Joining a WebEx Meeting

When you are invited to a WebEx meeting, you can join from many types of devices. Usually, you will receive an email or meeting invite that includes a link and meeting number, like the below.

Join WebEx meeting
Meeting number: 733 799

Just before the meeting begins, you can open this link on computers, tablets, and smart phones. Most meetings allow you to join up to five minutes before the start.

Please note that most WebEx meetings require the microphone and sound output of your computer or mobile device with WebEx. We recommend a headset with microphone on a desktop or laptop computer. Mobile devices usually work well with their included microphone, but we recommend using headphones or wireless headsets for the best experience.

Joining from a computer

1. Click Join WebEx Meeting. Enter your name and email address and click . Login to the Tri-C Logon Center if prompted. On a College computer, you will join the meeting. On a personal computer, you may be prompted to install a WebEx add-on, or run a temporary application.

2. In the WebEx application window, check your audio settings first. In the Computer Audio Settings pop-up, select the speaker and microphone you wish to use, and test both. If your chosen microphone is working, you will see the meter change color as you speak out loud. Click OK when you are done testing, then click Call Using Computer.

3. If you have a webcam, you can turn on its feed to the meeting using the camera button:

4. You are now sharing audio and video with the participants in the WebEx meeting. Always practice good meeting etiquette, and try all the features in WebEx!