

# WebEx Meeting Participant Guide

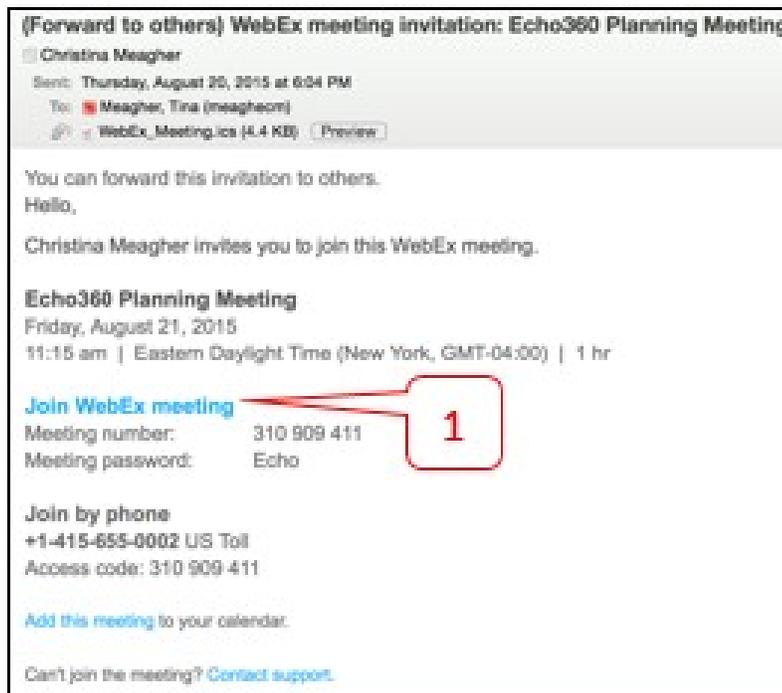
You will need:

1. Web camera (for video)
2. Microphone (USB headset/earbuds or mic on webcam)
3. Phone (optional if not using computer)

This Guide is for participants in a WebEx Meeting. Participants have two ways to join a meeting. The first option is to join by using the **Join WebEx Meeting** link in the email invite you received or by going to [uichicago.webex.com](http://uichicago.webex.com) and typing in the meeting number to join (meeting number is provided by the host).

For using Mobile devices instructions use these instructions for easy access

1. <https://www.youtube.com/watch?v=8jcBswuDaGk> - Android
2. <https://www.youtube.com/watch?v=rbLABQEHYkw> - iPhone

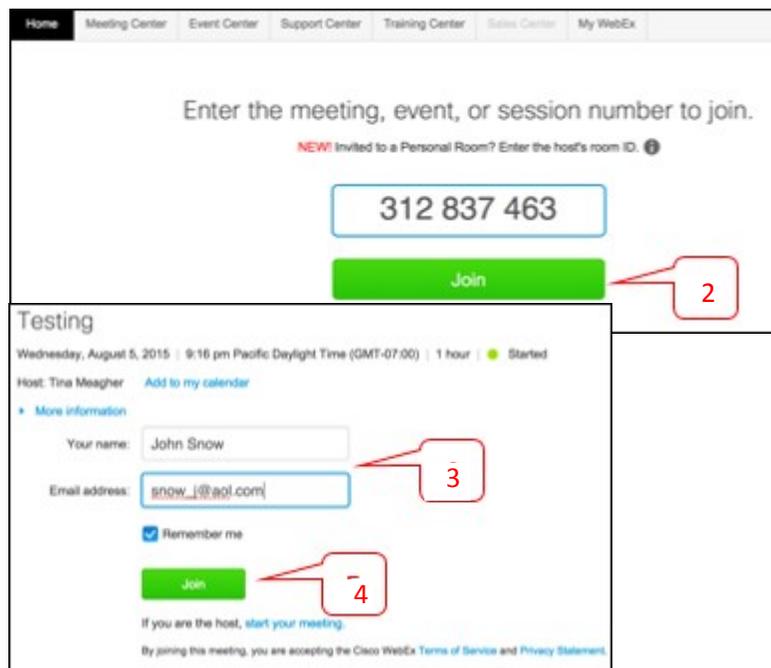


## Signing On to a WebEx Meeting

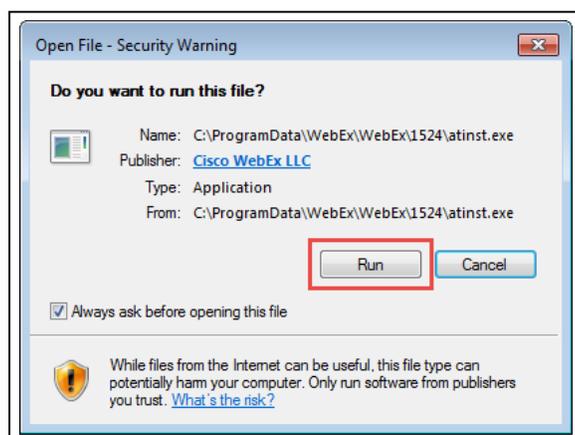
1. Click on the Join WebEx meeting link in the email invite to enter the meeting. You will need to enter the password to the meeting found in the email invite (if applicable.)



2. To join the WebEx meeting via the WebEx web page, type in the meeting number and click the Join button.

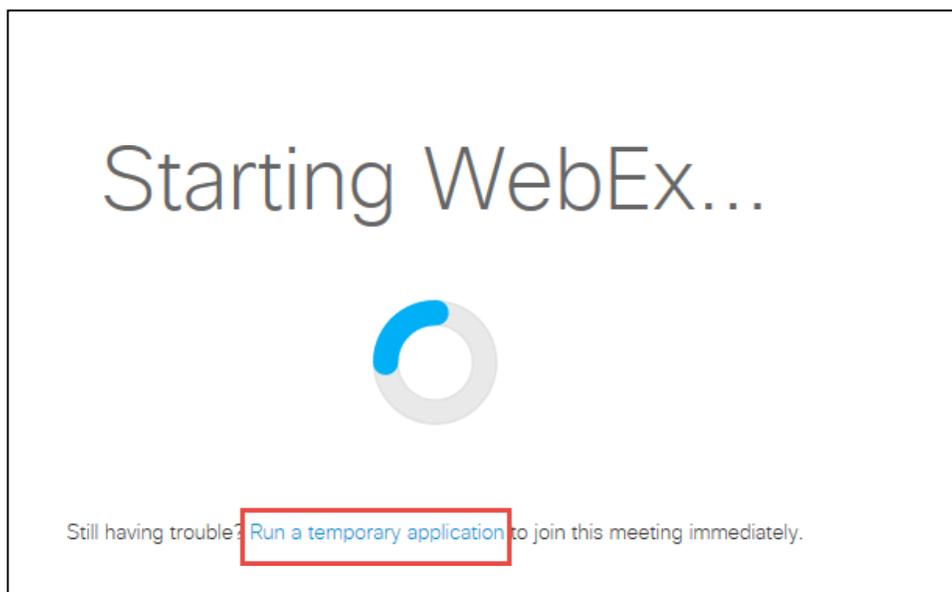


3. You will be asked to type in your name and email address before joining the meeting if you have not logged in.
4. Click the Join button
5. If a new window will open, so make sure you have your pop-up blocker disabled. You may get a window asking you to open or run software – **CLICK RUN**





6. Depending on your computer's settings, you may be blocked from running the necessary software. If this happens, click Cancel, and go back to your browser's window waiting to open WebEx. You can bypass the above process.
7. To bypass step 5, click Run a Temporary Application



8. A dialog box will appear at the bottom of the page.

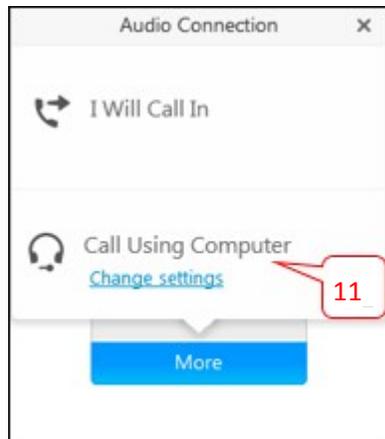


9. Click Run
10. The temporary software will run and the meeting window will open. You are now signed in to WebEx and the WebEx icon will appear in your taskbar.





11. **Select Use Computer for Audio (VoIP) to connect to the audio portion of the conference.** Participants should only use the phone in option if they have trouble connecting to the conference via their computer (VoIP). The phone-in option will be a toll number with long distance charges associated with it. The telephone information can be found on the Meeting Info Tab.



12. If WebEx detects a web camera on your computer or device, a video screen will automatically pop-up. Click Start My Video to turn on the video. Click Start my video in all meetings to automatically start your video in meetings

