

# Join a Webex meeting



# Step 1

There are multiple ways to join a Webex meeting.

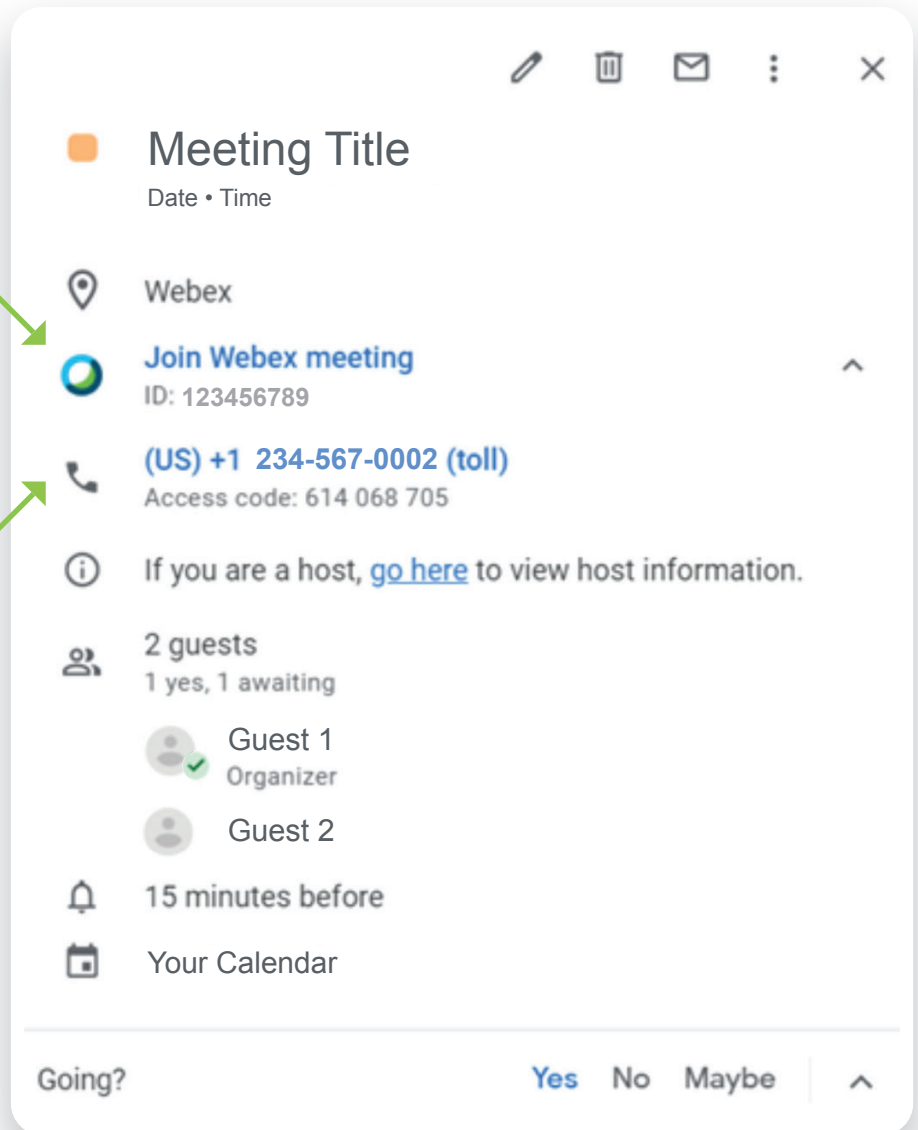
## Join using a calendar invite.

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)

or

**2** To join by phone, call the number included and follow the audio instructions. (audio only)



or

# 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)

or

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

Hi, Attendee,

The meeting host invites you to join this WebEx meeting.

**Meeting Title**

Date

Time | Duration

[Join WebEx meeting](#)

Meeting number:

Meeting password: XXXXXXXX

**Join by phone**

Tap to call in from a mobile device (attendees only)

[+1-415-123-456](#) US Toll

[Can't join the meeting?](#)

IMPORTANT NOTICE: Please note that this Webex service allows audio and other information sent during the session to be recorded, which may be discoverable in a legal matter. By joining this session, you automatically consent to such recordings. If you do not consent to being recorded, discuss your concerns with the host or do not join the session.



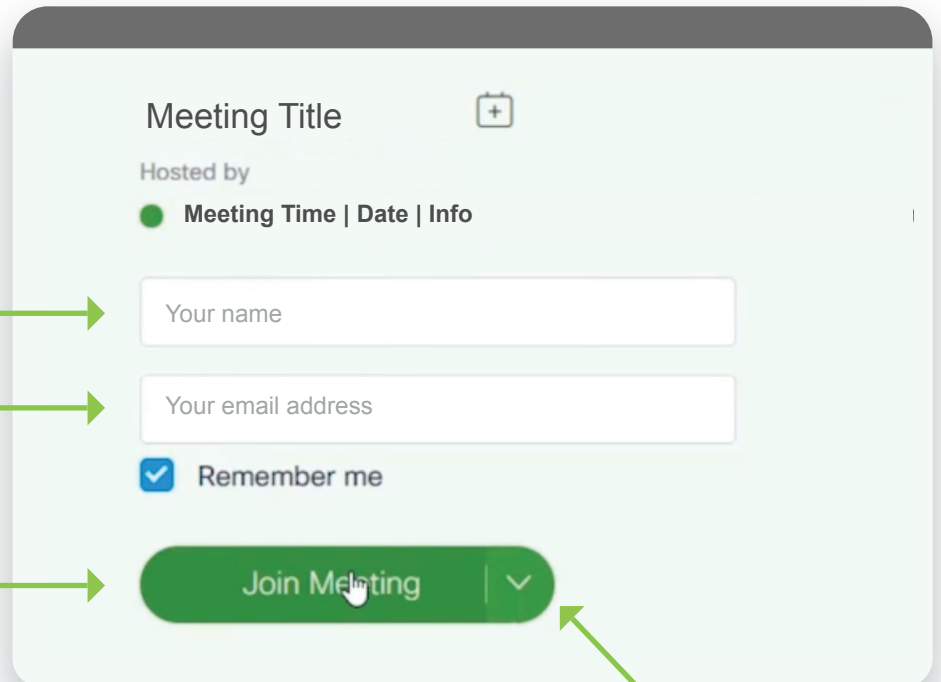
## Step 2

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.**



The screenshot shows a web interface for joining a meeting. At the top, there is a 'Meeting Title' field with a calendar icon. Below it, the text 'Hosted by' is followed by a green dot and the text 'Meeting Time | Date | Info'. There are two input fields: 'Your name' and 'Your email address'. Below these is a checkbox labeled 'Remember me' which is checked. At the bottom is a large green button labeled 'Join Meeting' with a small downward arrow on its right side. Green arrows point from the text on the left to the input fields and the 'Join Meeting' button.

### 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.



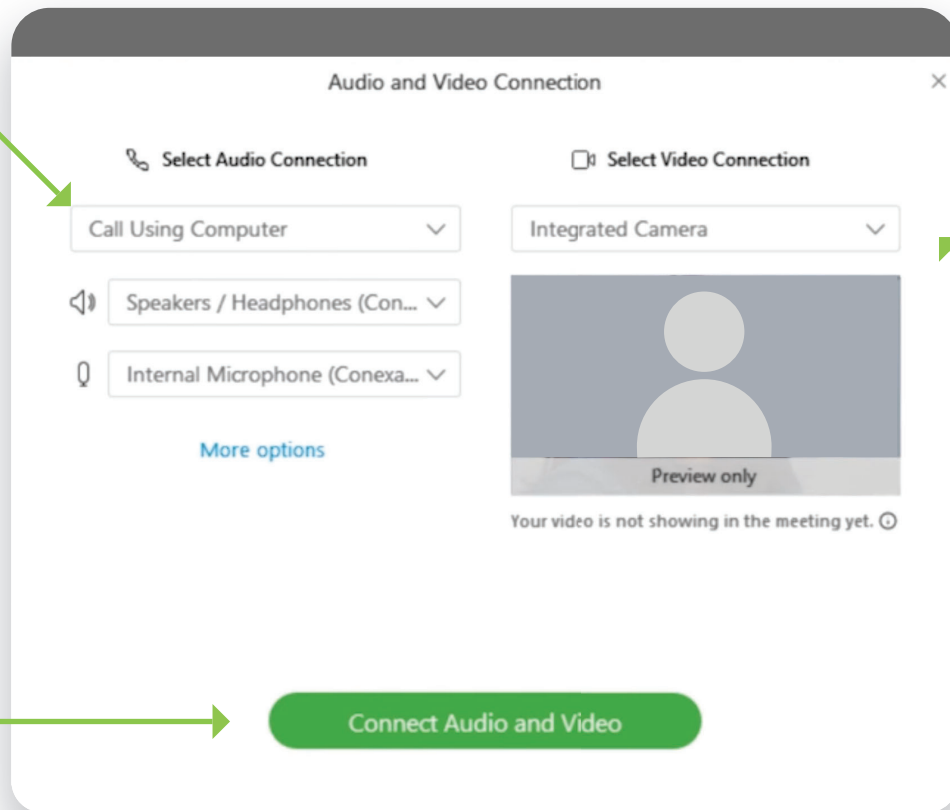
## Step 4

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](https://help.webex.com)

For specific UNC Charlotte Webex questions visit:  
[spaces.uncc.edu/display/FAQ/WebEx](https://spaces.uncc.edu/display/FAQ/WebEx)