



Webex How to Join a Meeting Using a PC

Summery

There are two methods to connect to a Webex virtual meeting. One method is to use the browser based web app and the other is by using the downloadable app on you PC. This tutorial will guide you in connecting to a Webex meeting using both.

Notes

In order to install the Webex downloadable app, you must have administrative credentials for the PC it is being downloaded to. Download using this link

<https://www.webex.com/downloads.html/>

Steps

To join a meeting using the web app:

1. You will need to locate the meeting invitation sent to your email inbox. You will be provided with a Meeting Number and Password (if a password has been required by the host). Click the green **Join Meeting** button to continue to the meeting. You may also call in to the meeting using the telephone number provided.

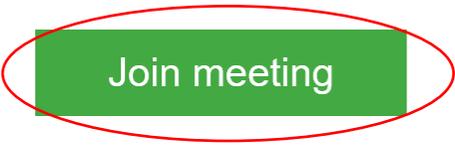
Development Services invites you to join this Webex meeting.

Meeting number (access code): 294 950 593

Meeting password: ButteCounty

Thursday, April 9, 2020

10:45 am | (UTC-07:00) Pacific Time (US & Canada) | 1 hr



Join meeting

Join by phone

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

[+1-408-418-9388](#) United States Toll

[Global call-in numbers](#)

2. After clicking the **Join Meeting** button, you will be brought to a web page. If you do not see the meetings button, click the **Join from your Browser** link at the bottom. This will open an internet browser and connect you to the meeting. You may also download the desktop app from this page as well.

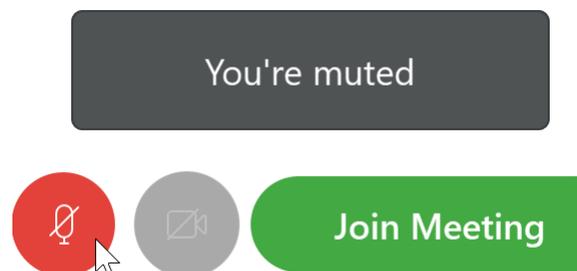
Starting Cisco Webex Meetings...

Click **Open Cisco Webex Meetings** if you see a message from your browser.

If you don't see a message from your browser, [open the desktop app](#).

Having trouble opening the desktop app? [Join from your browser](#).
Don't have the desktop app? [Download it now](#).

3. Your window should look like this just before connecting to the web meeting. Notice the microphone and video icons. You can toggle these options before and during the meeting. Click the green **Join Meeting** button to continue.



To join a meeting using the desktop app:

1. If the Webex application is not downloaded to your PC, download it using this link <https://www.webex.com/downloads.html/>

2. Click the blue **Download for Windows** button for Webex Meetings. Remember, you will need administrative credentials on your local machine to download the app.



Webex Meetings

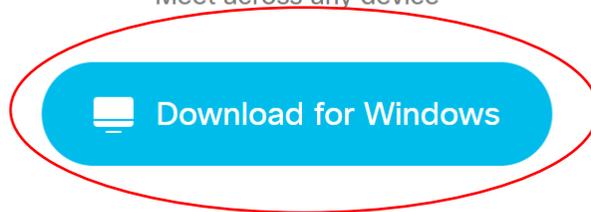
Looking for real time video conferencing?

HD video for face-to-face meetings

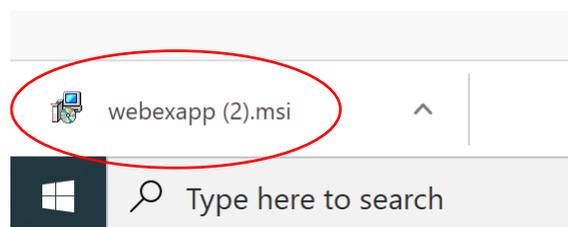
Flexible audio-only conference call options

Easy screen sharing

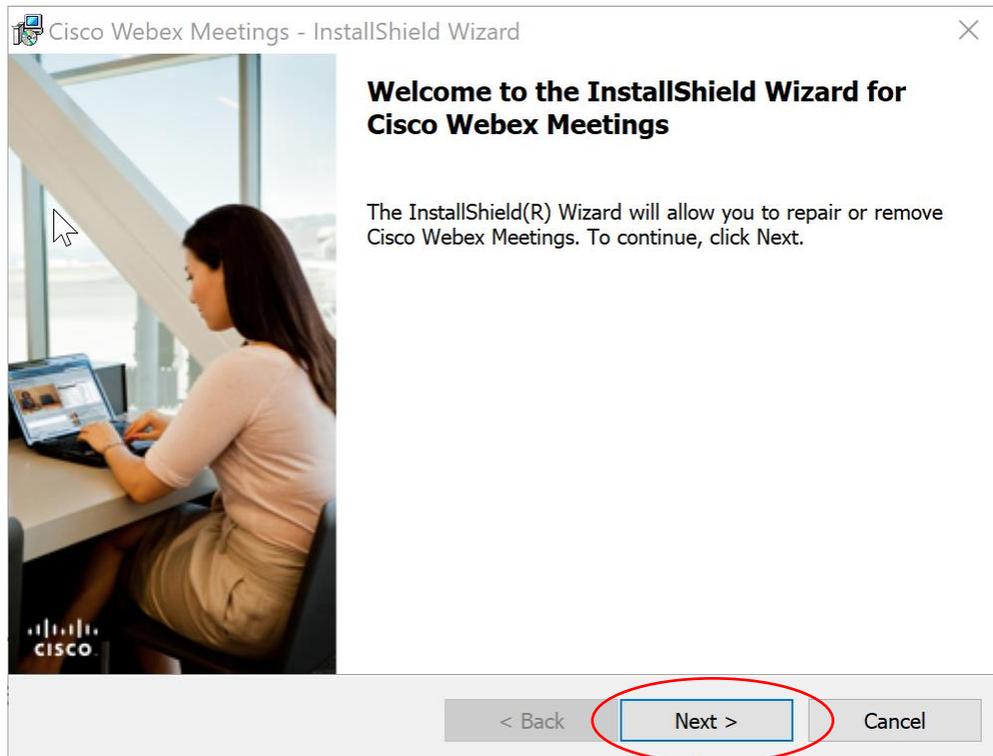
Meet across any device



3. Click the **download file** at the bottom of your screen.



4. A window will open to install Webex Meeting on your PC. Click **Next** and continue through the Install Wizard.



5. Open your Webex Meetings **desktop app**.



6. If you do not have a Webex account click **Use as Guest**. If you have a Webex account, you can sign in instead.



Sign in to Webex Meetings

Email address

Next

Use as guest

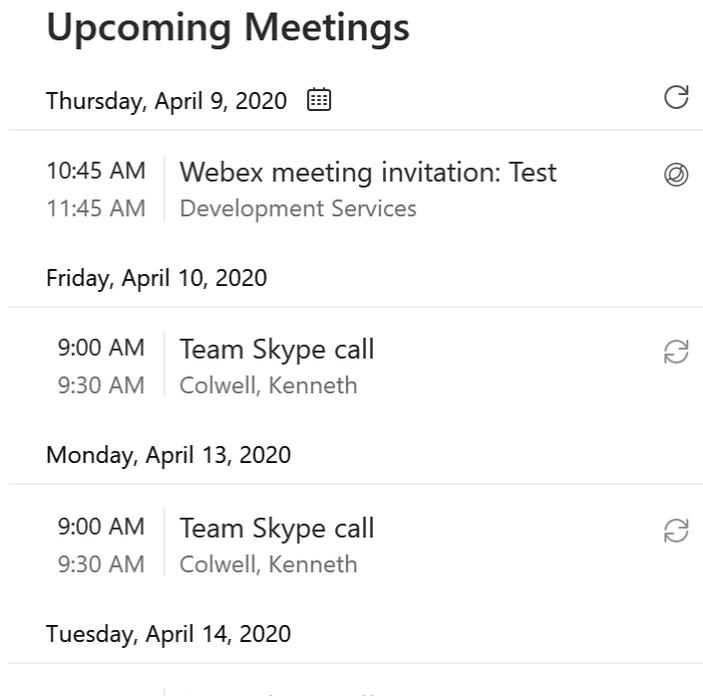
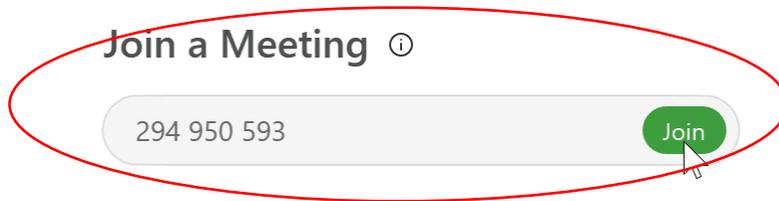
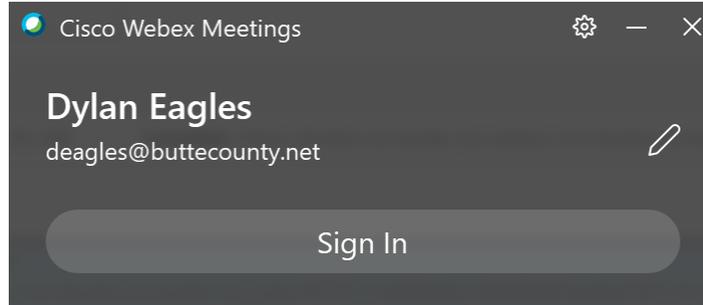
7. Type your name and your Butte County email address.

Dylan Eagles

deagles@buttecounty.net

Continue as guest

8. Once you are signed in (as a guest or your Webex account) you will see the Webex app menu. Under **Join a Meeting**, type in the meeting **Meeting Number** or **URL** provided to you in your invitation email and click **Join**.



 **Connect to a device**

9. If your meeting requires a password, type in the **Password** provided in your invitation email.

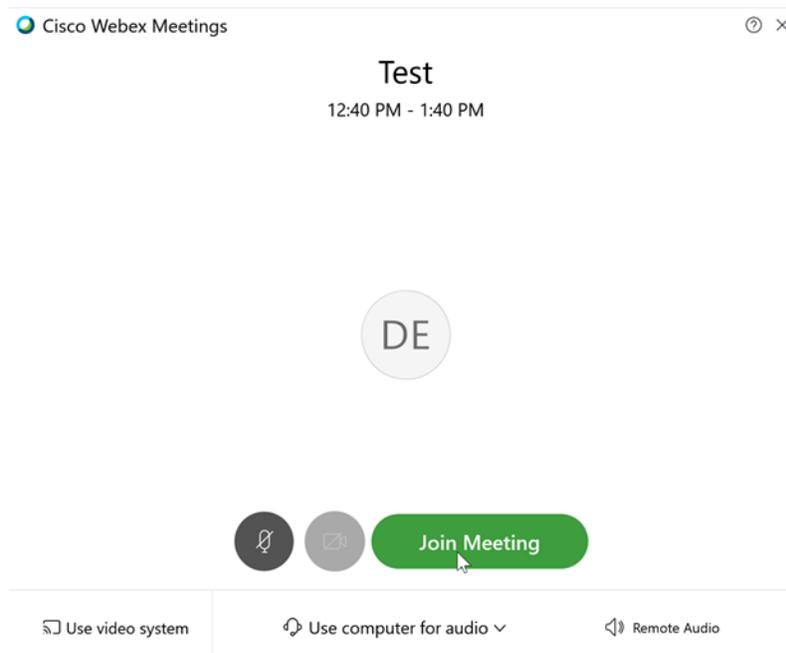
Note: You will not be able to join until the host has started the meeting.

Enter the meeting password

*****|

Next

10. Click the green **Join Meeting** button.



11. You are now in a Webex meeting.