



WESTERN PENNSYLVANIA WOODWORKERS

Additional Help Joining Webex Meetings

Cisco Webex is a conferencing system that allows people to join and participate in meetings, with video and audio. Joining a meeting is usually as straight forward as clicking the “Join Meeting” link in your meeting invitation email.

Cisco provides a comprehensive Help website that can be accessed by visiting: <https://help.webex.com/en-us/>

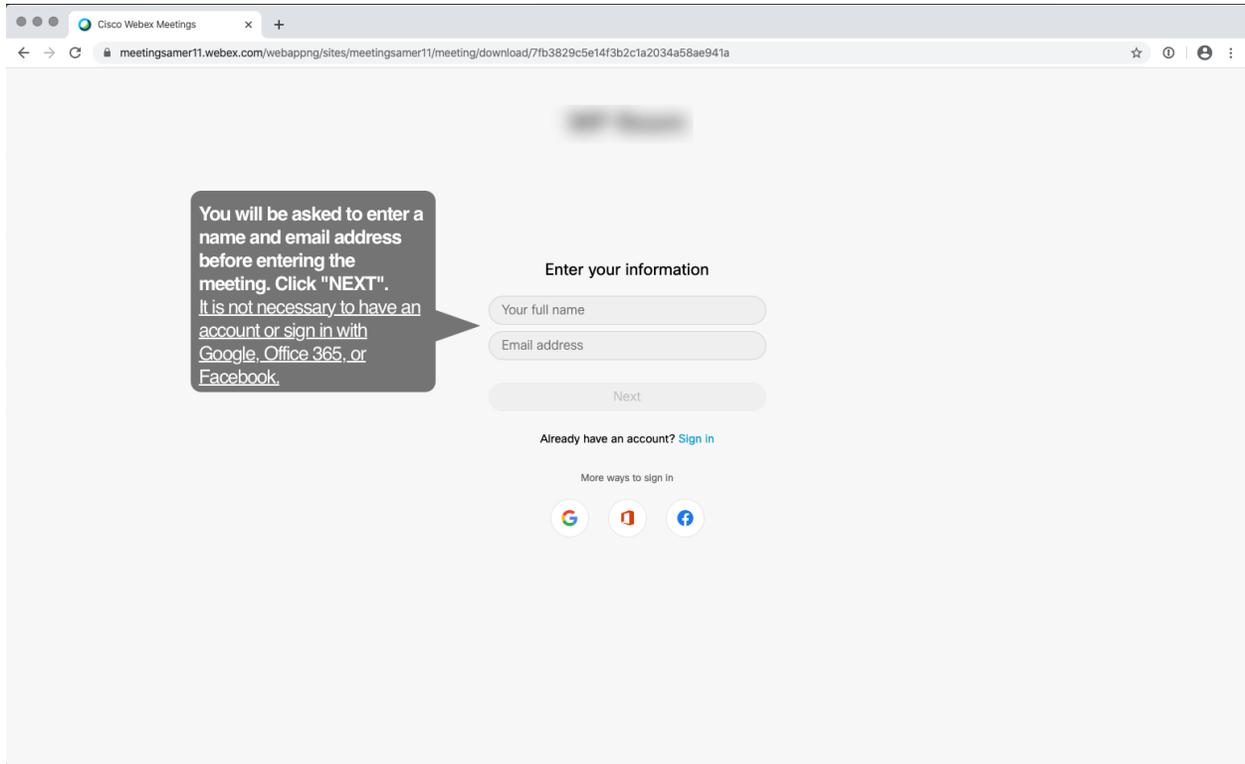
To assist members with joining the meetings, we’ve include some basic tips and directions for joining a meeting via a desktop or laptop computer, or via mobile app on your phone or tablet. You will have the best viewing experience when using your desktop or laptop computer and the Webex desktop software or browser application.

Recommended: Joining From Computer

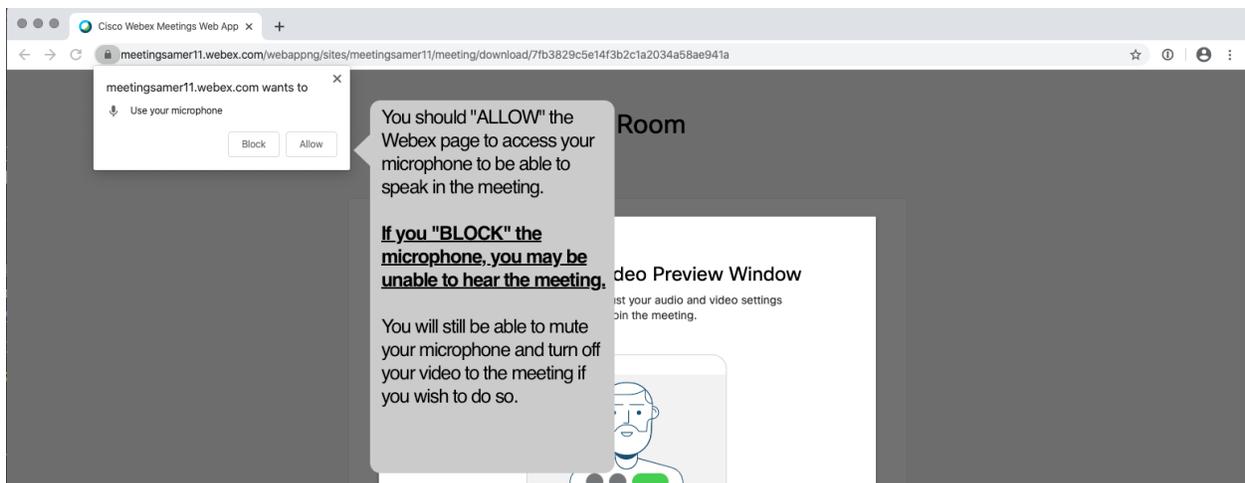
To join a meeting from your computer, open your invitation email and click the JOIN MEETING link. This will open the meeting link in your default web browser. You may be asked to download and install the Webex client. This is not necessary. Instead, click the “Join From Your Browser” link at the bottom of the webpage.

The screenshot shows a web browser window with the URL meetingsamer11.webex.com/webappng/sites/meetingsamer11/meeting/download/7fb3829c5e14f3b2c1a2034a58ae941a. A security prompt is displayed: "Open Cisco Webex Start.app? https://meetingsamer11.webex.com wants to open this application." with "Cancel" and "Open Cisco Webex Start.app" buttons. A callout box explains: "It is not necessary to install the Cisco Webex application. You may click 'cancel' to dismiss this prompt." Below the prompt, the text reads "Starting Cisco Webex Meetings..." followed by instructions: "Click Open Cisco Webex Meetings if you see a message from your browser. If you don't see a message from your browser, [open the desktop app](#)." A second callout box says: "Click 'Join From Your Browser' to open the Webex browser client." At the bottom, it says: "Having trouble opening the desktop app? [Join from your browser](#). Don't have the desktop app? [Download it now](#)."

After clicking “Join From Your Browser”, you will be presented with a Sign In page. It is not necessary to log in with a Webex, Google, Microsoft, or Facebook account. However, you should enter your name and an email address so that other participants in the meeting know who is talking. This also lets us know who is attending the meeting.



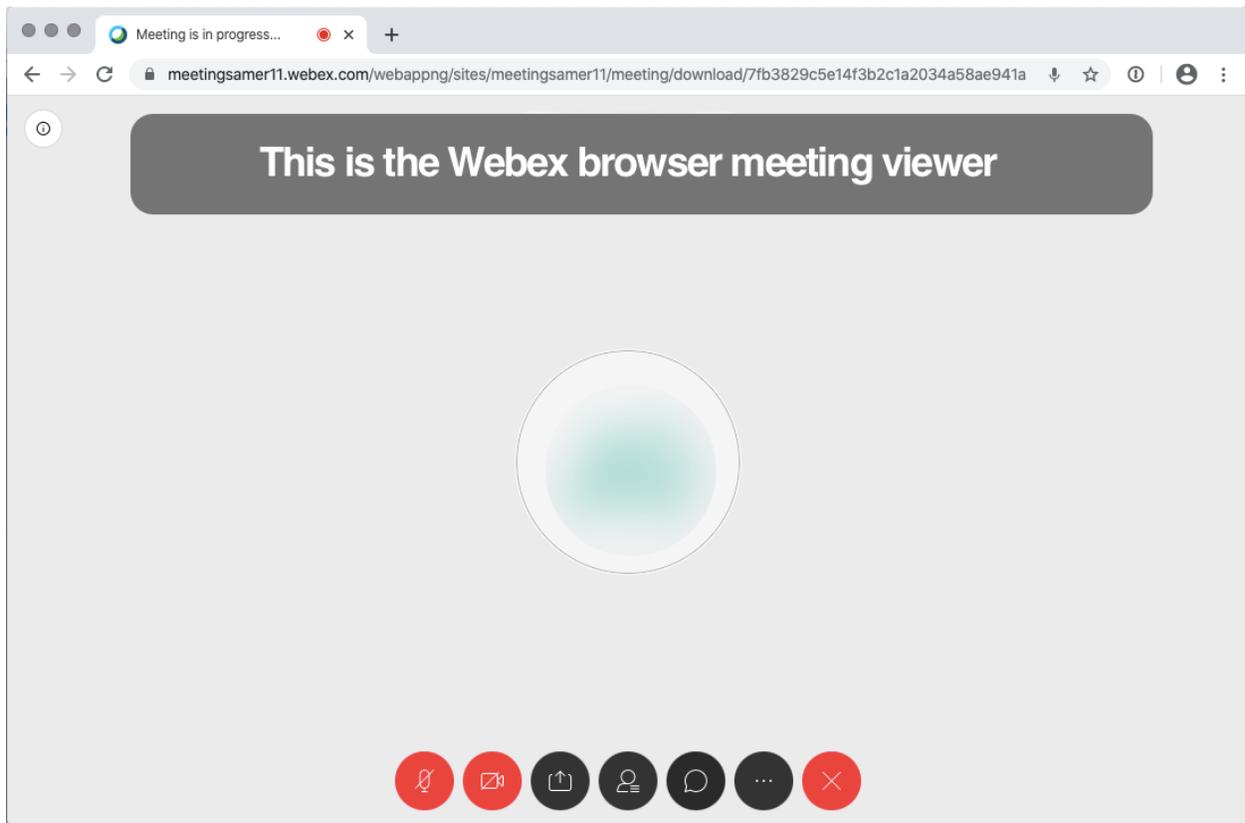
You will be prompted to allow the browser to access your microphone and camera. We have found that denying the browser access to the microphone in Google Chrome may prevent you from using the internet audio setting to hear the meeting. Don't worry, you can always mute your microphone later.

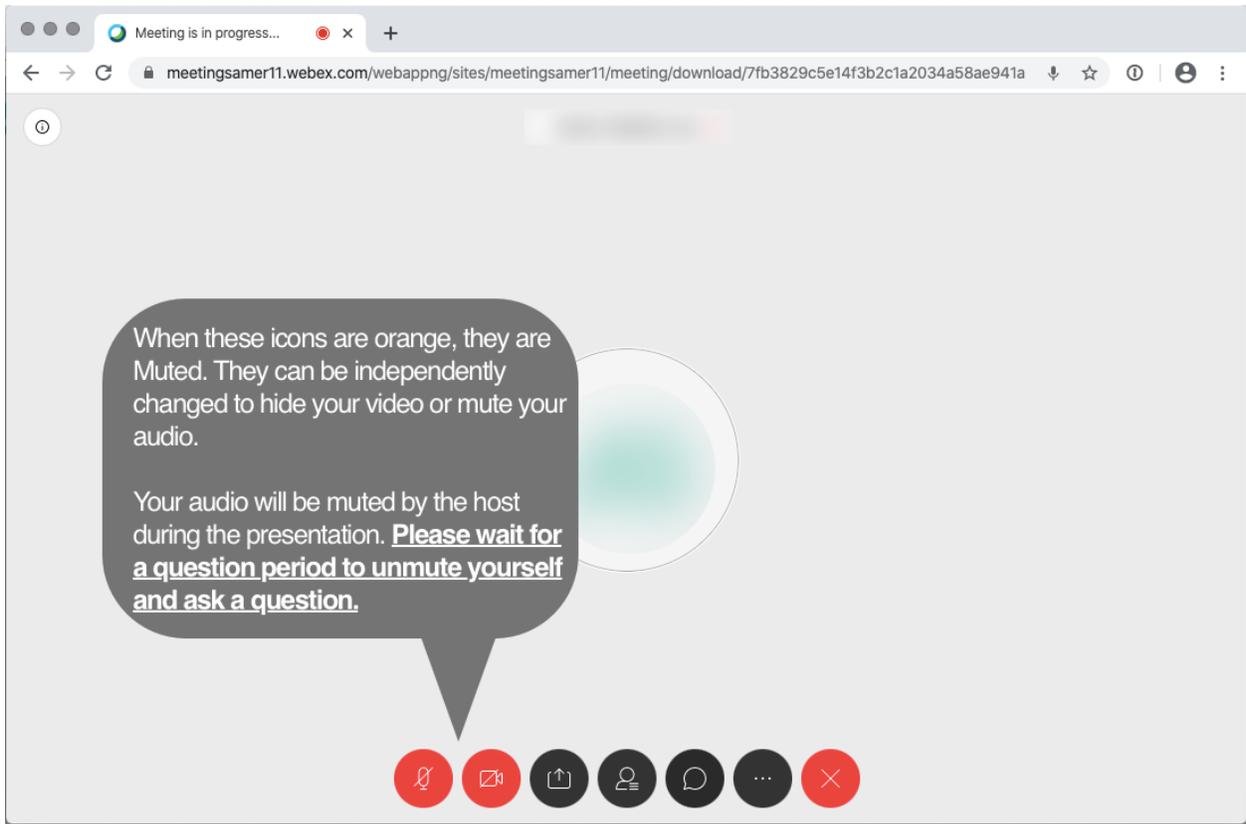
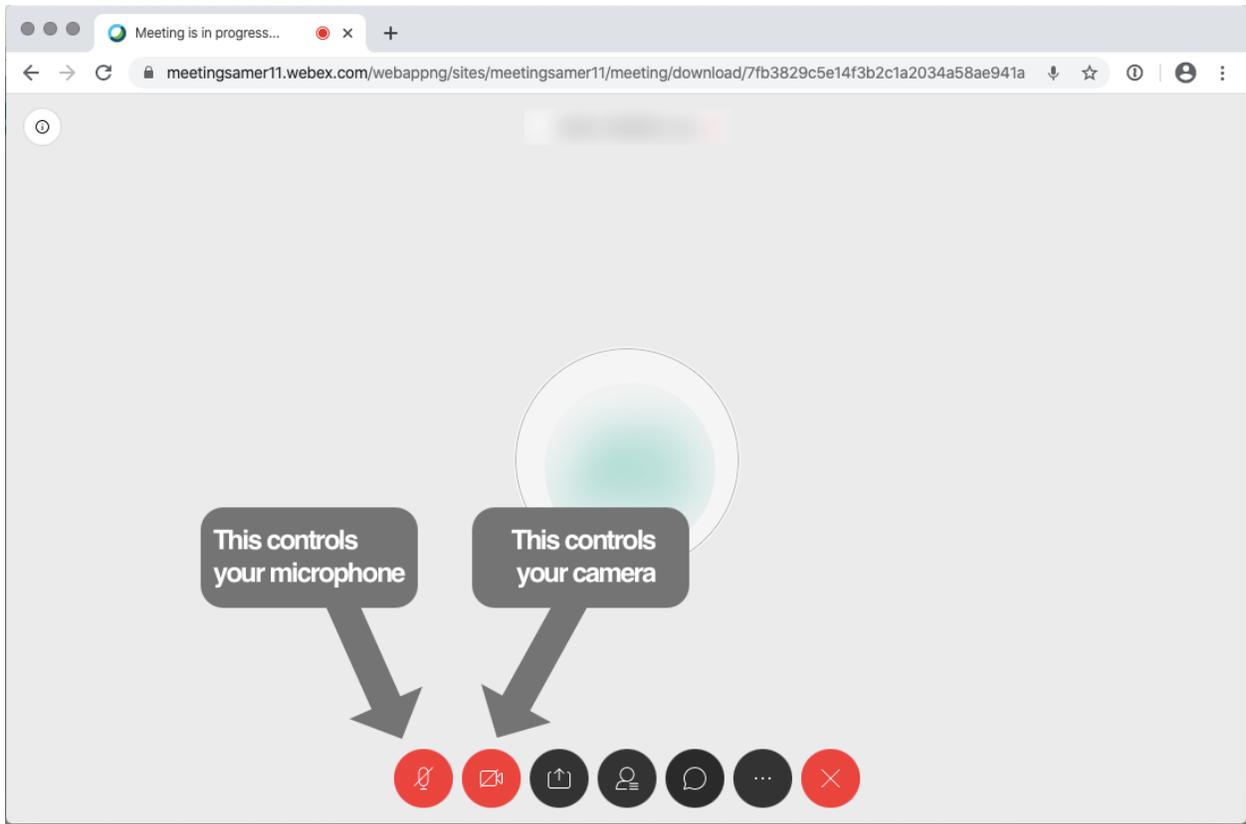


Meeting Controls

The following screen shots show you various meeting controls. The most important controls that you will need to use are the MUTE buttons for your microphone and your camera. During the presentation, all users' microphones will be muted. **While you are able to unmute yourself, we ask that you wait until a designated Question and Answer period to do so.**

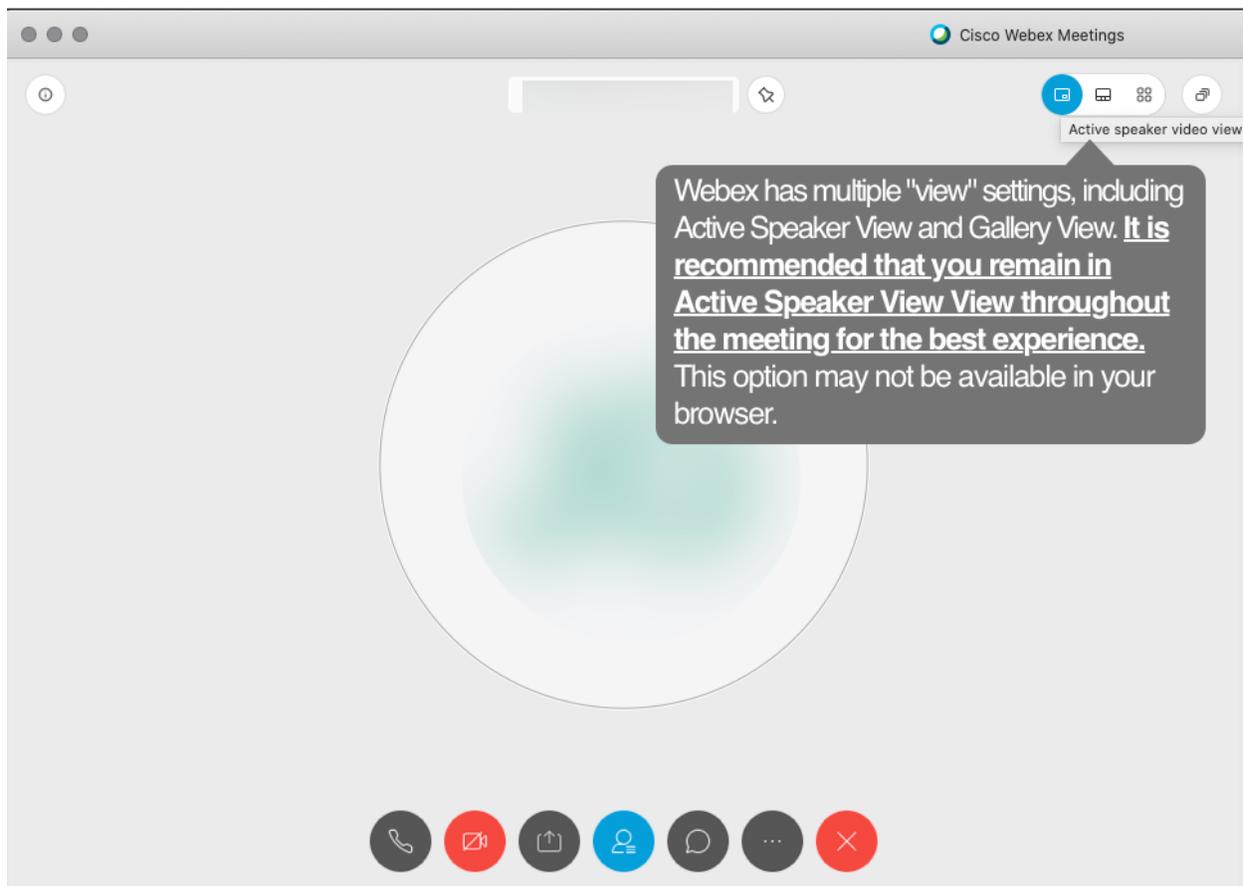
If you don't want other attendees to be able to see you or your home, you should make sure to mute/disable your video feed





Webex clients have multiple Viewing options, including Active Speaker View and Gallery View. Gallery view displays all users video feeds at the same time. As a result, it's recommended that you remain in Active Speaker View during the presentation. The meeting host will be "pinning" the Presenter to the Active Speaker View, giving you the best view of the presentation.

The following screenshot shows the icons used by Webex to choose the viewing setting in the Desktop client. These may not be available in the browser viewer.



Joining From a Mobile Device

You may also join the meeting using your mobile device. To do so, you will be required to download the Webex Meet app from the Apple Store (for iOS) or Google Play Store (for Android).

We recommend downloading the Application prior to attempting to join the meeting. You should allow yourself plenty of time to install the mobile application prior to the meeting.

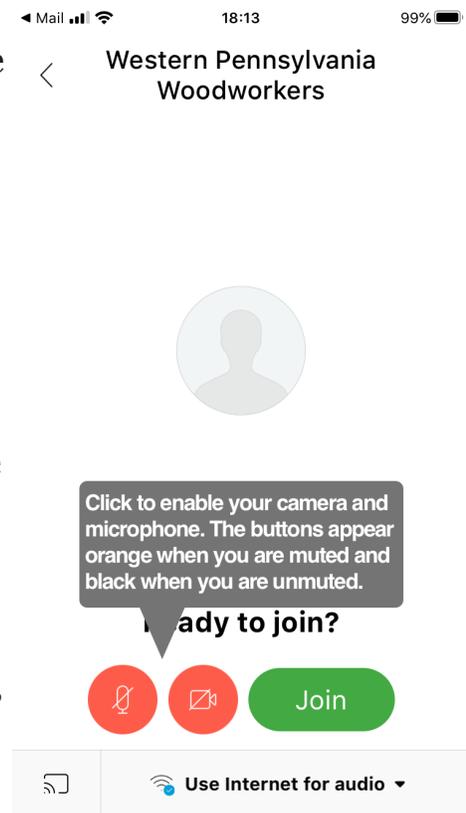
After you have installed the application onto your phone or tablet, just click the “Join Meeting” link in the invitation email. This will automatically launch the application and join the meeting. You may be prompted to agree to the Webex privacy policy. Additionally, you may be prompted to enter a name and email address to join the meeting.

When joining, be sure to select "Use Computer For Audio" to be able to hear the meeting through your mobile device.

Meeting Controls

Webex uses the same icons across their desktop, mobile, and browser applications. The main meeting controls that you should be aware of are the mute buttons for your microphone and camera. When these buttons are orange, your camera and/or microphone is muted and other attendees cannot see or hear you. When the buttons are black, you are broadcasting to the meeting.

Meeting views are different on mobile versus the desktop or browser. When holding your phone vertically, you will be presented with the Active Speaker View. When you turn your device horizontally, you will be presented with the gallery view. If you “double tap” on your own video in the gallery view, you will be given a landscape view of the Active Speaker. This is the recommended orientation for mobile users, as it allows for the largest image.



Troubleshooting

This guide was not intended to cover all potential problems you may face when connecting to a Webex meeting. Cisco provides a comprehensive Help website that can be accessed by visiting: <https://help.webex.com/en-us/>

Screenshots within this guide were prepared using the Chrome web browser on an Apple computer, the Webex Mac Desktop Client, and the iOS Webex Meet app. When using other browsers and operating systems, icons and dialog boxes may appear differently.

For guidance regarding joining in other browsers, see the following links:

[Microsoft Edge, https://help.webex.com/en-us/WBX91626/How-Do-I-Join-a-Meeting-using-the-Microsoft-Edge-Browser](https://help.webex.com/en-us/WBX91626/How-Do-I-Join-a-Meeting-using-the-Microsoft-Edge-Browser)

You may be required to [install a Webex plugin for your browser](#).

If you are unable to join through your browser, Cisco offers a standalone client. A link to download the client will appear when you click the Join Meeting link in your invitation email.

Additionally, you may email questions to webmaster@wpwoodworkers.org and we may be able to provide some technical assistance. If you are requesting assistance, it is important for you to let us know your operating system and browser. Your meeting invitation email will also include a telephone number and access code that you may use to access the audio of the meeting. Please be aware that this number is likely not in the 412 or 724 area codes.

