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.
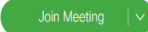
Join WebEx meeting
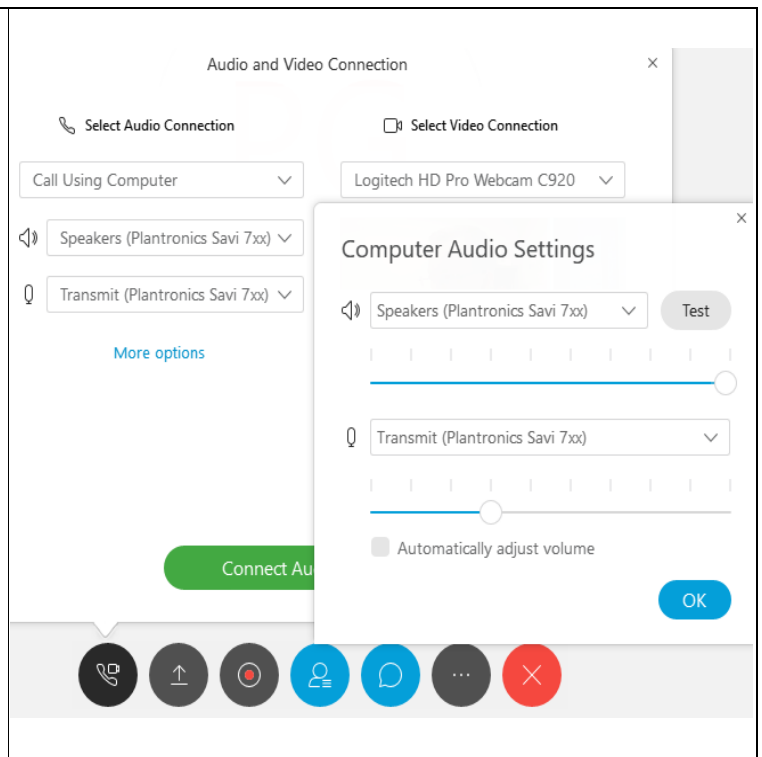
Meeting number: 733 799

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 the meeting link. Enter your name and email address and click (Join Meeting ⌄) . Login to the Tri-C Login 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 **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.**

3. Use the mute and camera buttons below to turn your microphone and webcam on or off:

4. You are now sharing audio and video with the participants in the WebEx meeting. Always practice good meeting etiquette by muting your microphone unless speaking.