Connect to a Scheduled Meeting

You can choose to join a meeting from the WebEx desktop application or from the online web application [CCSU WebEx Site](#). **All CCSU computers have the WebEx desktop application installed.** Students don’t need WebEx accounts to join meetings. WebEx accounts are for faculty only. You do need an email invitation that provides the information you need to join the meeting.

- Click on the **meeting link** in the system generated email that your instructor forwarded to you (Figure 1). You can also locate this link by locating the meeting on your Outlook Calendar if you accepted the meeting invitation (recommended).

- If you are using a **personal computer** then you will need to run the temporary app that downloads.
  - **Chrome and Firefox** - Click on “Run a Temporary Application” and follow the prompts (Figures 2 and 3)

  Please note: **On a personal computer this will only need to be done once.**
Connect Audio/Video

- Click “Test speaker and microphone” if you would like to first test how your microphone and speaker sound before entering the meeting.
- “Use computer audio” is the default audio setting that should be selected (Figure 4)
- Click Unmute/Mute for microphone. You can click the drop-down carrot to select a different microphone or speaker (Figure 4)
- Click Start video and you will see a preview of how your camera appears before entering the meeting. You can click the drop-down carrot to select a different camera (Figure 4)
- Click Join Meeting when you are ready to enter the meeting (Figure 4)
• If you are joining using the web application, your browser may also ask for your permission to access your microphone and camera. Please select Yes or Allow when this message appears.

Meeting Functions

• Click “Chat” to open the chat and send messages to attendees in the meeting (Figure 5)
• Click “Participants” to open a list of the participants currently participating in the meeting (Figure 5)
• Click the Red X button to leave the meeting (Figure 5)
• For additional resources and assistance, access the Cisco WebEx help menu from this link: https://collaborationhelp.cisco.com/article/en-us/73lgs2