Joining through the web app

Through the browser: simply click on the room's WebEx link and enter your name and email

How to Join the Meeting

When you click on the Room Link, your internet browser will bring you to a page that will ask for your name and email. No WebEx account is needed. If you don't plan on downloading the desktop application*, simply enter your name. Once you enter your name, the Next button will turn blue; click on the Next button to proceed.

*common for interviewees

If you don't know your link, or have simply lost it, here is a list that will help you find it.

Be sure to allow the website to use your Microphone and Camera

For security reasons, WebEx, like all websites, cannot access your microphone and webcam without your permission. If it is your first time using WebEx in the browser or on this computer, you will receive a pop-up notification asking for the permissions.

You will see the spinning circle in the middle of the screen until you allow access.

Chose which camera and microphone you would like to use

If you wish to change the camera/microphone combination that WebEx defaulted to, click on the Settings button in the bottom right corner. Note: this button cycles through your camera and microphone choices, but if you move your cursor over it, it will say “Settings”.

On laptops it is likely that you will want to use the integrated, or built-in, microphone/camera combo. On desktops you may have a USB webcam/microphone so make sure you choose what is appropriate for you.

To Change Audio and Camera options during the call

First, click on the “More” button (button with three dots on it)

Step 1) Click Speaker, microphone, and camera

Step 2) Choose the camera/microphone combination that is appropriate
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