# WEBEX MEETING FROM A PC

ATTEND A WEBEX MEETING

When you receive an invite to attend a WebEx meeting, it will include a link that you click to join the meeting at its scheduled time.

- Click the Join WebEx meeting link provided in the e-mail or appointment.

- You will be redirected to the Tri-C Login Center webpage. Enter your S number and network password.

- You will be redirected to the WebEx sign-in webpage.

- Enter your name then click Join Meeting.

HOST A WEBEX MEETING

- If you are the host (or an alternate host) looking to start a meeting, click the Join WebEx meeting link provided in the e-mail or appointment.

- You will be redirected to the Tri-C Login Center webpage. Enter your S number and network password. You will then be taken to the WebEx Meeting.

WEBEX MEETING OPTIONS
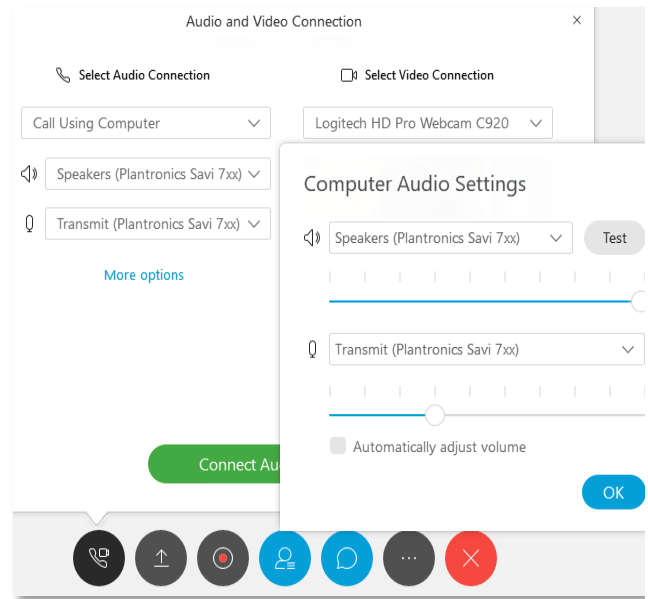
In the WebEx application window, check your audio settings first. In the **Audio and Video Connection** pop-up, select the speaker and microphone you wish to use. Click on **More Options** to test your hardware. If your chosen microphone is working, you will see the meter change color as you speak out loud. Click OK when you are done testing, then click **Connect Audio and Video**.
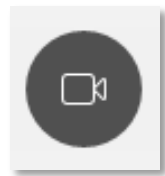
If you have a webcam, you can turn on its feed to the meeting using the camera button.