Joining a Meeting
When a meeting is scheduled in Webex, you as an attendee have several options on how to join the meeting:

- An email, or a calendar invite

Joining from Email or Calendar Invitation
Open your email or calendar invite and click the Join meeting button. A new window will open asking you to either enter your name and email. If you have Webex Meeting application installed on your device it knows who you are and will take you directly into the meeting.

You are the host: Starting a Meeting
Open your email, calendar invite or if you have Webex Meeting application it will pop up a reminder to Start the meeting. You can also go to Webex Meeting application and see all your meetings.

To learn more about how to join or host meetings using Webex, visit: https://kb.wisc.edu/webex/

Using Audio and Video
After joining your meeting, you need to select your audio and video. For audio you have a choice - I Will Call In - with local phone, Call Using Computer or Call My Video System.

To turn on your video, simply click the No Video and select the correct camera.

Sharing an Application
During a meeting, you can use the Share Content button to share an entire -Screen or an application (anything you have open) from your computer to other participants.

Chatting with Participants
You can chat with a specific person or all participants in a meeting. Select whom you want to chat with from the Send to dropdown, type your message in the box and press enter to send. If you do not see the chat panel, click the Chat button in the bottom circle navigation.