

How to join meetings with Cisco Webex Meetings

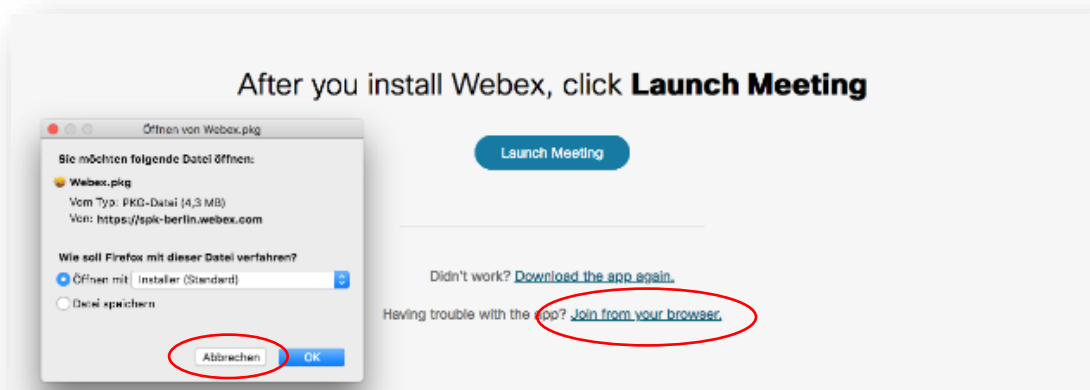
Joining the event

Joining should work with all major browsers. The best experiences so far have been made with Firefox, Safari and Google Chrome. However, sometimes problems can occur, so it is recommended to have at least two different browsers to choose from.

Depending on your browser, the Webex startup window may look different.

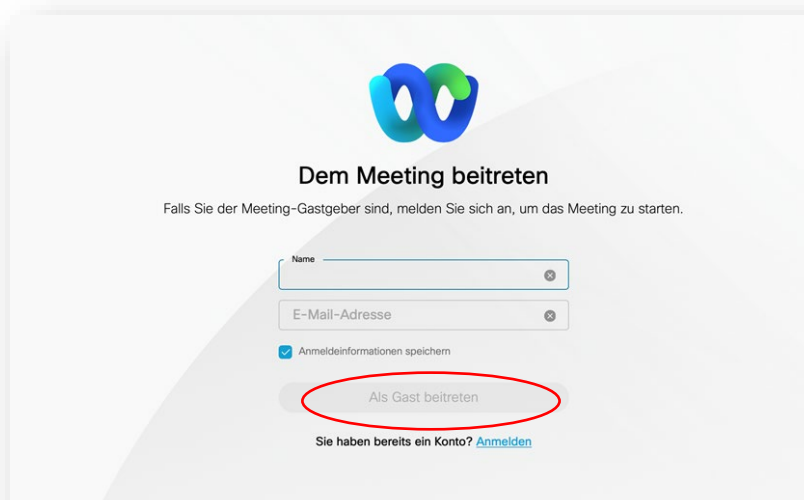
You can log in via the Webex application (with program installation) or directly via your browser (no installation necessary).

In this case, if you are prompted to install an application, you can close this window (via "Cancel" or "Esc") and select instead **"Join from your browser"**:



After you have installed the application or have logged in via browser, please enter your name as you want it to appear in the meeting, your e-mail address and, if necessary, the event password from the e-mail invitation you received.

Then click **"Join as a guest"**:



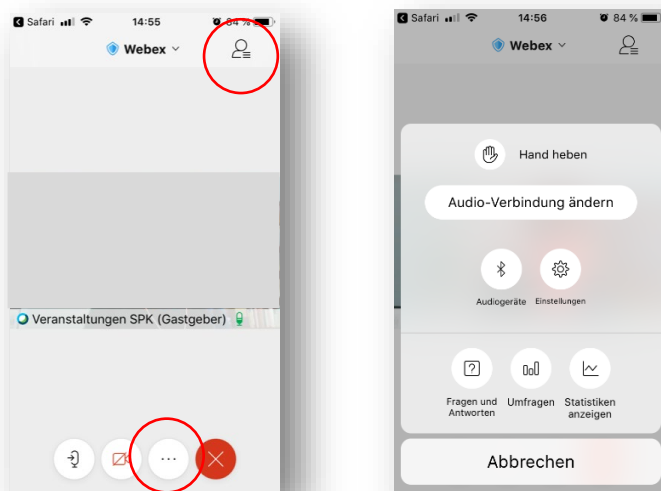
The image shows a screenshot of the Webex 'Join Meeting' form. At the top is the Webex logo. Below it is the heading 'Dem Meeting beitreten' and a sub-heading 'Falls Sie der Meeting-Gastgeber sind, melden Sie sich an, um das Meeting zu starten.' There are two input fields: 'Name' and 'E-Mail-Adresse'. Below these is a checkbox labeled 'Anmeldeinformationen speichern' which is checked. At the bottom, there is a button labeled 'Als Gast beitreten' which is circled in red. Below the button is a link: 'Sie haben bereits ein Konto? [Anmelden](#)'

Join via smartphone or tablet:

If you join via a mobile device, you have to install the Webex-App beforehand.

In the smartphone app, the most important functions are essentially located behind the buttons "Participant" and "More options (...)"

Note: The chat can be accessed via the upper right button "Participant", and the questions and answers (Q&A) via the lower button "More options (...)".



Functions during the event

- You can **activate and deactivate the video and audio** at any time (unless it has been deactivated by the administrator).
- Via the menu bar "Audio and Video" you can **check the audio, video and camera settings** and adjust them if necessary.
- The "Layout" button at the top right allows you to **customize the own screen view** (speaker focus, tiled view, full screen...).
- Click on the "Participants" button in the lower right corner to open the **list of participants**.
- Click on the "Chat" button in the lower right corner to **open the chat**.
- By clicking on the "Raise hand" icon at the bottom of the participant column, participants and panelists can indicate their **request to speak by raising a hand**.
- The size of the shared content can be changed if necessary by using the **zoom tool** in the right margin.

