Piedmont

How Do I Access a Webex Meeting

9.17.2021

1. **Click on this link →** **Joint School-Piedmont Healthcare- VIRTUAL** or search Webex in your browser then select **Join** in the top right, and enter the meeting number listed below.

   Join by meeting number
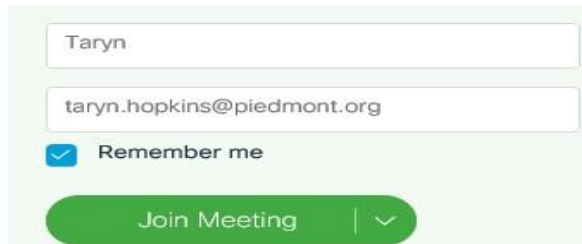   Meeting number (access code): 2347 864 5913
   Meeting password: JDeM2pQr43G

   Join by phone
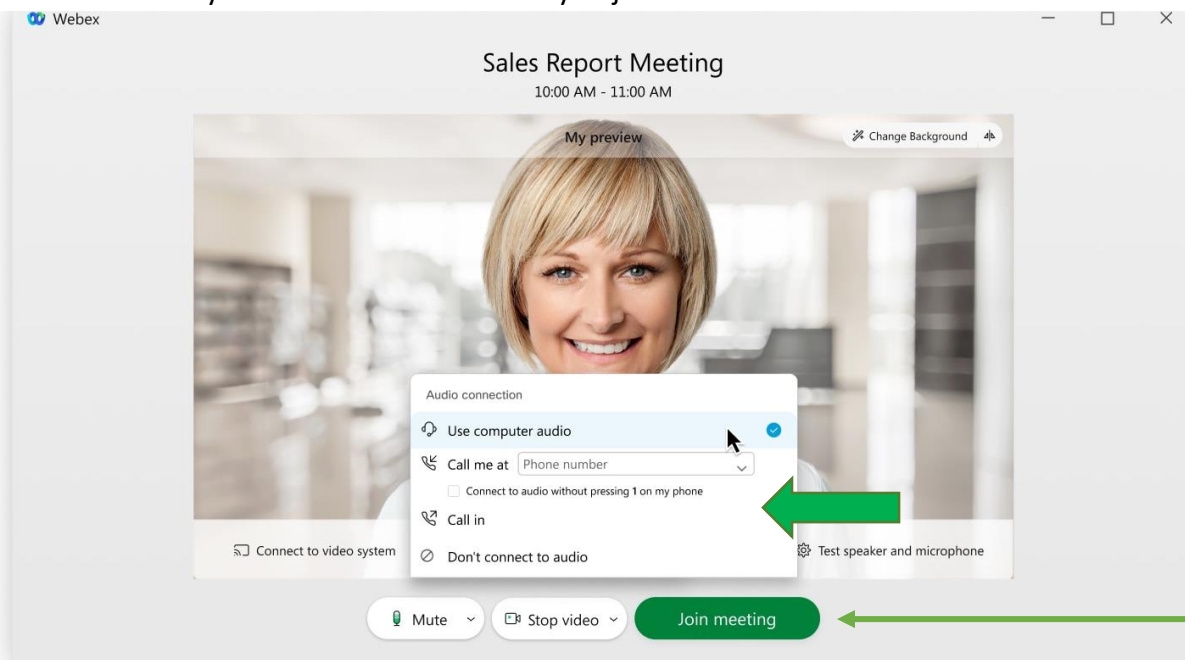   +1-415-655-0002 United States Toll
   Global call-in numbers

2. From the next screen add your name and your email address and click **Join Meeting**.

3. Next, choose your audio and video connection (**Call me at** option is preferred) and click **Join meeting**. You will receive a call from WebEx when you join the meeting. **Mute yourself when you are not speaking.**

   Click [Start video] if you want to be seen when you join.

   Audio and video access points do not need to be on the same device (i.e. you can use a laptop or desktop for video, and use your cell phone for audio).

   If you hear an echo or feedback it means you have joined with two audio sources (phone and computer). Make sure you mute yourself in both places if this occurs. Using the **Call me at** feature eliminates this.
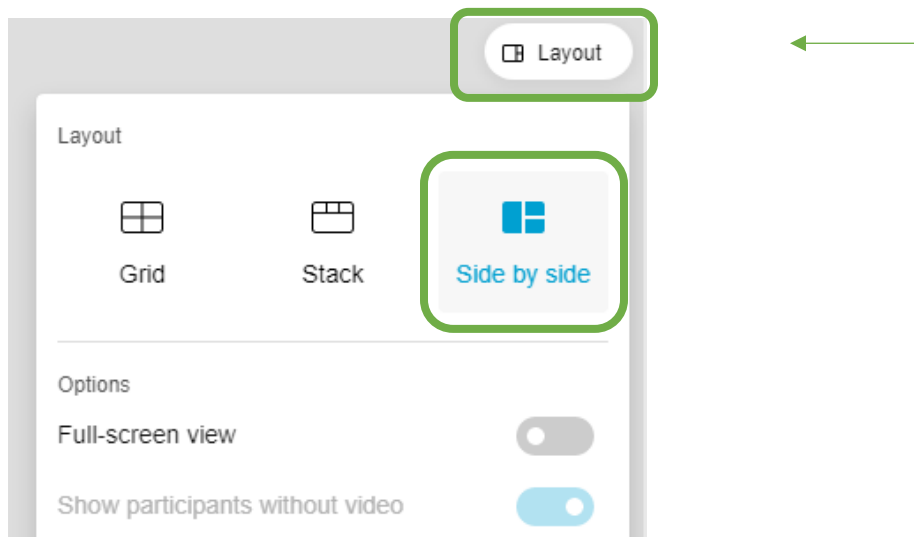
Webex Meeting Controls

Mute or Unmute Yourself

To mute or unmute yourself, click **Mute** 🎤 Mute ⌄ or **Unmute** 🎤 Unmute ⌄ .

- o **Use computer audio** (default)—Use your computer with a headset or speakers.
- o **Call me**—Enter a phone number and Webex calls you. Depending on your host's Webex plan, you may or may not see this option.
- o **Call in**—If you prefer to use your phone for audio, dial in when the meeting starts. A list of the global call-in numbers is available in your meeting invite. Choose this option if your Internet connection is slow.

Use the "**side by side**" view <u>for optimal viewing</u> of the presenter and content. Access these options by choosing **Layout** in the upper right corner of your screen. While using Side-by-Side View or Floating View,

click ⤢ to switch the focus between the shared content and the video of the active speaker.

To get **Full Screen** view:
- • click on the **X** in the upper right corner of your screen, OR
- • click on the **Layout** and choose full screen

[Join a Webex Meeting- Guide](#)

[Connect Audio and Video in Cisco Webex- Guide](#)

[Start or Stop Your Video During a Cisco Webex Meeting- Guide](#)