Getting Started
A Guide for WebEx Participants

Join a Scheduled Meeting

You can join a WebEx meeting simply by clicking the meeting link in an email, Outlook appointment, or instant message invitation.

To join a scheduled meeting:

1. From the email invitation or the open calendar appointment in your Outlook, click on the link that appears under **Join WebEx meeting**.

Catherine Sinu invites you to join this Webex meeting.

Meeting number (access code): 123 345 231
Meeting password: aQ34ijkC (98765432 from phones and video systems)

Wednesday, May 29, 2019
10:00 am | (UTC-08:00) Pacific Time (US & Canada) | 1 hr

Join

Join the meeting from your computer

Click the green Join button in the email invitation.

Join

Join the meeting from your phone (no video)

Dial the telephone number listed to join the meeting by phone. You may need to dial the **Access code**.

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

+1-555-123-4567
+1-555-765-4321

Global call-in numbers

Join from a video system or application
Dial 123456789@webex.com
You can also dial 173.243.2.69 and enter your meeting number.

Join by phone only if you are unable to connect to a video network.

NOTE: When joining the meeting on multiple devices, ensure that all devices are muted to avoid audio feedback.
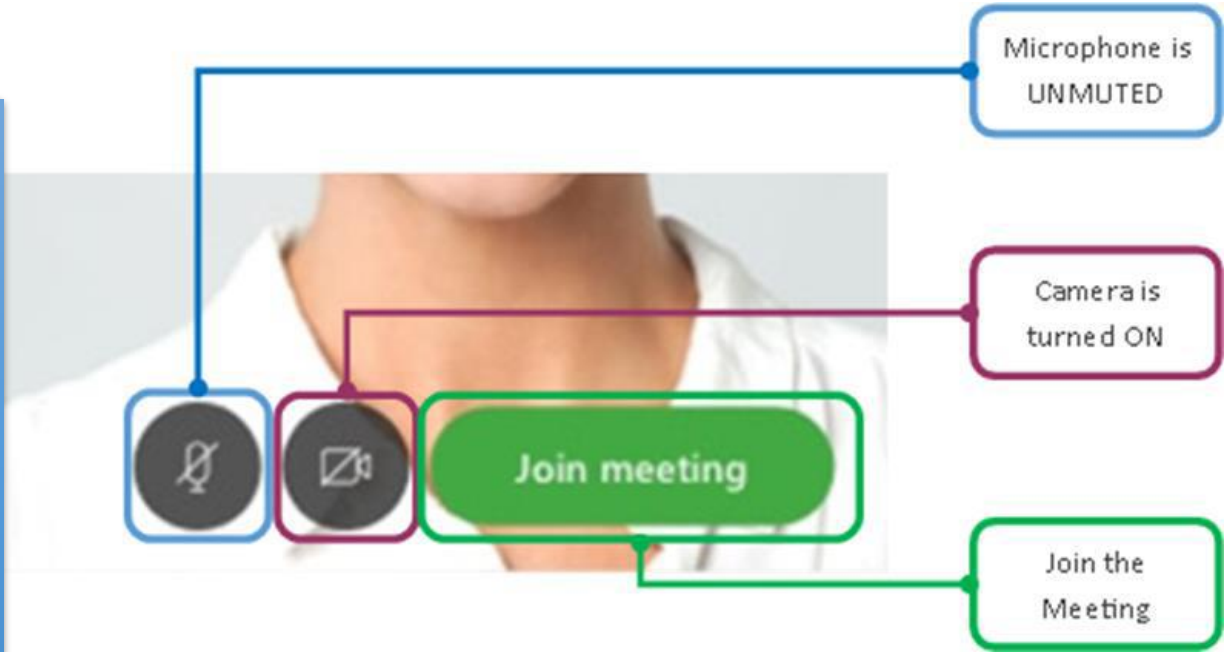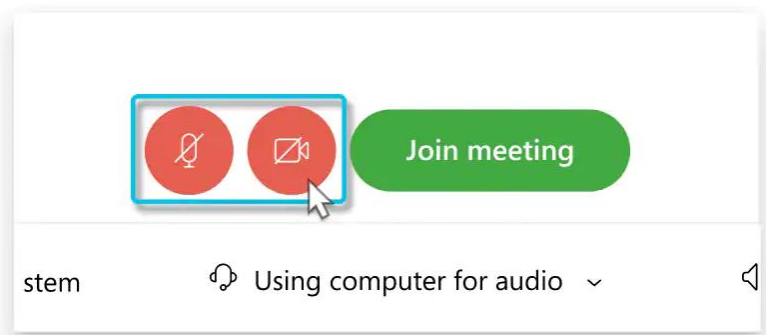
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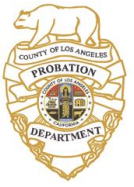
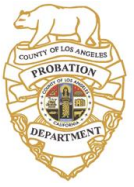It is highly encouraged to join the meeting with microphone and camera enabled.

When ready click

Join meeting

Microphone is UNMUTED

Camera is turned ON

Join the Meeting

Audio and Video icons appear RED when OFF

Join meeting
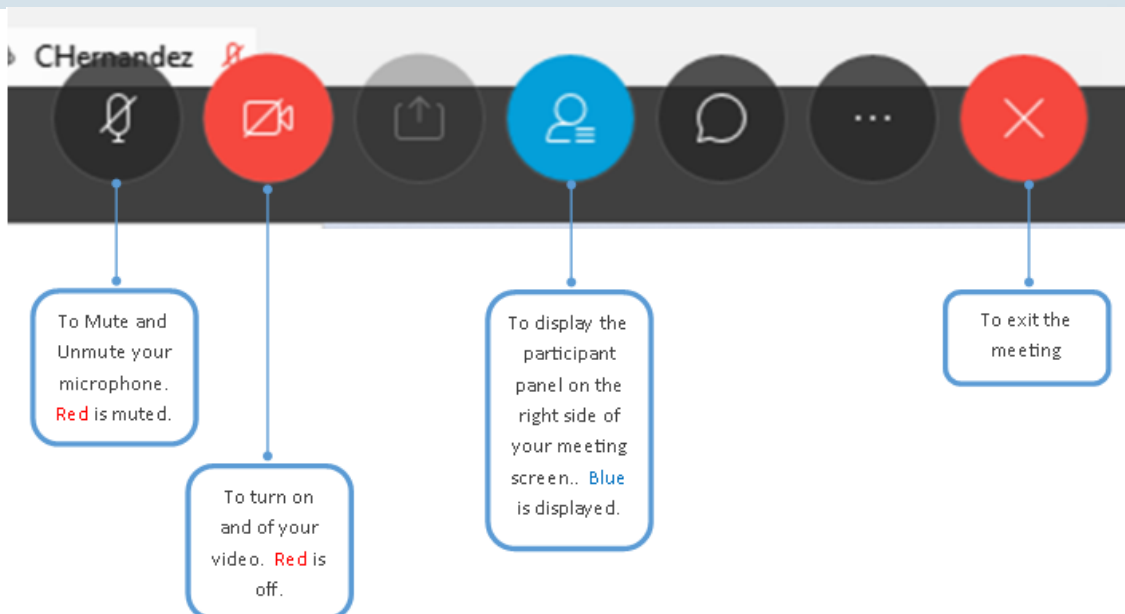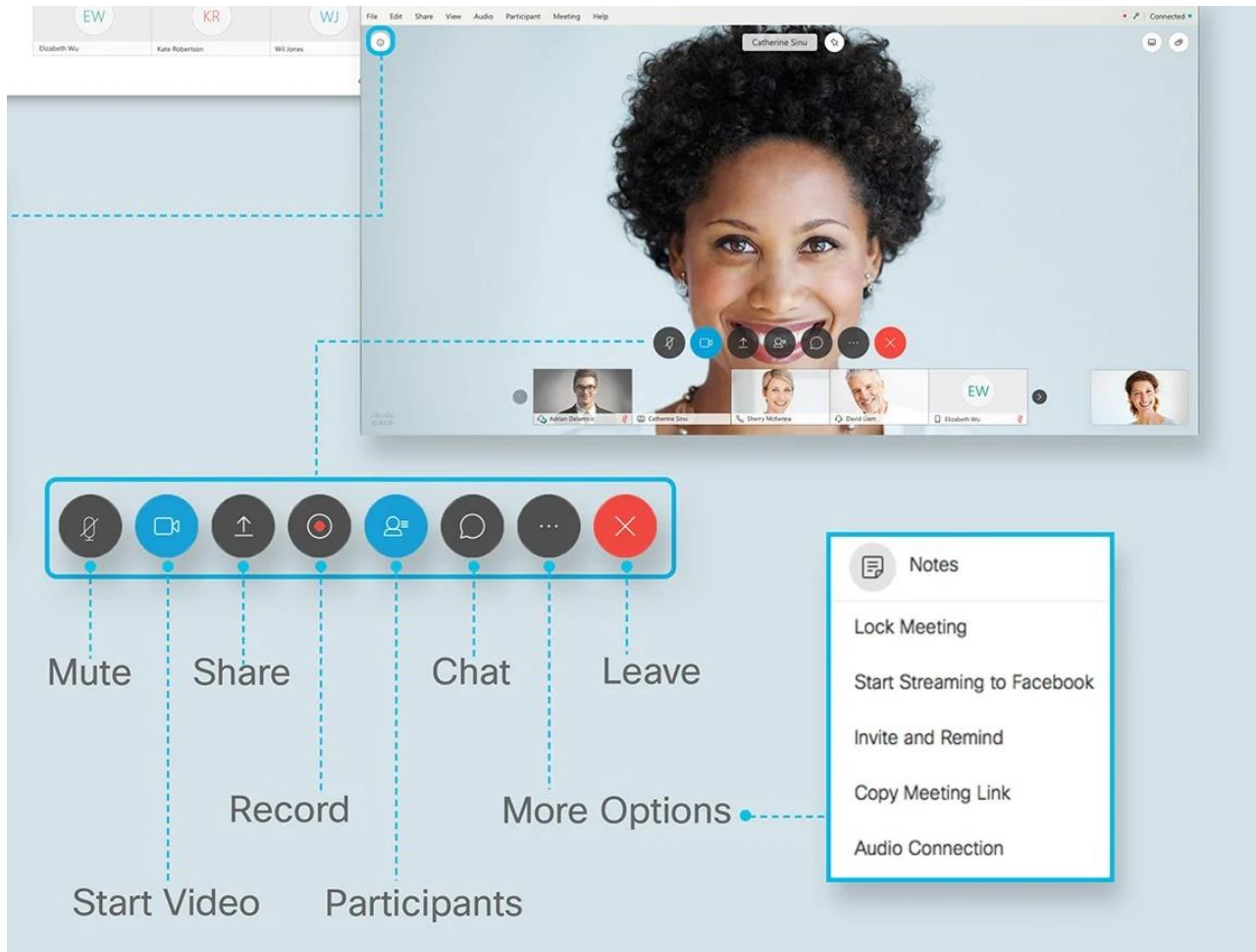
stem   Using computer for audio

Getting Started
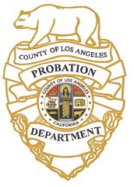## A Guide for WebEx Participants
Getting Familiar with Meeting Controls

Meeting controls are located at the bottom of your meeting screen. Features will become hidden when not in use and reappear when you hover your cursor over the bottom of screen.

Mute | Share | | Chat | Leave

Record | | More Options

Start Video | Participants

Notes

Lock Meeting

Start Streaming to Facebook

Invite and Remind

Copy Meeting Link

Audio Connection

To Mute and Unmute your microphone. Red is muted.

To turn on and of your video. Red is off.

To display the participant panel on the right side of your meeting screen.. Blue is displayed.

To exit the meeting

Video Layouts

In a meeting, there are three different video-only layouts: Active Speaker and Thumbnail View, Active Speaker View, and Grid View. If there are more than two participants, you can choose between these three views.

You can also select the Floating Layout. Floating Layout is a full screen mode if you're in a meeting with only one other participant. If you are in a meeting with multiple participants, Floating View allows you to move and resize the panels.

Select Grid View to display all participants on the same screen

Grid View

If you require technical support, email us at
JJCC-Admin@probation.lacounty.gov