

Get Started with Cisco WebEx Meetings for Attendees

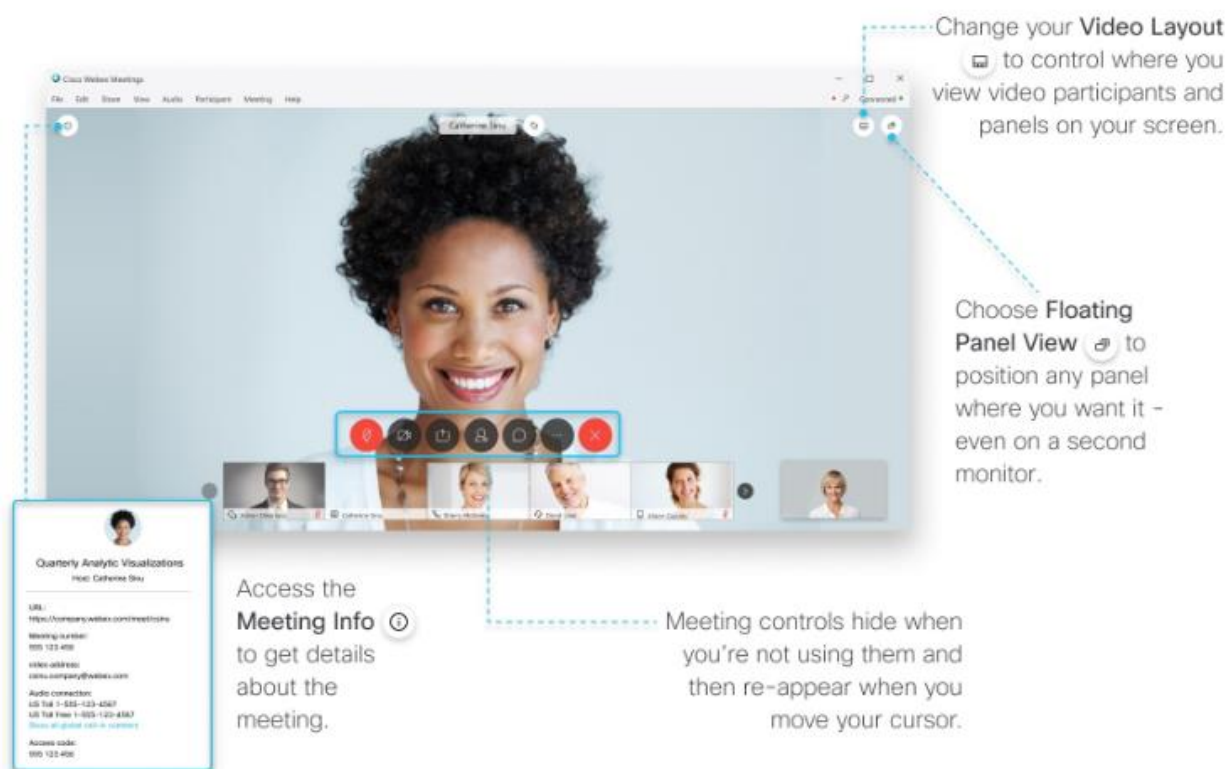
Webinar Best Practices

1. When you receive the Webinar invitation, register to receive the video conference information.
2. Do not forward or share the video conference link, access code, or meeting password with others or on social media.
3. Be on time. If possible, join the meeting 5 minutes early using your desired method.

Audio Tip: Mute your audio upon entry to avoid background noise and feedback. You can unmute during Q&A.

Video Tip: Turn your video off for improved audio and visual meeting quality.

Join a Meeting



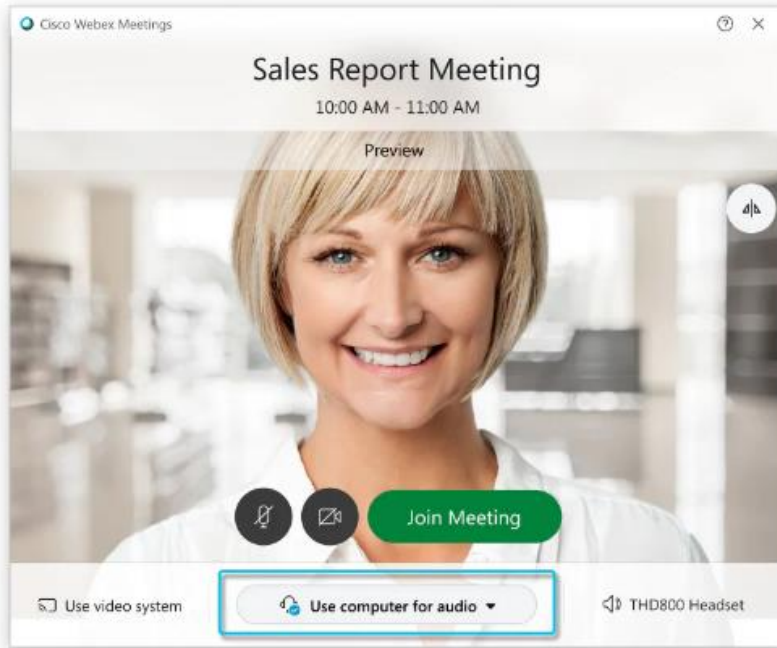
If you are invited to a WebEx meeting, you receive an invite with instructions on how to join in an email invitation. You can click the **Join** link to join the meeting. You might be asked to enter a meeting password; it is in your email invitation.

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

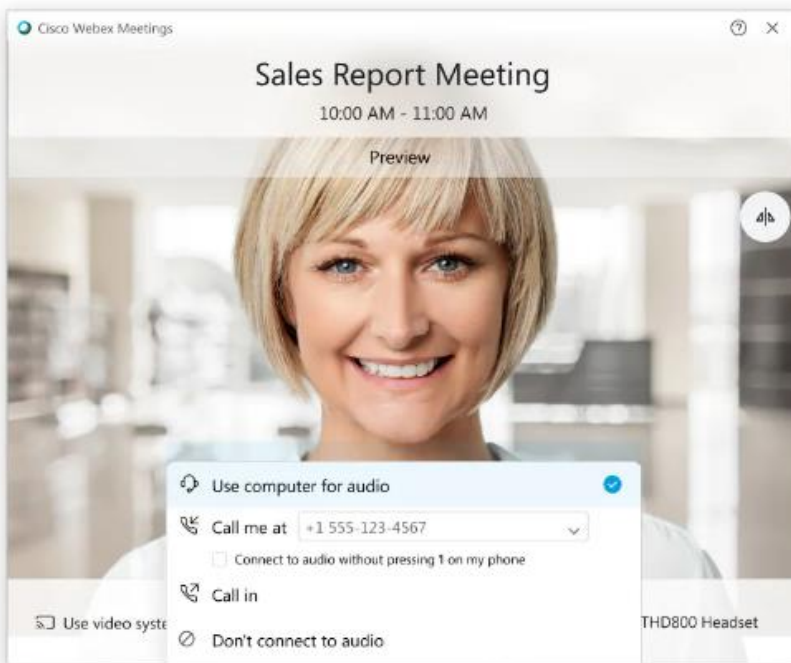
Connect Audio

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:

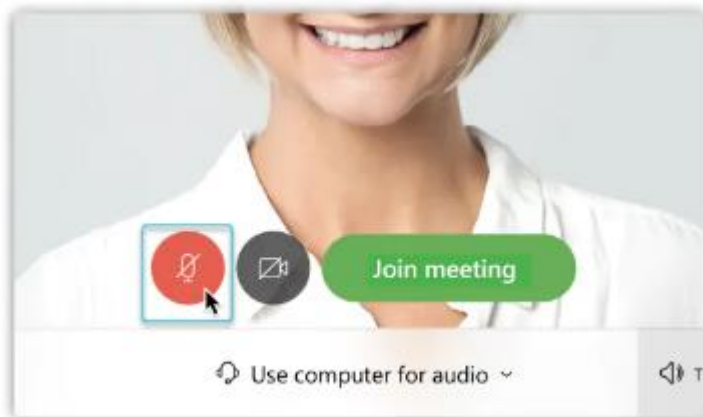


- **Use a computer for audio**—Use your computer with a headset or speakers. This is the default audio connection type.
- You can change your headset, speakers, and microphone.

- **Call 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** .

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

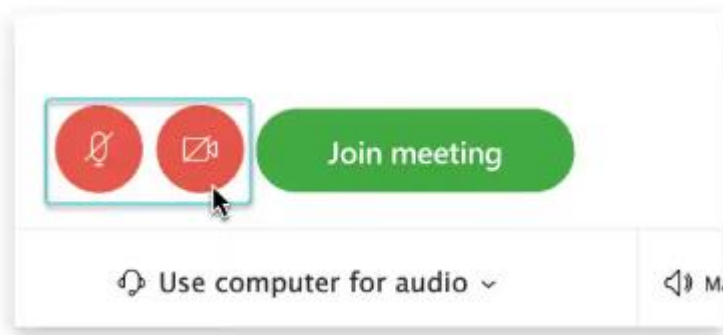


Start Your Video

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 the mirror view. You can turn off the 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