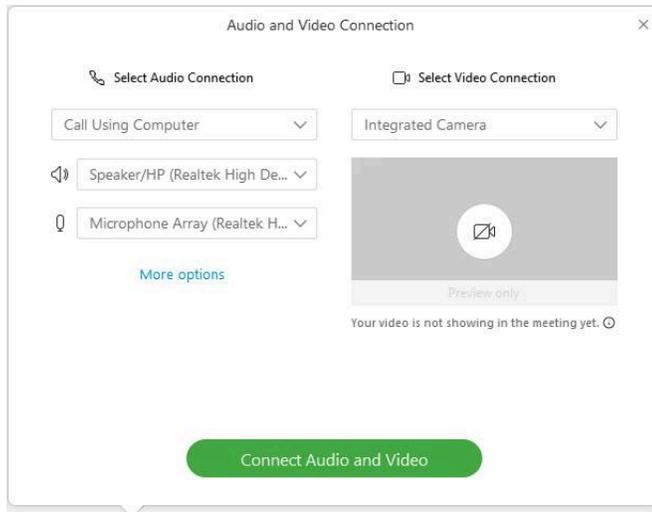
Audio
- To connect your audio during a Webex meeting, you can use your phone, computer, or video device.
- During a meeting, you can stop or start your audio connection at any time. From the meeting control panel, you can select **Mute** 🔘 and **Unmute** 🔴 to turn your audio on or off.

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** 🔘 .
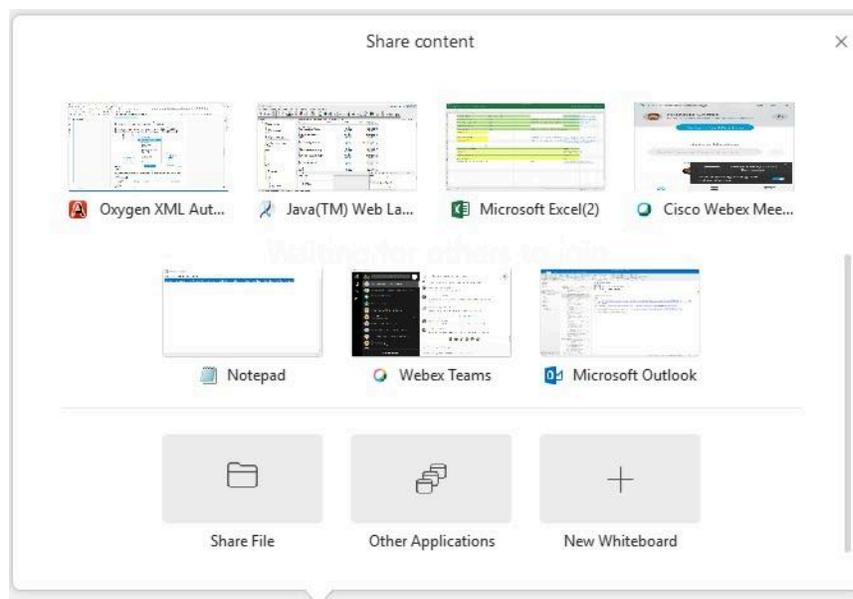


Go to the **Share** menu for more sharing options.

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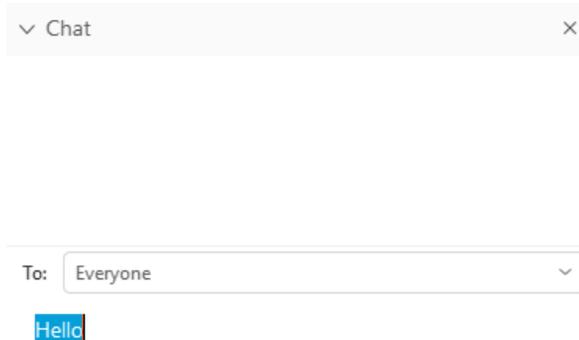
- To chat **privately** with someone, hover over the person's name in the **Participants** panel and select ⬤ to the right of the person's name.
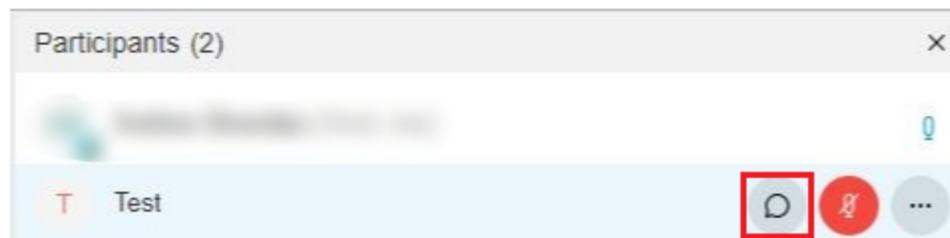
Additional Resources

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](#)