Join a Webex meeting
Step 1

There are multiple ways to join a Webex meeting.

Join using a calendar invite.

Click the meeting in your Google Calendar. It will look like this.

1. To join from your device click “Join WebEx meeting”. (audio and/or video)
2. To join by phone, call the number included and follow the audio instructions. (audio only)
Join using an email invite.

Go to your Webex email meeting invite. It will look like this.

Multiple ways to join

1. To join from your device click "Join WebEx meeting". (audio and/or video)

2. To join by phone, call the number in the email and follow the audio instructions. (audio only)
Step 2

When joining from an internet connected device, you will be prompted by the browser to enter your name and email address on the join page.

Enter your name and your email address then click **Join Meeting**.

**NOTE**
You can select how you will join the meeting using this drop down arrow.

Step 3

First time joining a Webex meeting?

You may be prompted for a one-time install of the Webex desktop app or web add-on before you join.

Follow the on-screen instructions to install it.

Used Webex before?

Move forward to the next step.
Step 4

Make sure everyone in the meeting can see and hear you.

Select audio connection. The easiest option is Call using Computer.

Get started.

Change video settings if needed.

Congratulations!
You joined a Webex meeting!

For general Webex questions visit: help.webex.com

For specific UNC Charlotte Webex questions visit: spaces.uncc.edu/display/FAQ/WebEx