



Quick Reference

Join a WebEx Meeting

You can join a Cisco WebEx meeting from an email invitation, Personal Room, mobile device, or many other ways.

Join a Meeting from an Email Invitation

1. Click the join link in your email invitation.

Your email invitation appears in one of the following formats, depending on how the meeting host schedules your meeting.

Scheduled from WebEx site

Welcome Meeting
Monday, May 23, 2016
11:00 am | Pacific Daylight Time (San Francisco, GMT-07:00) | 1 hr
Meeting number (access code): 155 933 764
Meeting password: CJ4MZsZH

[Add to Calendar](#)

When it's time, [join the meeting](#).

Join from a video system or application
Dial [155933764@go.webex.com](tel:155933764@go.webex.com)

Join by phone
1-877-668-4488 US Toll Free
+1-415-655-0000 US Toll
[Global call-in numbers](#) | [Toll-free calling restrictions](#)

[Can't join the meeting?](#)

Scheduled from Microsoft Outlook

[Join WebEx meeting](#)

Meeting number (access code): 155 933 764
Meeting password: CJ4MZsZH

Join from a video system or application
Dial [155933764@go.webex.com](tel:155933764@go.webex.com)

Join by phone
1-877-668-4488 US Toll Free
+1-415-655-0000 US Toll
[Global call-in numbers](#) | [Toll-free calling restrictions](#)

[Can't join the meeting?](#)

2. On the **Meeting Information** page, enter your name and your email address. Then click Join.
3. To join the audio, at the bottom of the audio button, click **More Options**.
4. Select one of the following options:
 - **Call Me**—Enter a phone number, click **Call Me**. You will receive a call and may be prompted to press 1 to connect.
 - **I Will Call In**—Dial the phone number shown on your screen. When prompted, use your phone keypad to enter the access code, and the Attendee ID shown on your screen.
 - **Call Using Computer**—Choose this option to connect to audio using VoIP. To adjust your speaker and microphone settings, click **Audio + Computer Audio Settings** in the menu bar.
 - **Call My Video System**—Enter your video system address, if it's not already there, and click Call Me to connect using your video conferencing device.
5. To mute or unmute yourself at any time, select the microphone icon.