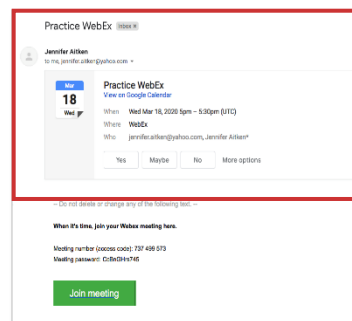**WEBEX**
How to Join a WebEx Classroom

This guide will explain how to access a virtual WebEx meeting or classroom.

The WebEx Meeting Invitation

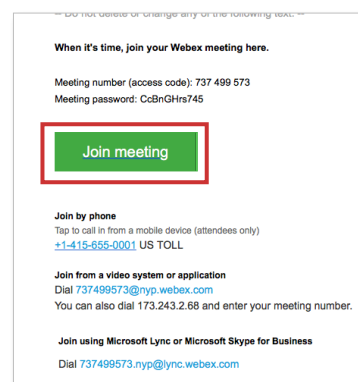From your email application, open the email invitation for the meeting/ class.
The top will display the meeting date/ time and agenda.

The bottom will contain the information about the meeting including:
- Meeting Number
- Meeting Password
- Joining the meeting by phone

To join the class, click the Join Meeting button.
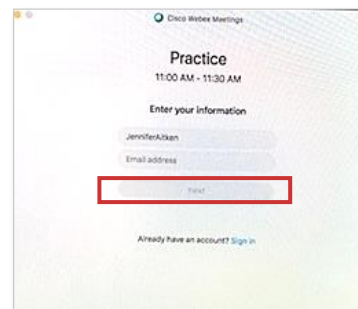
Signing in to the WebEx Meeting

After clicking the Join Meeting button, you will be taken to the WebEx log in screen for the meeting or class.
The screen displays the meeting title and time at the top.
- Sign in with your name and the email address where you received the invitation.
- Then click the NEXT button.

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After signing in, you still have to join the meeting by clicking the Join Meeting button.
If the microphone icon is red, it means your microphone is muted.
If the camera icon is red, it means your camera is turned off.

Please mute your video and sound before you join the meeting or class. Your instructor may ask you to unmute it during class to allow you to participate.

The WebEx Meeting Screen

This is the main screen you will be using for your meeting/ class

From here, you will be able to:

- Control audio and video settings

- Share your screen

- View participants

- Use Chat to talk with other participants and ask questions

- Exit the meeting
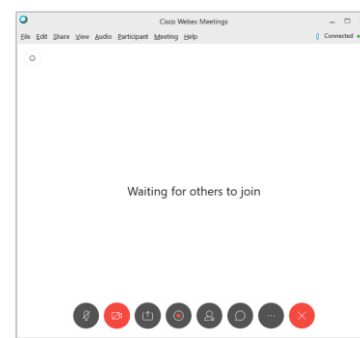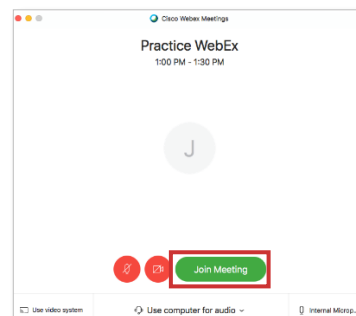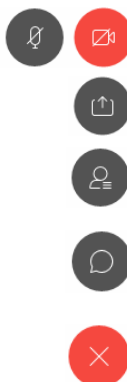
Your instructor may give you further guidance on how to use some of the features available during a WebEx meeting. Enjoy the class.

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