

WebEx for Students and Guests: Participate in a Meeting

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Log In and Join a Meeting

Log in to the WebEx site by using the link on the email invitation...

or by using one of these suggested browsers: [Firefox](#), [Safari](#), or [Internet Explorer](#), log in to the site at <http://goucher.webex.com>.

Click the **Join** link next to the correct meeting.

You will need a headset with a microphone.

Complete the Setup Wizard

Log in a few minutes early to have time to complete the **Setup Wizard** by clicking the **Click Here** link at the bottom of the Login page.

When it is time to join, enter your name and email address and click the **Join** button.

Call in Using Your Computer and Test Audio

When the site opens, an Audio Conference box will appear.

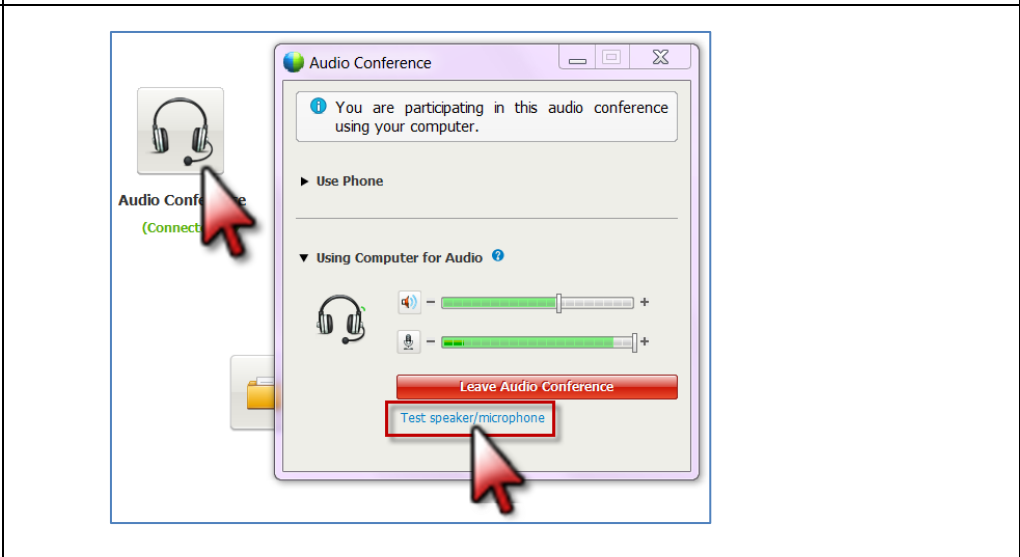
Select **Call Using Computer**.

It is necessary to use a headset with a microphone. The microphone should be placed close to your mouth to avoid background noise.



Click the **Audio Conference** button to test the audio.

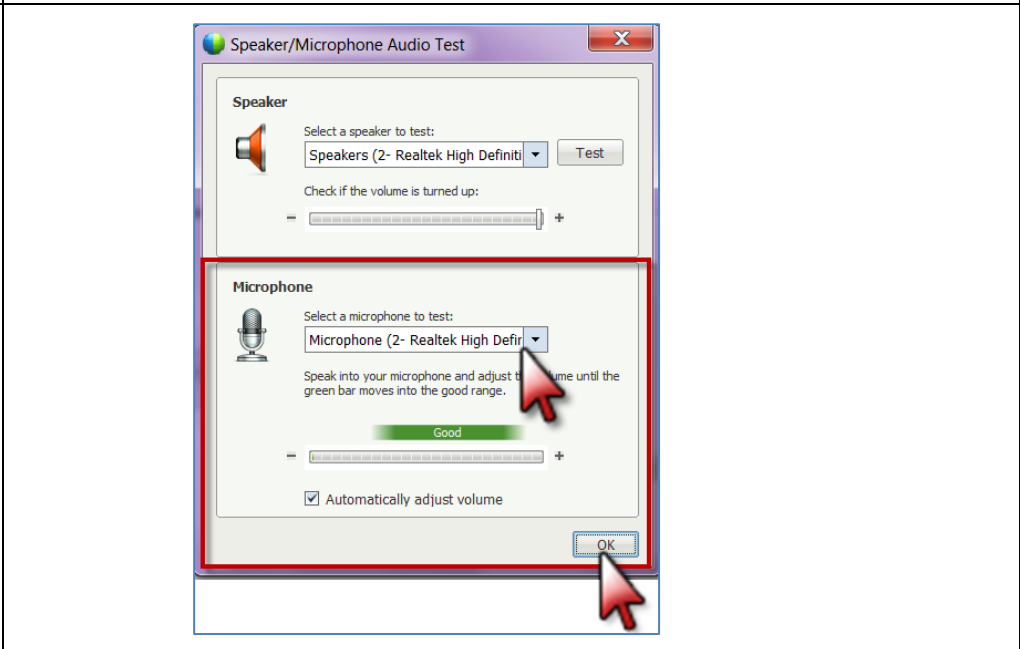
Click the **Test Speaker/Microphone** link.



Use the Microphone dropdown menu to be sure that your microphone and headset are connected properly.

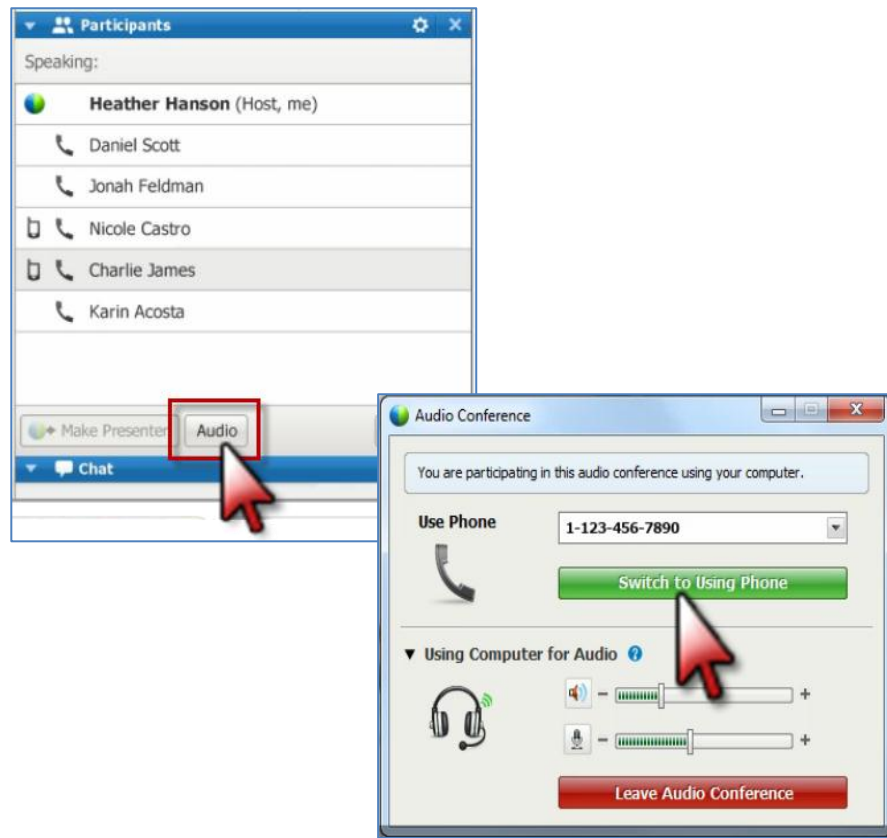
Follow the directions to test the audio quality.

Click the **OK** button.



If you experience audio difficulty during a meeting, click on the **Audio** button in the Participants panel.

Click the **Switch to Using Phone** button and connect using the access numbers provided.

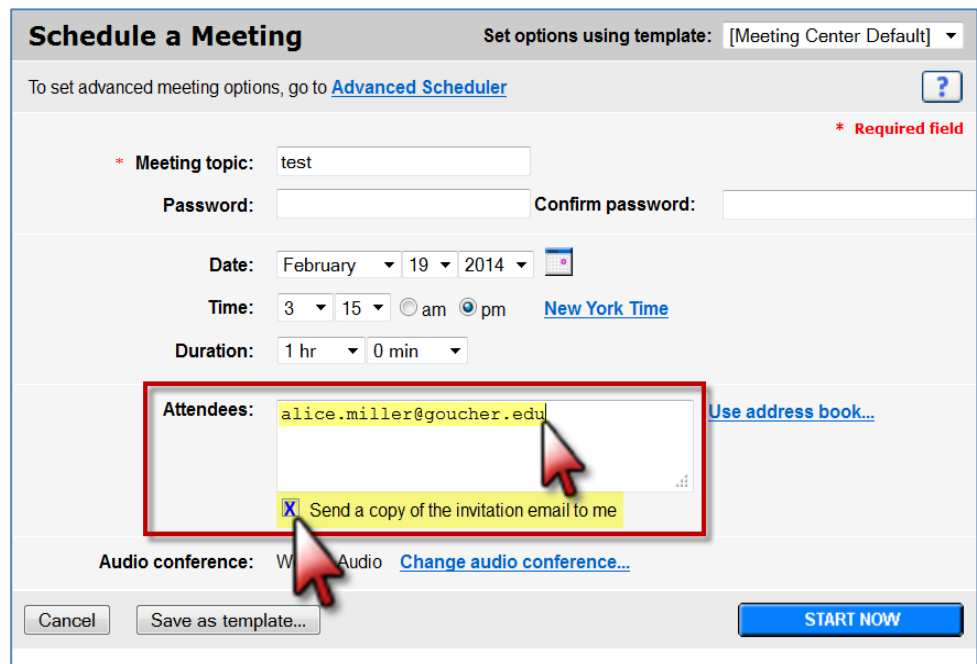


Call in to the Meeting by Phone Only

Tell the instructor in advance if you wish to call in to the meeting by phone.

When the instructor schedules the meeting he can type your email address into the **Attendees** box so you will receive an email invitation that includes the call-in numbers.

The instructor will also receive a copy of the invitation email if he checks the **Send a copy of the invitation email to me** box. The instructor can then forward that email to others who wish to phone in.



The email invitation will include the **Call-in toll number** and the **Access code** for that specific meeting at the bottom of the email.

Please note that long distance phone charges may apply.

From: Grad Login <messenger@webex.com>
 To: Miller, Alice
 Cc:
 Subject: Please join now, meeting in progress: test

Hello Alice Miller,

Please join my meeting that is currently in progress.

Topic: test
 Date: Wednesday, February 19, 2014
 Time: 3:07 pm, Eastern Standard Time (New York, GMT-05:00)
 Meeting Number: 734 691 958
 Meeting Password: (This meeting does not require a password.)

 To join the online meeting (Now from mobile devices!)

1. Go to <https://goucher.webex.com/goucher/e.php?AT=MI&EventID=2853775778>
2. If requested, enter your name and email address.
3. If a password is required, enter the meeting password: (This meeting does not require a password.)
4. Click "Join".
5. Follow the instructions that appear on your screen.

To view in other time zones or languages, please click the link:
<https://goucher.webex.com/goucher/e.php?AT=MI&EventID=2853775778>

To join the audio conference only

 Call-in toll number (US/Canada): 1-650-479-3208
 Access code: 734 691 958

The call-in numbers are also found by joining the online meeting by computer and clicking the **Use Phone** link that appears in the Audio Conference box when you first log on.

The screenshot shows a window titled "Audio Conference" with a sub-header "Use your phone or computer to join this audio conference." Below this, there are two main sections: "Use Phone" and "Use Computer for Audio". The "Use Phone" section is highlighted with a red box and contains the following instructions:

1. Call in to the meeting:
1-650-479-3208 (Call-in toll number (US/Canada))
2. Enter the access code:
734 691 958 #
3. Enter your Attendee ID:
3 #

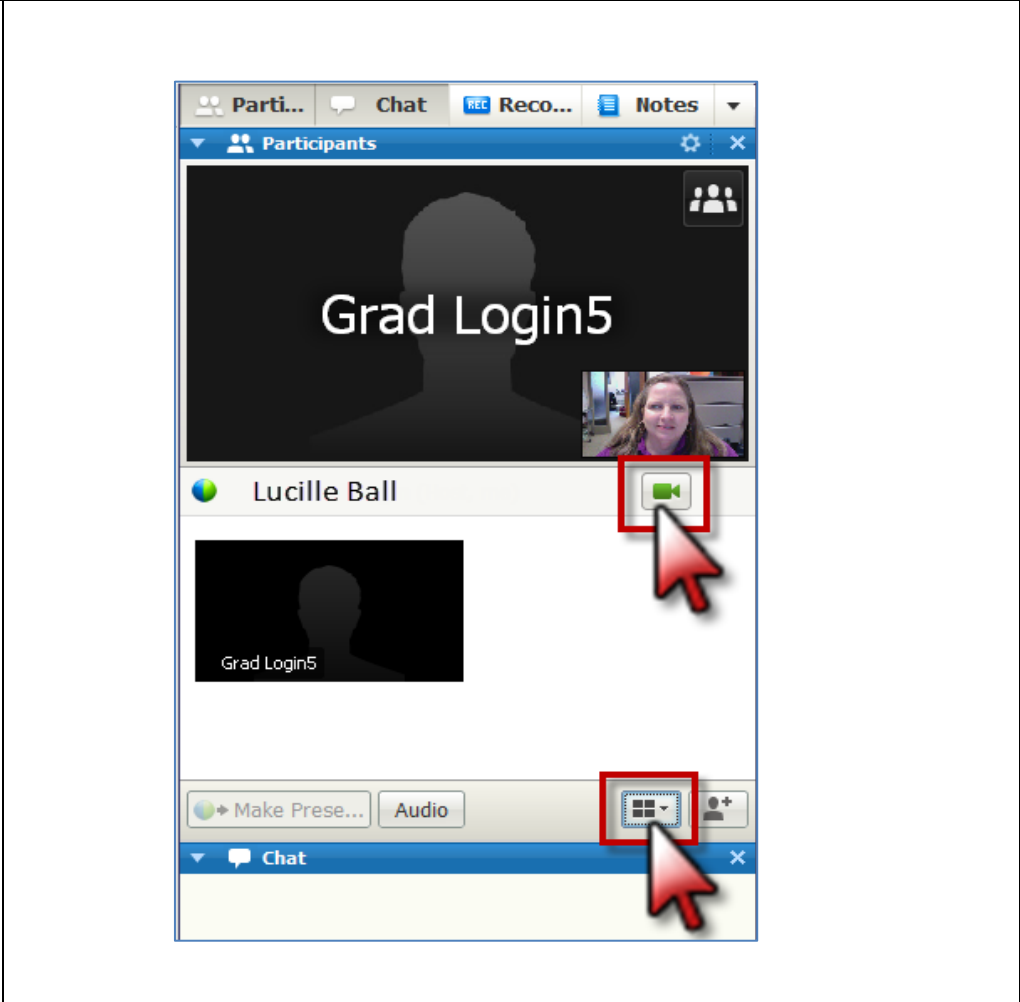
The "Use Computer for Audio" section is partially visible below, showing a "Call Using Computer" button and a "Test speaker/microphone" link.

Activate Your Webcam and Mute Your Microphone

Find your name on the **Participants** list. If directed to, click on the image of a video camera next to your name to open your **webcam**.

To see the webcam images of others, click on the **Thumbnail button** at the bottom of the Participants box. The person who is speaking will fill the main video area (if that person has his webcam on you will see his image). The user's image will appear in the right corner.

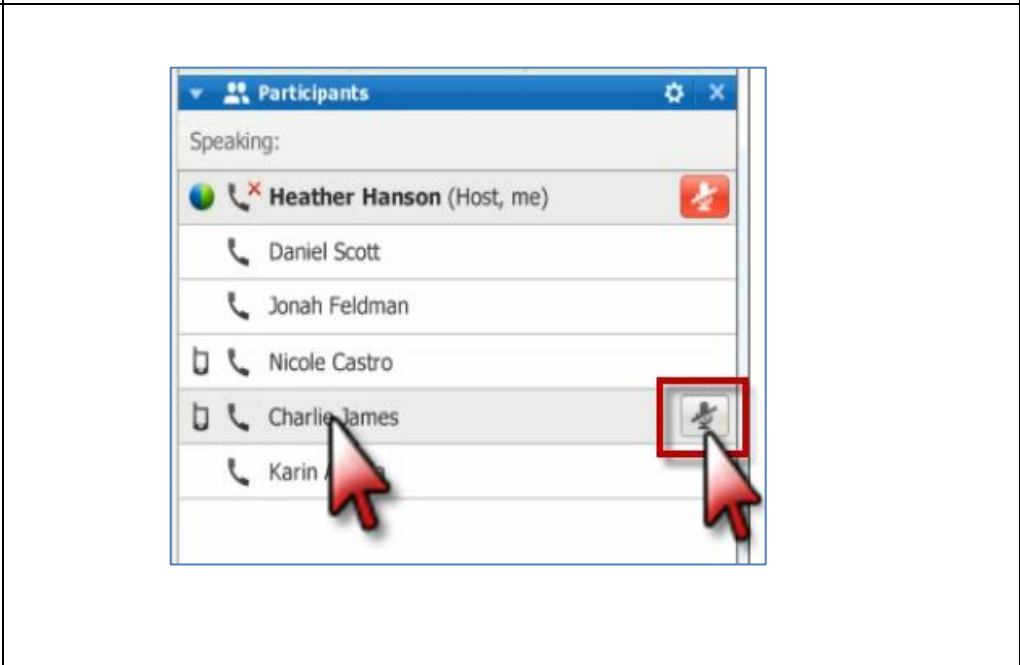
To join the conversation, simply speak into your microphone.


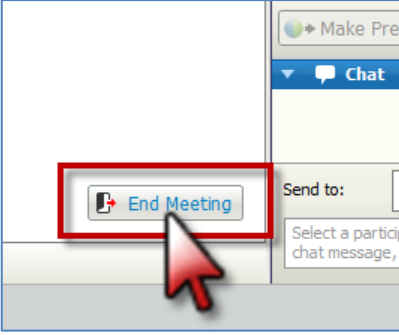


In this example, Heather is the **Presenter**, as indicated by the blue and green ball next to her name.

She can drag the ball to another participant to give them the Presenter controls.

You may wish to **Mute** your microphone to eliminate background noise. To do so, click on your name and then click on the mic icon on the right. A red X next to your first name shows that you are on mute.



<p>When sharing your desktop, roll over the green Your Are Sharing Your Desktop tab at the top of the window. Find links to the Participants panel and other important control buttons.</p>	
<p>End the Meeting or Leave the Meeting</p>	
<p>To close the meeting, the Presenter will click the End Meeting button at the bottom of the window.</p> <p>To log off, participants will click on a Leave Meeting button found in the same place on their screens.</p>	
<p>Questions?</p>	<ul style="list-style-type: none"> • Contact the Helpdesk during EST business hours (9-5): 410-337-6322 • WebEx 24/7 Technical Support: 866-229-3239 • Get Help Fast • Instructional Videos • Join a Test Meeting
<p style="text-align: right;">February 2014</p>	