

Joining WebEx Meetings (USERS)

Join a Webex Meeting from an Email Invitation

If you get a meeting invitation in your email, you can use it to join your meeting in different ways, like from your computer, mobile device, phone, or video system. Your invite includes the options available to you for that particular meeting.

-

When you receive an email invitation to a Webex meeting, it'll look something like this.

Catherine Sinu invites you to join this Webex meeting.

Meeting number (access code): 123 345 231

Meeting password: aQ34ijkC

Wednesday, May 29, 2019

10:00 am | (UTC-08:00) Pacific Time (US & Canada) | 1 hr

Join

Join by phone

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

+1-555-123-4567

+1-555-765-4321

Global call-in numbers

Join from a video system or application

Dial 123456789@webex.com

You can also dial 173.243.2.69 and enter your meeting number.

For your convenience, choose however you'd like to join the meeting from your computer, mobile device, traditional phone, or video system. Choose the option that's best for you.

Join from Your Computer or Mobile Device

Select **Join**  to [join the meeting from your computer or mobile device](#), tap or click the green **Join** button. After you join, you can see everyone in the meeting, shared content or share our own video and content.

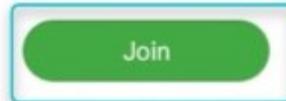
Catherine Sinu invites you to join this Webex meeting.

Meeting number (access code): 123 345 231

Meeting password: aQ34ijkC

Wednesday, May 29, 2019

10:00 am | (UTC-08:00) Pacific Time (US & Canada) | 1 hr



Join by phone

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

+1-555-123-4567

+1-555-765-4321

[Global call-in numbers](#)

Join from a video system or application

Dial 123456789@webex.com

You can also dial 173.243.2.69 and enter your meeting number.

Join from Your Phone

Call one of the numbers under **Join by phone**. This is a good option if you aren't connected to a network for video. After you join, you can hear everyone talking in the meeting but not their video or content that they're sharing.

Catherine Sinu invites you to join this Webex meeting.

Meeting number (access code): 123 345 231

Meeting password: aQ34ijkC

Wednesday, May 29, 2019

10:00 am | (UTC-08:00) Pacific Time (US & Canada) | 1 hr

Join

Join by phone

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

+1-555-123-4567

+1-555-765-4321

[Global call-in numbers](#)

Join from a video system or application

Dial 123456789@webex.com

You can also dial 173.243.2.69 and enter your meeting number.

Join from a Video System

If you have a Cisco Webex room or desk device, or another video system, you can [join the meeting from a video system](#). From your device, enter the video address to dial, under **Join from a video system or application**.

Catherine Sinu invites you to join this Webex meeting.

Meeting number (access code): 123 345 231

Meeting password: aQ34ijkC

Wednesday, May 29, 2019

10:00 am | (UTC-08:00) Pacific Time (US & Canada) | 1 hr

Join

Join by phone

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

+1-555-123-4567

+1-555-765-4321

Global call-in numbers

Join from a video system or application

Dial 123456789@webex.com

You can also dial 173.243.2.69 and enter your meeting number.

Join a Meeting from the Webex Meetings Desktop App or Mobile App

When it's time to join a scheduled Webex meeting or a Personal Room meeting, you can join faster with fewer clicks and less time to get into your meetings from the desktop app or the mobile app.

On the Webex Meetings desktop app version WBS39.8 and later and mobile app 39.7 and later versions when [Modern View](#) is enabled, the meeting now opens directly when you select the meeting link.

To find out which desktop app version you're using, see [Find Your Cisco Webex Meetings Version Number](#). To find the mobile version you are using, open the Webex Meetings app on your mobile device and select the gear  icon, then select **About**.

Join a Webex Meeting as:

- [First Time User of Cisco Webex Meetings](#)
- [Existing User of Cisco Webex Meetings](#)

For earlier desktop app versions see:

- [Join from Your Webex Meetings Desktop App \(WBS33.6\)](#)
- [Join from Your Webex Meetings Desktop App \(WBS33.7 to WBS39.7\)](#)

First Time User of Cisco Webex Meetings

When you join a meeting for the first time, you're prompted to download the installer file to install the desktop app on your computer.

If you can't download the installer, you can still join the meeting using the web app instead. You don't need to install anything using the web app, and it launches in your web browser.

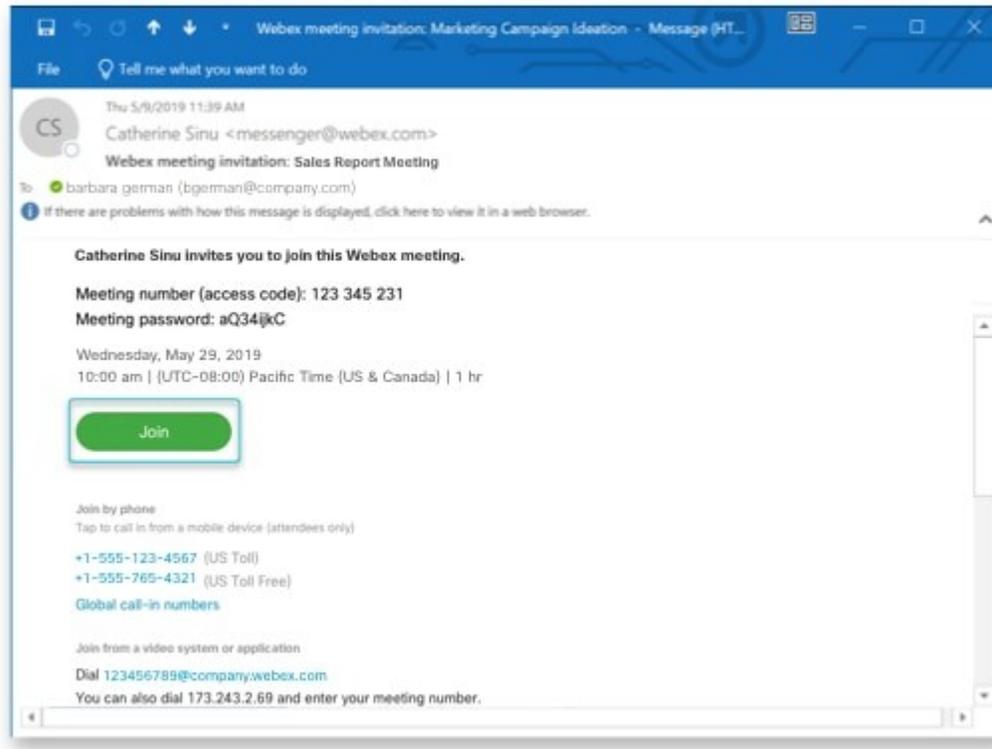
Tip: If you don't have an account, or require an installation that will open the meeting, you can still join the meeting as a guest.



If you have an invite to join a Webex meeting, the desktop app automatically downloads when you click **Join**. If you don't have a Webex account, don't worry. It's easy to join and participate in the meeting as a guest.

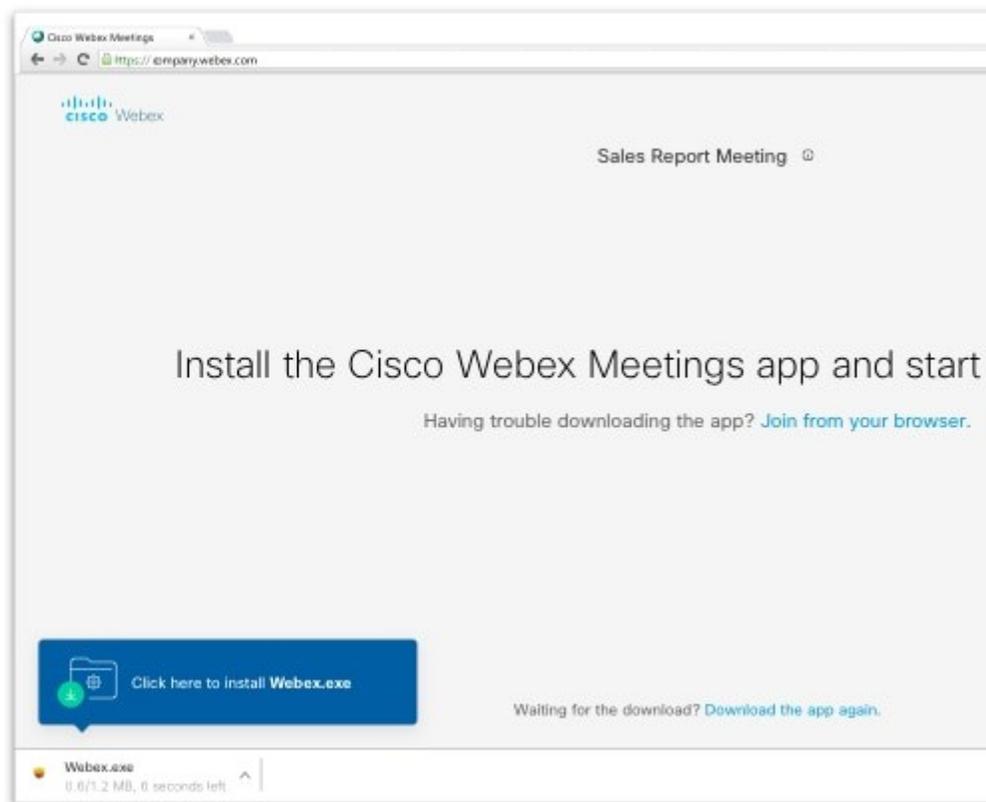
Click **Join** in your email invitation to join the video conference.

1



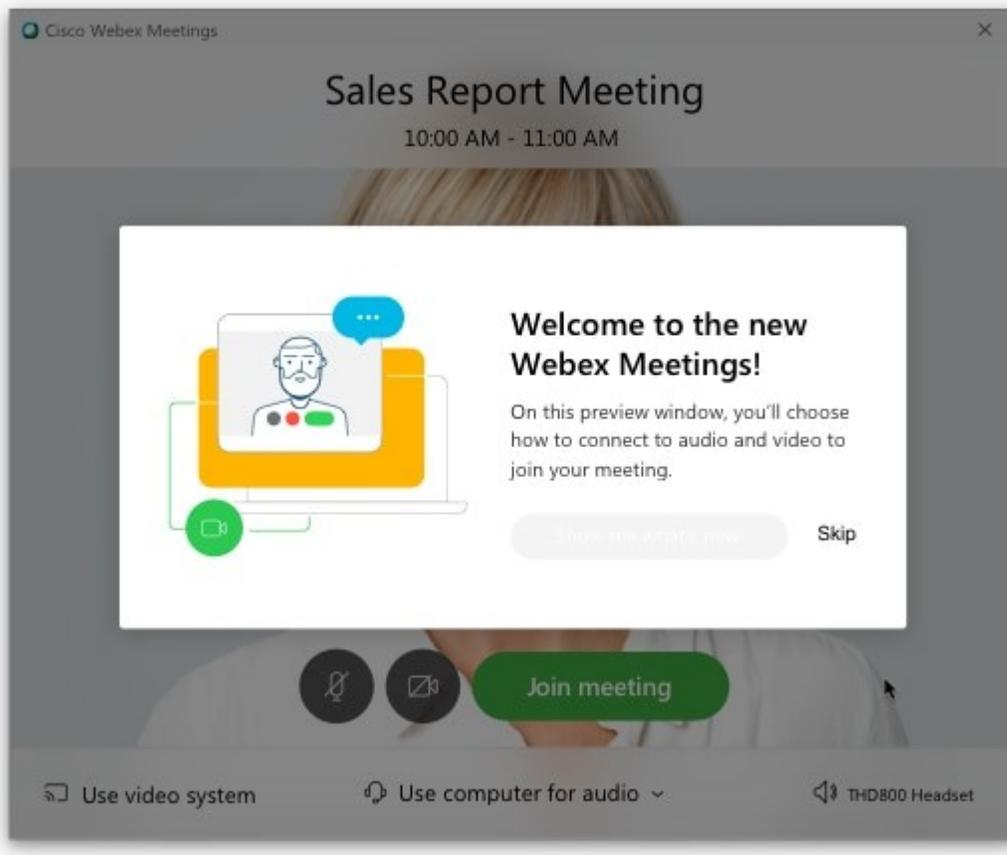
2

Click the installer file to install the Cisco Webex Meetings app. On Windows, click Webex.exe. On Mac, click Webex.pkg.

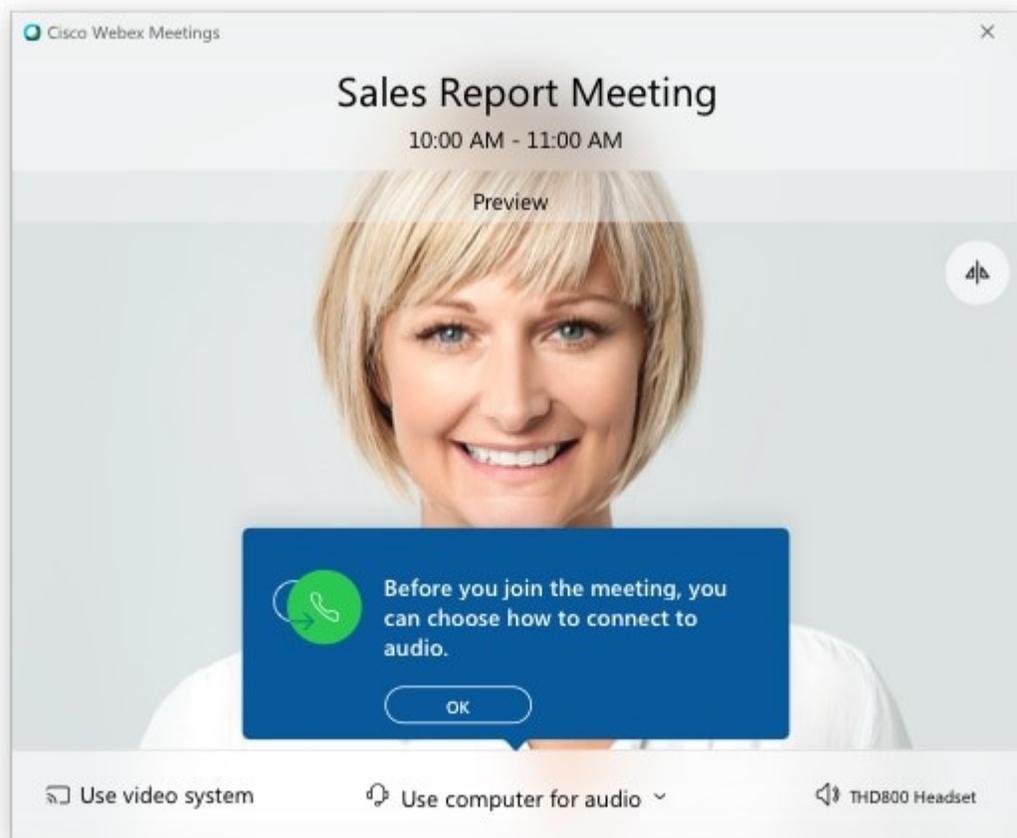


If you have trouble downloading the app, click **Download the app again**. If you can't download the app, click **Join from your browser**.

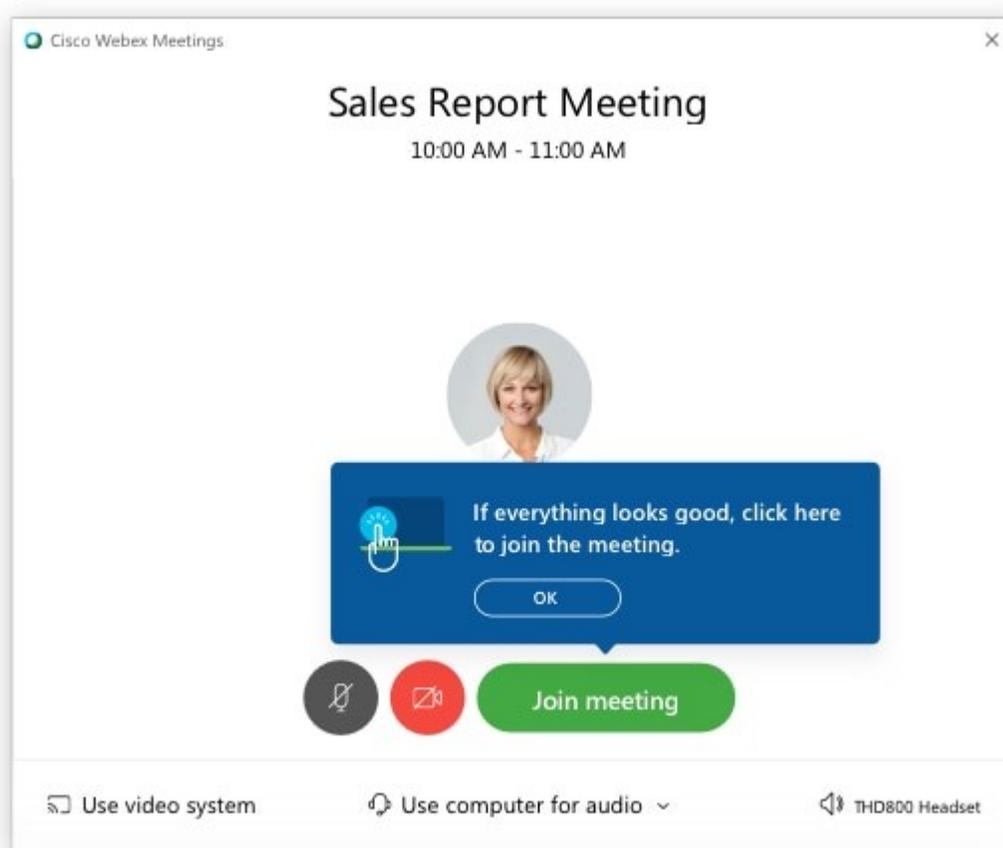
- 3 Enter your name and email address and click **Next**.
- 4 Enter the meeting password—it's in the email invitation—and click **Next**.
- 5 Click **Show me what's new** for a quick tour or select **Skip**.



You see a video preview of how you'll look to others.

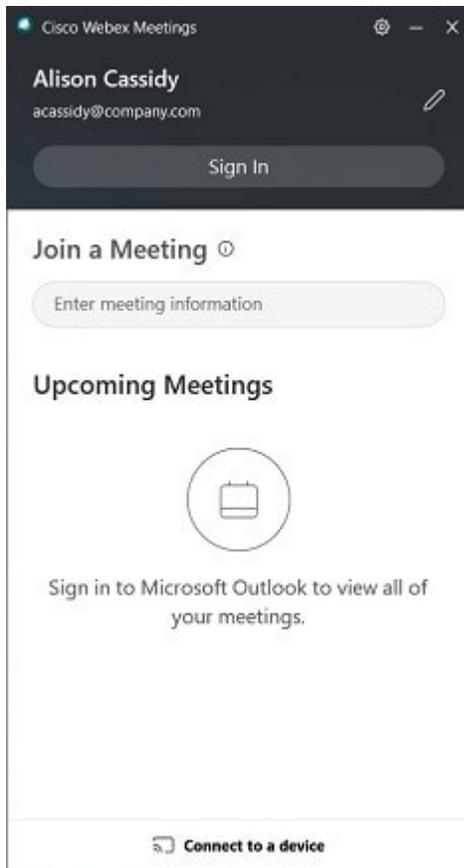


- 6 [Change your audio and video settings](#) before joining your meeting.
- 7 Click [Connect to a device](#) to join the meeting from a compatible video device.
- 8 Click **Join Meeting**.



If you connected to a device, the device joins the meeting too.

When you leave the meeting (**Leave**  **> Leave Meeting**), the Cisco Webex Meeting app opens on your desktop.



You can use the Cisco Webex Meetings desktop app to join the next Webex meeting that you're invited to. For more information, see [Use the Cisco Webex Meetings Desktop App as a Guest](#).

The app installs only if you don't already have the Cisco Webex Meetings app or Cisco Webex Productivity Tools installed.

Existing User of Cisco Webex Meetings

As an existing user of Webex Meetings you can join a meeting from the desktop app or from a mobile app.

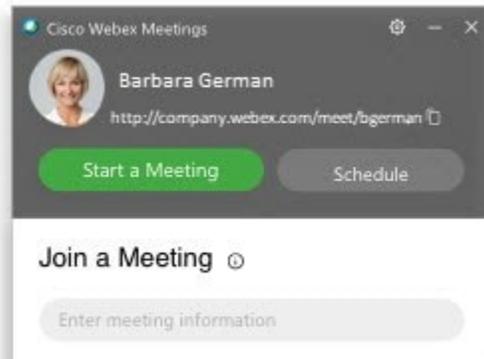
- Desktop
- Mobile

There's more than one way to join a meeting from the Cisco Webex Meetings desktop app. You can join a scheduled meeting from the Join a Meeting search bar by entering a Personal Room ID, meeting number, or meeting link. You can also join a scheduled meeting from the **Upcoming Meetings** list.

Join a Meeting from the Search Bar

Open the Cisco Webex Meeting desktop app.

1



2

Enter a Personal Room ID, meeting number, or meeting link and click **Enter** to join the meeting.

3

Enter the meeting password, if necessary, and click **Join**.

4

When the Webex Meetings app opens, your video preview lets you see how you'll look to others before you join the meeting.

[Change your audio and video settings](#) before joining your meeting, unless you've saved them before.

5

Click **Join meeting**.

Join from the Upcoming Meeting List

1

Open the Cisco Webex Meeting desktop app and click **Join**.

When the Webex Meetings app opens, your video preview lets you see how you'll look to others before you join the meeting.

2

[Change your audio and video settings](#) before entering your meeting, unless you've saved them before.

3

Click **Join meeting**

[Join from Your Webex Meetings Desktop App \(WBS33.6\)](#)

1

Open your **Cisco Webex Meetings** desktop app.

Do one of the following:

- Select the **Join** button at the top of the **Cisco Webex Meetings** app.

The join button appears 15 minutes before your scheduled meetings.

- Enter a Personal Room ID in the text box below the Join a Meeting heading

and click the **Join meeting** button.

2

You can find the host's Personal Room host ID in the Personal Room link. For example, if the Personal Room link is organizationname.webex.com/meet/**jparker**, the host's Personal Room ID is **jparker**.

- Select one of the profile pictures in the **Recent Personal Rooms** list

or click the **More** icon to see more rooms that you've recently joined.

3

Enter the meeting password, if necessary, and click **Join**.



Join from Your Webex Meetings Desktop App (WBS33.7 to WBS39.7)

Join a Meeting from Your Cisco Webex Site

Quickly find your meeting from the search bar or meeting list on your Webex site and then join using either the Webex Meetings desktop app or the web app. Use the web app to open the meeting directly in your browser or use the desktop app to open the full-featured meeting application.

-
-
- [Join a Meeting Using the Search Bar](#)
- [Join a Meeting from Your Webex Site in the Desktop App or Web App](#)

On the Webex Meetings desktop app version WBS39.8 and later and mobile app 39.7 and later versions when [Modern View](#) is enabled, the meeting now opens directly when you select the meeting link.

Join a Meeting Using the Search Bar

At the top of your Cisco Webex site is a search bar that you can use to find and join the meeting. Search by the host's name, Personal Room link or ID, meeting title, or 9-digit meeting number.

You can find the host's Personal Room ID in the Personal Room link. For example, if the Personal Room link is `example.webex.com/meet/giacomo`, the host's Personal Room ID is **giacomo**.

1

Click on the search bar and enter one of the options to search for the meeting.

2

Enter the meeting password provided in the email invitation.

Click **Join** to join the meeting.

3

Your meeting opens in either the desktop app or web app, depending on which option you last chose.

Join a Meeting from Your Webex Site in the Desktop App or Web App

1

Select **Meetings** from the left navigation panel in your Cisco Webex site, and click the name of the meeting you want to join.

2

Enter the meeting password provided in the email invitation, if necessary.

Click the drop-down arrow and select **Use desktop app** or **Use web app**. Both have a similar meeting experience, but the web app only requires your browser. After that, select **Join Meeting**.

3

When you select the desktop or web app, the Webex site remembers your selection and will default to that app on the Webex site only.

4

After the meeting opens, select your [audio and video options](#).

Join a Webex Meeting from a Video System

Video meetings are more engaging than audio-only meetings. There are many ways that you can join Webex meetings from video systems. Whether you use Cisco Systems, Polycom, or other SIP- or H.323-based video systems or a Cisco Webex room or desk device, you can easily start or join a Webex meeting. Hosts and panelist can also join a Webex event from a video system in Webex Events (limited availability).

- [Join by Dialing the Video Address](#)
- [Join by Dialing the Meeting Number and a Shortcut \(cloud-registered Webex video devices only\)](#)
- [Join by Tapping the Join Button](#)
- [Join Using the Join Webex Button on a Video Device](#)

Join by Dialing the Video Address

Dial the video address from the calendar invite or from the meeting information page.

1

Open the virtual keyboard or get the remote control for your video system.

For example, tap **Call** and then tap the keyboard button on the keypad.

Dial the video address in one of the following formats:

- `<meeting_number>@webex.com` for a scheduled Webex meeting
- `<Personal_Room_ID>.<site_name>@webex.com` for an instant or scheduled Webex Personal Room meeting
- IP address for an instant or scheduled Webex Personal Room meeting or a scheduled Webex meeting. Enter the meeting number when prompted.

IP dialing is not available for FedRAMP-authorized Webex offerings.

•

Enter the numeric meeting password, if prompted.

3

The numeric meeting password is only needed for scheduled Webex meetings, not Webex Personal Room meetings.

4

When prompted, do the following:

- If you are the host, enter the host key or host PIN, as appropriate, followed by the pound sign # to start the meeting.
- If you are not the host, enter the pound sign # to join the meeting.

Join by Dialing the Meeting Number and a Shortcut (cloud-registered Webex video devices only)

Dial the meeting number from the calendar invite.

1

Open the virtual keyboard or get the remote control for your cloud-registered Webex room or desk device.

For example, tap **Call** and then tap the keyboard button on the keypad.

Dial the meeting number plus a prefix, suffix, or both. If your laptop or mobile device is already connected to a video device, that device will also join the meeting.

Your administrator has the option to enable this feature and define which characters are needed for the prefix, suffix, or both so you can dial the meeting number instead of the video address, as shown in the following examples:

2

- If the meeting number is **987654321** and your administrator has set a prefix of ***77***, you can join the meeting by dialing ***77*987654321**.

Figure 1. Call

- If the meeting number is **987654321** and your administrator has specified a suffix of **#**, you can join the meeting by dialing **987654321#**.

Join by Tapping the Join Button

If your Webex site and account support joining meetings from Cisco TelePresence systems or Cisco Webex video devices, you can use One Button to Push (OBTP).

To enable OBTP, your site must have the Cisco TelePresence Management Suite and TelePresence Management Suite Extension.

When your TelePresence room is added as a room resource, tap **Join Meeting** directly on the device.

If the host has not yet joined, you may be asked to enter the host PIN and press # to join the meeting. If a numeric password is required on joining, even if the host has already joined, you must always enter this password followed by # to join.

Join Using the Join Webex Button on a Video Device

If the meeting host is running late or can't make it, you can join and host the meeting from a video device on WBS39.5 and later sites. For more information, see [Join Using the Join Webex Button on a Video Device](#).