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: <u>username@students.asurams.edu</u>)

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

Cisco Webex Meetings	() ×
Training Session 7:37 PM - 8:37 PM	
Enter your information	
Email address	
Next	

For additional assistance, please contact the ASU ITS Helpdesk at 229.500.4357

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).

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Quick Start Session Info		Participants Chat	Recorder	\sim
Hawkins April's training session	Record	✓ Participants	\$	×
Topic: WebEx Training II		Y Panelist: 1		
	Area 3	Hawkins April (Host, me)	(
		✓ Attendee: 0		
Voice Conference Invite & Remind			✓ ▼ ≡ ≵	
Area 2 Share My Desktop ~		✓ Chat		×

For additional training resources for WebEx, please navigate to: WebEx Resource

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