Joining through the desktop app

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. From here, click on the drop down arrow in the right portion of the green "Join Meeting" button. Click on "Always join from desktop app"

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

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 in the browser window

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

Step 1) Click Speaker, microphone, and camera

Step 2) Choose the appropriate combination of speakers, microphone, and camera
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