Product:	Operating System:	Release:	For
Webex Meetings	Mac, Windows Desktop	WBS39, WBS40	User

Oct 5, 2020 | 258100 view(s) | 2598 people thought this was helpful

Get Started with Cisco Webex Meetings for Attendees

Webex Meetings makes joining and collaborating hassle free. You can meet anyone in the world online, talk to them over the phone or your computer, see each other's video and share content.

Certain features mentioned in this article are available only in paid plans. Here's what comes with the free plan.

WBS40.9 and Later

Join a Meeting

If someone invites you to a Webex meeting, you receive an invite with instructions on how to join in an email invitation. You can click the **Join meeting** link to join the meeting.

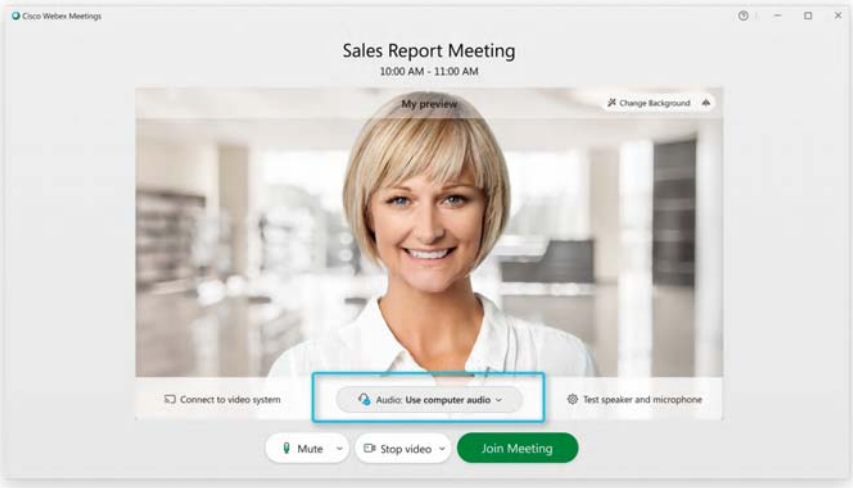
You might be asked to enter a meeting password. You can find it your email invitation.

The Webex user interface is simple. Meeting options in the center and participants and other panels on the right.

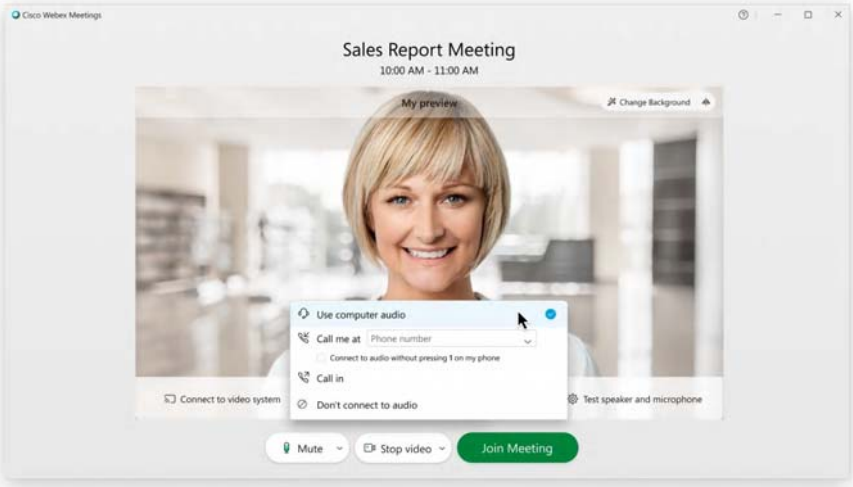
Connect Audio

In the preview window, you can make sure your audio and video sound and look good before you join the meeting. First, choose the settings you use for audio in the meeting.

1. Click the audio connection options in the Webex Meetings app.



2. Choose how you want to hear the audio in the meeting:



- **Use computer audio**—Use your computer with a headset or speakers. This is the default audio connection type.

  You can change your headset, speakers, and microphone.

- **Call me**—Enter or select the work or home phone number that you'd like the meeting to call.

- **Call in**—Dial in from your phone when the meeting starts. A list of global call-in numbers is available after you join the meeting.

- **Don't connect to audio**—You won't hear any audio in the meeting through your computer or phone. Use this option if you're in the meeting room but want to use your computer to share content in the meeting.

3. If you want to join the meeting with your audio muted, click **Mute**

.

You'll see Unmute when your microphone is muted. Click **Unmute** Unmute when you want to speak in the meeting.

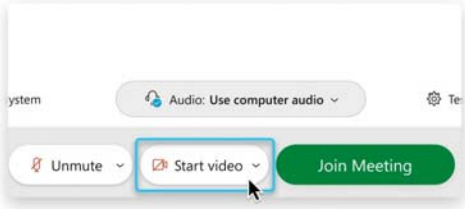
In some meetings, the host may not allow attendees to unmute. If you're prevented from unmuting, **Unmute** Unmute is locked until the host allows you to unmute.

Start Your Video

Before you join or start a meeting you can choose the settings you use for video in the meeting.

1. If you want to join the meeting with your video turned off, click **Stop video** Stop video.

   You'll see Start video when your video is turned off. Click **Start video** Start video when you want to show your video.



2. By default, your self-view video shows in mirror view. You can turn off mirror view if you want to see yourself in your self-view video the same way that other meeting participants see you.

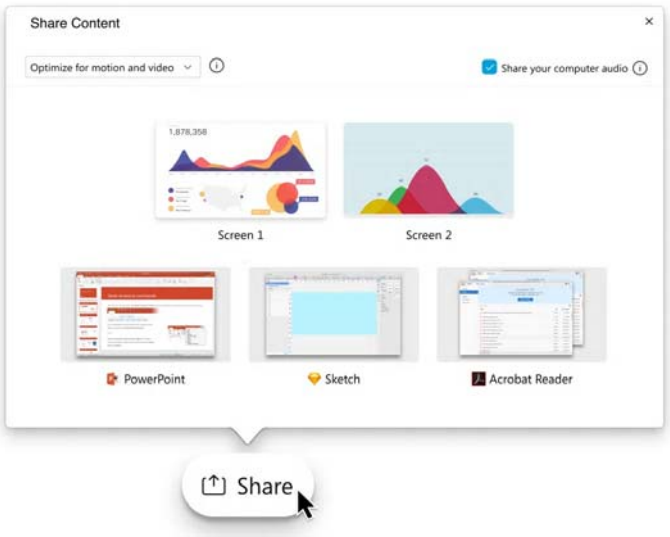
   If you're happy with the audio and video settings that you chose for this meeting, you can save them for your next meeting.

3. If you want added privacy or to limit possible distractions from your video, you can use a virtual background. Click **Change background**, and then choose to blur or replace your background.

To join the meeting from a compatible video device, connect to a device.

Share Content

To share content during a meeting, from the meeting control panel, select **Share** Share.



Go to the **Share** menu for more sharing options.

High-Quality Video-Supported Cameras

Most PC-compatible cameras should work with Webex. The following cameras were tested for high-quality video:

- Cisco Precision HD
- Cisco VT Camera II
- Cisco VT Camera III
- Logitech HD Pro Webcam C910
- Logitech HD Webcam C920
- Logitech QuickCam C905
- Logitech QuickCam Orbit AF

- Logitech QuickCam Pro 9000
- Logitech QuickCam S7500
- Microsoft LifeCam Cinema
- Microsoft LifeCam HD
- Microsoft LifeCam NX-6000
- Microsoft LifeCam VX-1000
- Microsoft LifeCam VX-3000
- Microsoft LifeCam VX-6000

High-Definition Video-Supported Cameras

The following cameras were tested for high-definition video:

- Logitech HD Webcam C310
- Logitech HD Webcam C500
- Logitech HD Webcam C510
- Logitech HD Webcam C905/B905
- Logitech HD Pro Webcam C910/B910
- Logitech HD Webcam C920
- Microsoft LifeCam HD-5000/HD-5001
- Microsoft LifeCam HD-6000
- Microsoft LifeCam Cinema
- Microsoft LifeCam Studio
- Cisco Precision HD
- Cisco VT Camera III
- Apple iSight HD

Join a Meeting

If someone invites you to a Webex meeting, you receive an invite with instructions on how to join in an email invitation. You can click the **Join** link to join the meeting.

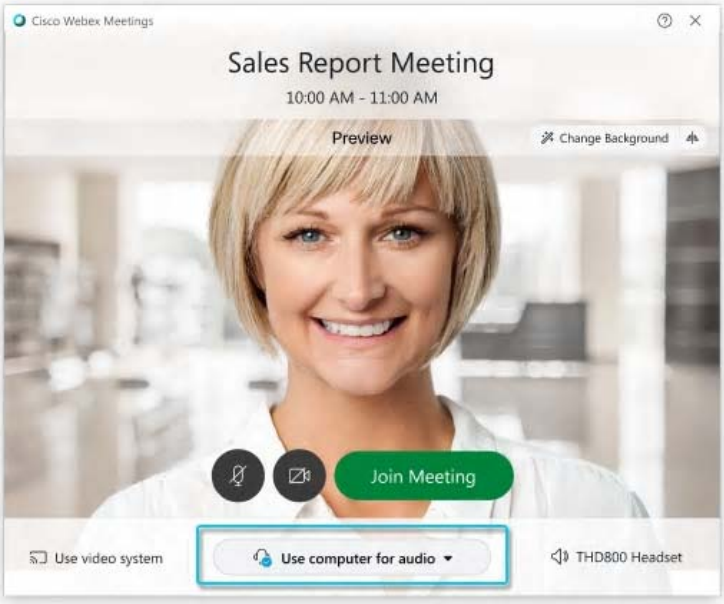
You might be asked to enter a meeting password, it is in your email invitation.

The Webex user interface is simple. Meeting options in the center and participants and other panels on the right.

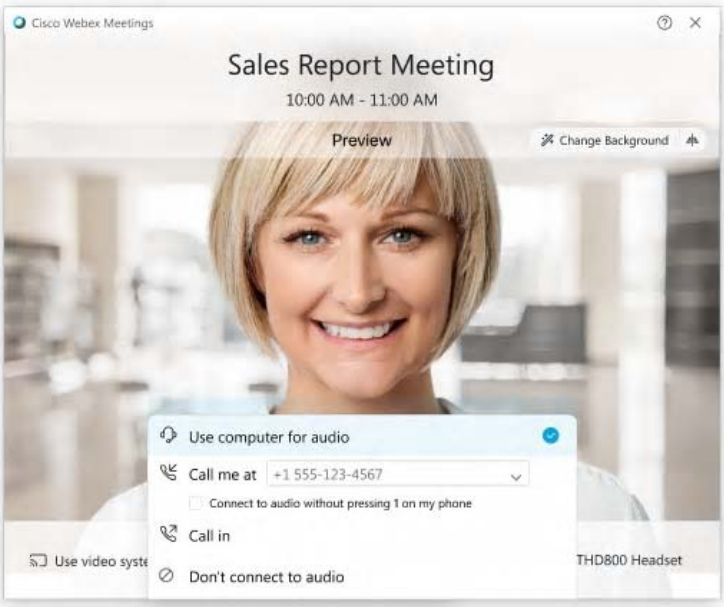
Connect Audio

Before you join a meeting you can choose the settings you use for audio in the meeting.

1. Click the audio connection options in the Webex Meetings app.



2. Choose how you want to hear the audio in the meeting:



- **Use computer for audio**—Use your computer with a headset or speakers. This is the default audio connection type.

  You can change your headset, speakers, and microphone.

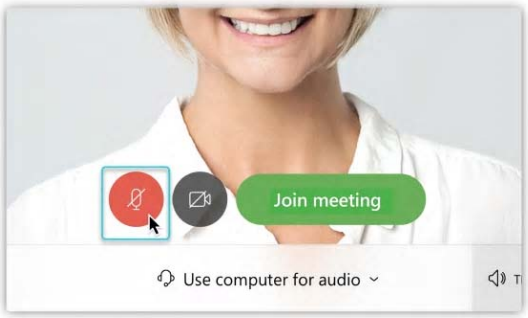
- **Call me**—Enter or select the work or home phone number that you'd like the meeting to call.

- **Call in**—Dial in from your phone when the meeting starts. A list of global call-in numbers is available after you join the meeting.

- **Don't connect audio**—You won't hear any audio in the meeting through your computer or phone. Use this option if you're in the meeting room but want to use your computer to share content in the meeting.

3. If you want to join the meeting with your audio muted, click **Mute my microphone** .

   You'll see when your microphone is muted. Click **Unmute my microphone** when you want to speak in the meeting.

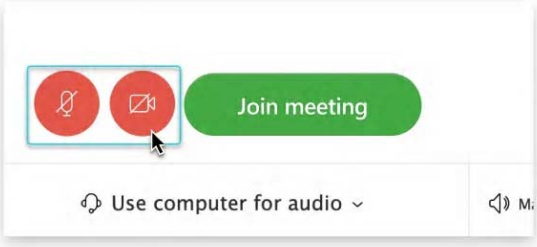


Start Your Video

Before you join a meeting you can choose the settings you use for video in the meeting.

1. If you want to join the meeting with your video turned off, click **Turn off my video** .

   You'll see when your video is turned off. Click **Turn on my video** when you want to show your video.



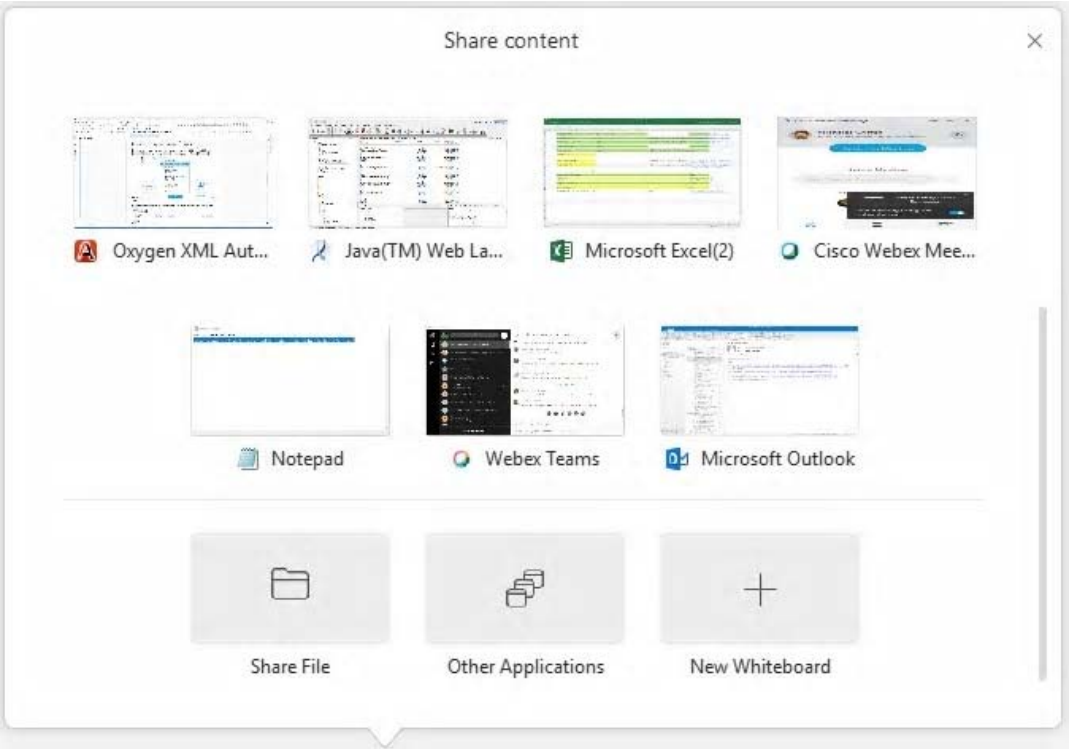
2. By default, your self-view video shows in mirror view. You can turn off mirror view if you want to see yourself in your self-view video the same way that other meeting participants see you.

   If you're happy with the audio and video settings that you chose for this meeting, you can save them for your next meeting.

To join the meeting from a compatible video device, connect to a device.

Share Content

You can share content during a Webex meeting. In the **Participants** panel, grab the ball and drop it next to your name. You become the presenter. Select **Share content** and start sharing.



Go to the **Share** menu for more sharing options.

High-Quality Video-Supported Cameras

Most PC-compatible cameras should work with Webex. The following cameras were tested for high-quality video:

- Cisco Precision HD
- Cisco VT Camera II
- Cisco VT Camera III
- Logitech HD Pro Webcam C910
- Logitech HD Webcam C920
- Logitech QuickCam C905
- Logitech QuickCam Orbit AF

- Logitech QuickCam Pro 9000
- Logitech QuickCam S7500
- Microsoft LifeCam Cinema
- Microsoft LifeCam HD
- Microsoft LifeCam NX-6000
- Microsoft LifeCam VX-1000
- Microsoft LifeCam VX-3000
- Microsoft LifeCam VX-6000

Learn More

- Join a Cisco Webex Meeting

Was this article helpful?

Yes, thank you!

Not really