First steps to join the meeting using the email invitation you received:

WebEx meeting invitation: WebEx Meetings

Click this button if joining by computer or tablet. You MUST have at least a microphone on your device.

Meeting number (access code): 476 163 493
Meeting password: kXSua9NFD33 (59782963 from phones)

If joining by phone, use the phone number in the yellow box. You can use either a cellphone or landline.

When you call into the “meeting room” it will ask for the meeting number or access code and password. This information will be in your email.

Note: DO NOT use the access code/password and phone number in this instruction example. Refer to the information in your email invitation.
Please turn off your camera. When the button is red, it indicates that your camera is off.

Click to join the meeting. Once you have joined, you will see the screen on the next slide.
Once you have entered the meeting/classroom

- Click on the “hand” to indicate you would like to ask a question. This is for attendees only.
- This image indicates that this person’s microphone is off.
- Turn your camera on/off: Red indicates that camera is OFF.
- Chat box will appear along the right-hand side of the screen; you will also be able to ask questions via chat.
- Turn your microphone on/off: Red indicates your microphone is OFF.
- Click this button to show the participant list as you see along the right-hand side of the screen.
- Leave or end the meeting or class. Only instructors can end the meeting.

Lists the participants in the room

- Picture or initials of individual speaking.
Sharing your screen with participants

Click this button to share your screen with the participants.

It will ask you what screen you want to share. Share the screen by clicking on the screen option below.

Note: Attendees will see EVERYTHING on whichever screen you choose to share.
Classroom Options/Features

Click this button to mute all microphones when attendees enter the room. This will help prevent disruptions.
Click here if you want to record your session. Please keep in mind this will also record any attendees that ask questions during the presentation.