

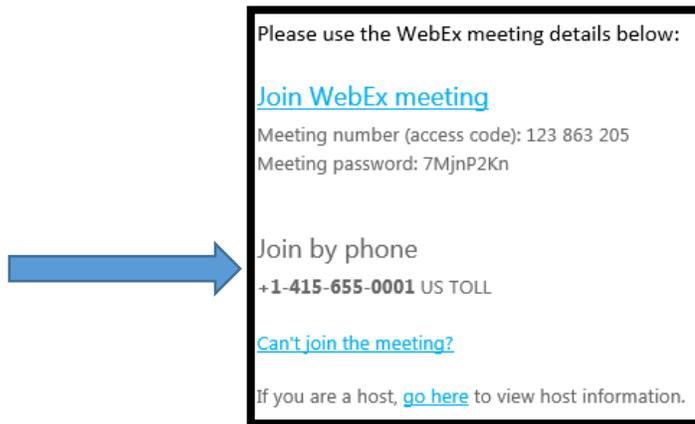
## How to Join a WebEx Meeting Quick Guide

The steps below describe how students will join a WebEx Session through their email. Students that receive a meeting invitation in their email can use it to join a session in different ways: computer, mobile device, phone, or video system. An invite includes the options available to them for that particular WebEx Session.

### Follow the steps below in Student Email

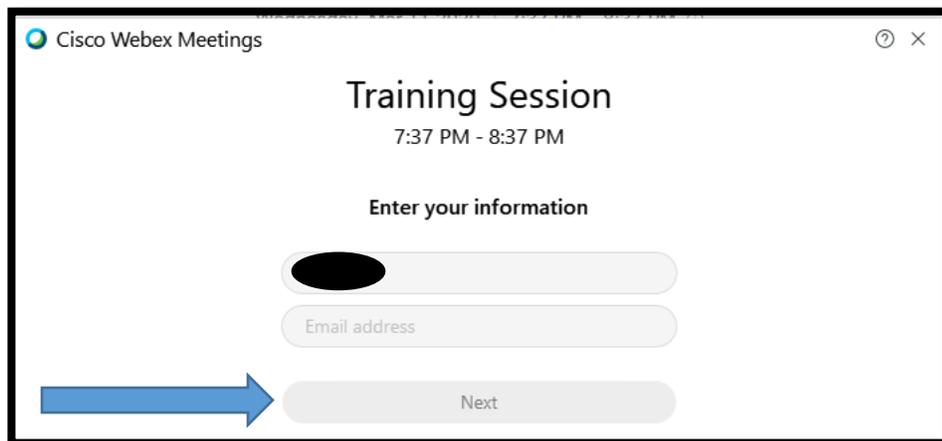
Students are considered as an *Attendee* in WebEx. Attendees will receive an email invitation to join a WebEx meeting.

1. Open your invitation email and using the mobile device, call the listed number. See example below.

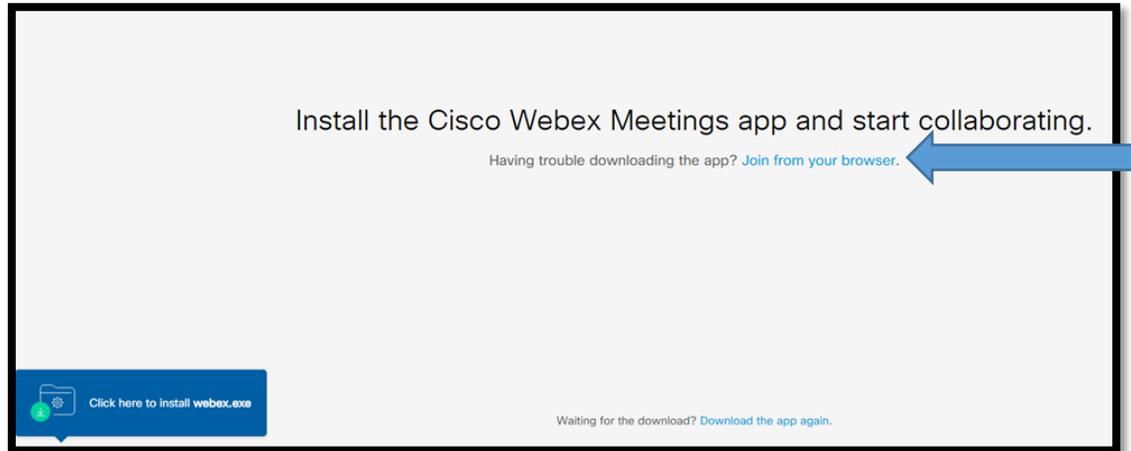


2. Click **Join WebEx Meeting**.
3. Enter in your ASU student email and select "Next". (Example: [username@students.asurams.edu](mailto:username@students.asurams.edu) )

**Note:** For attendance purposes, please ensure to type in your ASU email.



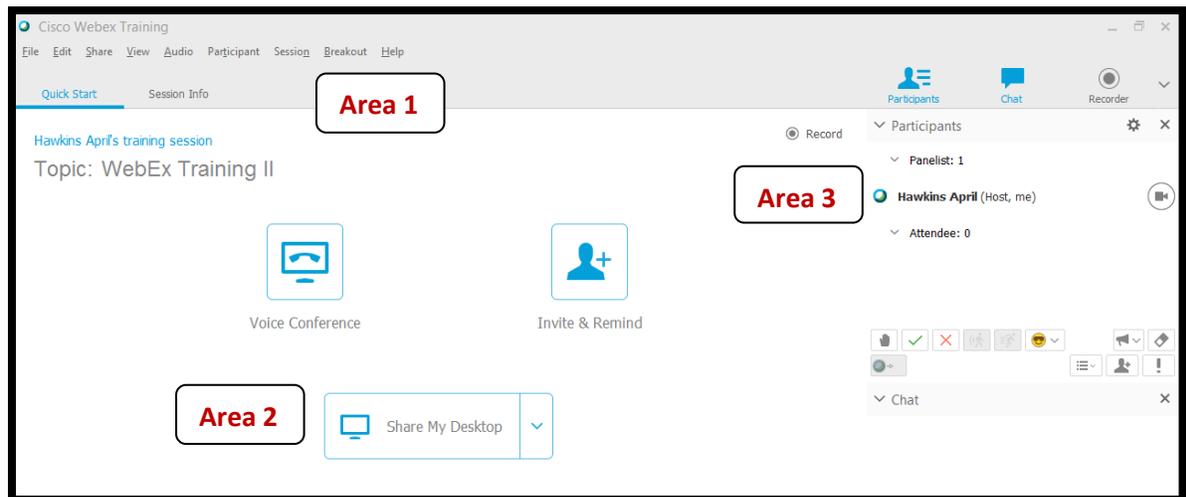
4. Students will then select “Join from your browser” highlighted in blue. The web app opens in your browser and students can join the meeting.



### Navigating the Meeting Session Window

Within this window, students are able to view the presentations, documents, and the whiteboard of the course content displayed by the Professor.

1. **Windows** – Display windows include *Quick Start* and *Session Info*. (*See Area 1*).
2. **Content Viewer** – View presentations, documents, video files, whiteboards (*See Area 2*).
3. **Panels** – Provides areas for chat, polling, Q&A, names of participants, the recorder (*See Area 3*).



For additional training resources for WebEx, please navigate to: [WebEx Resource](#)