

You can join a meeting from your computer, mobile device, phone, or a video system. Pick the one that works best for you.

Use the Webex desktop app to join your meeting from your Windows or Mac computer. You'll be able to connect using computer audio and video, switch layouts between grid and active speaker views, chat, and share content.

1. Open your email invite, and click Join.
2. If this is the first time you're joining a Webex meeting, Webex automatically downloads the app. Click the installer file to install the app.
 - a. You can also [download the Webex Meetings app](#) manually.
3. Enter your name and email address, and click Next.
4. If you are a presenter, you're asked for a meeting password, enter the meeting password - it's in your email invitation - and click Next.
5. Next, you choose how you want to hear.
 - a. **Use computer for audio** (default)—Use your computer with a headset or speakers.
 - b. **Call in**—If you prefer to use your phone for audio, dial in when the meeting starts. A list of the global call-in numbers is available in your meeting invite. Choose this option if your Internet connection is slow.
 - c. **Call me**—Enter a phone number and Webex calls you. Depending on your Webex plan, you may or may not see this option.
 - d. **Don't connect audio**—Use this option when you need to join a meeting and share content, and don't need audio. For example, you're in a conference room with your team, or someone already connected to the meeting from a video device.
6. By default, your microphone and camera are turned off. The video and microphone buttons are both red.
 - a. To join with your video on, click **Start video**
 - b. To join with your microphone on, click **Unmute**
 - c. To connect to a compatible video device, click **Use video system**.
7. Click **Join Meeting**

If you're on the go, you can join your meeting from your Apple or Android phone, tablet or Apple watch using Webex mobile app. You'll be able to use video, chat with other participants, and share content.

1. Tap **Join** in your email invitation when it's time to join the meeting.
2. Tap **Download** to install the Cisco Webex Meetings app and join the video conference.
 - a. To join the meeting by phone only, tap the number on your screen.
3. Tap **Open** after the app is installed and accept the Terms of Service and Privacy Statement.

4. Tap **Join Meeting**, enter the meeting number—it's in the email invitation—and tap **Join**.
5. Enter the meeting password—it's in the email invitation—and tap **OK**.
 - a. When the Webex Meetings app opens, your video preview lets you see how you'll look to others before you join the meeting.
 - b. Use internet for audio.
6. Change your audio and video settings before joining your meeting.
 - a. **Use Internet for audio** (default)—Use your phone with a headset or speakers.
 - b. **Call in**—If you prefer to use your phone for audio, dial in when the meeting starts. A list of the global call-in numbers is available in your meeting invite. Choose this option if your Internet connection is slow.
 - c. **Call me**—Enter a phone number and Webex calls you. Depending on your Webex plan, you may or may not see this option.
 - d. **Don't connect audio**—Use this option when you need to join a meeting and share content, and don't need audio. For example, you're in a conference room with your team, or someone already connected to the meeting from a video device.
7. Click **Connect to a device** to join the meeting from a compatible video device.
8. Tap **Join**.

Use the web app to join a Webex meeting from your browser. This is the easiest way to join if you're using a Chromebook, a Linux computer, or you simply don't want to download anything.

1. Open your email invite, and click Join.
2. Webex starts preparing to connect you to your meeting. Select **Join** from your browser.
3. Next, you choose how you want to hear.
 - a. **Use computer for audio** (default)—Use your computer with a headset or speakers.
 - b. **Call in**—If you prefer to use your phone for audio, dial in when the meeting starts. A list of the global call-in numbers is available in your meeting invite. Choose this option if your Internet connection is slow.
 - c. **Call me**—Enter a phone number and Webex calls you. Depending on your Webex plan, you may or may not see this option.
 - d. **Don't connect audio**—Use this option when you need to join a meeting and share content, and don't need audio. For example, you're in a conference room with your team, or someone already connected to the meeting from a video device.
4. By default, your microphone and camera are turned off. The video and microphone buttons are both red.
 - a. To join with your video on, click **Start video**
 - b. To join with your microphone on, click **Unmute**
 - c. To connect to a compatible video device, click **Use video system**.
5. Click **Join Meeting**.

Use the dial in option to join a Webex meeting from your browser. When you dial into a meeting, you can hear everyone in the meeting, but won't be able to see anyone or what they share during the meeting.

1. Open your meeting invitation and call one of the numbers under **Join by phone**. Depending on the host's meeting plan, your email invite provides a list of call-in numbers.
2. Enter your meeting number and password (only if it's in your invite).
3. Once you join the meeting, you'll be able hear everyone in the meeting but won't be able to see anything that's being shared.
4. [Join using a computer or mobile device](#) to see what's being shared in your meeting.

If you are not hearing any sound, try the following:

Configure your audio devices for the Call Using Computer option. Do either of the following

- Click on **Audio** at the top left corner of the meeting window, then select **Computer Audio Settings....**
- Click on the **Connect audio and video** icon:
- In the *Speaker* section, use the drop-down to select your audio playback device.
 - Note: If no audio is heard, click on **More options**, then click on the **Test** button.
- In the *Microphone* section, select your microphone from the drop-down.
 - Note: If the bar isn't displaying any movement, select a different device from the *Microphone*: drop-down menu, then test again.
- Click on the **Connect Audio** button when finished. (If you are sharing video, you will see Connect Audio and Video at this step.)

If you still have issues with audio:

- Open the Audio and Video settings again, and click on **More options**,.
- Make sure the right device is selected for your speaker and microphone, and adjust the levels using the slider bar.
- Check your speaker audio using the **Test** button, and speak into your microphone to check your levels.
- Click **OK**.

Attending your first Webex meeting soon? Check that you're ready by joining a test meeting.

1. Go to <https://www.webex.com/test-meeting.html>

2. Enter your name and email address, and then click **Join**.
3. Click the installer file to install the Cisco Webex Meetings app.
 - a. On Windows, click **Webex.exe**.
 - b. On Mac, click **Webex.pkg**.
 - i. Install the desktop app to get the full-featured Webex Meetings experience.
 - ii. If you're not using a Mac or Windows computer, or you can't install apps, don't worry.
 - iii. You can still join right from your web browser by clicking **Join from your browser**.
4. Next, choose how you want to hear everyone in the meeting.
 - a. **Use computer for audio** (default)—Use your computer with a headset or speakers.
 - b. **Call in**—If you prefer to use your phone for audio, dial in when the meeting starts. A list of the global call-in numbers is available in your meeting invite. Choose this option if your Internet connection is slow.
 - c. **Don't connect audio**—Use this option when you need to join a meeting and share content, and don't need audio. For example, you're in a conference room with your team, or someone already connected to the meeting from a video device.
5. If you want to join with your microphone muted, click **Mute my microphone**.
 - a. You'll see, **unmute** when your microphone is muted. Click **Unmute** my microphone when you want to speak.
6. If you want to join the meeting with your video turned off, click **Stop my video**.
 - a. You'll see, **Start my video** when your video is turned off. Click **Start my video** when you want to show your video.
7. Click **Join Meeting**.
8. Click **OK** when you see the message about the host not being in the meeting.
9. Follow the tips and instructions that you see in the meeting window and try out the available options.
10. When you're finished, click **Leave** , and then select **Leave Meeting**.

Frequently Asked Questions

1. Do I need a Webex account to join a meeting?
 - a. You don't need a Webex account to join meetings that you're invited to. You do need an email invitation that provides the information you need to join the meeting.

- b. Reach out to your meeting organizer for the invite.
2. How do I join using a meeting number?
 - a. If you have a Webex account, [sign in to your Webex site](#) and [enter the meeting number in the search box](#).
 - b. If you don't have an account, [join by entering the meeting number on webex.com](#).
3. Why is there no audio?
 - a. If you're using your computer for audio:
 - i. The speaker or microphone volume may be low. [Adjust your speaker and microphone settings](#).
 - ii. Low bandwidth can also cause poor quality audio. [Check audio and video bandwidth](#). Consider [dialing into your meeting for audio](#).
4. Can I test my audio and video before the meeting?
 - a. [Join a test meeting](#) to make sure your audio and video devices work as expected before your meeting.
 - b. When you join a test meeting, it automatically downloads the Webex Meetings app - so it's easier to join your next meeting.
5. How do I download the app?
 - a. When you click the join link in your email invite, the Webex Meetings app automatically downloads.
 - b. You can also download it from [webex.com](#).
6. Why can't I record?
 - a. You may not be the host or alternate host of the meeting. If you were invited to the meeting, request the host to record.
 - b. Recording may be disabled. [Contact your Webex site administrator](#).
 - c. Your site may be out of recording space. [Contact your Webex site administrator](#).
 - d. For free users, recording is currently only available from the desktop app. If you start a meeting from the web app using Chromebook, you can't record it.

Cisco Webex Video Tutorials on the following topics:

- Learn how to [join your first Webex meeting](#).
- Learn how to [select your audio and video before you join a meeting](#).
- [Manage your preferences in advance](#) so there are fewer steps to join a meeting from the desktop app or the mobile app.
- Learn how to [start or join Webex meetings](#) from your Upcoming Meetings, meeting notifications, and Personal Room IDs and links.

- If you don't want to install the desktop app, you can choose to [start or join meetings from the web app](#).
- You can join a meeting from your iPhone when away from the office. Learn how to [use Webex Meetings mobile on iOS devices](#).