Participating in a WebEx Meeting

This tutorial will focus on participating in a WebEx Meeting. If you would like to learn how to schedule a meeting, host a meeting, or get started in your personal room, please see our corresponding tutorials linked here.

What's covered in this tutorial (click on the title to jump to the section)
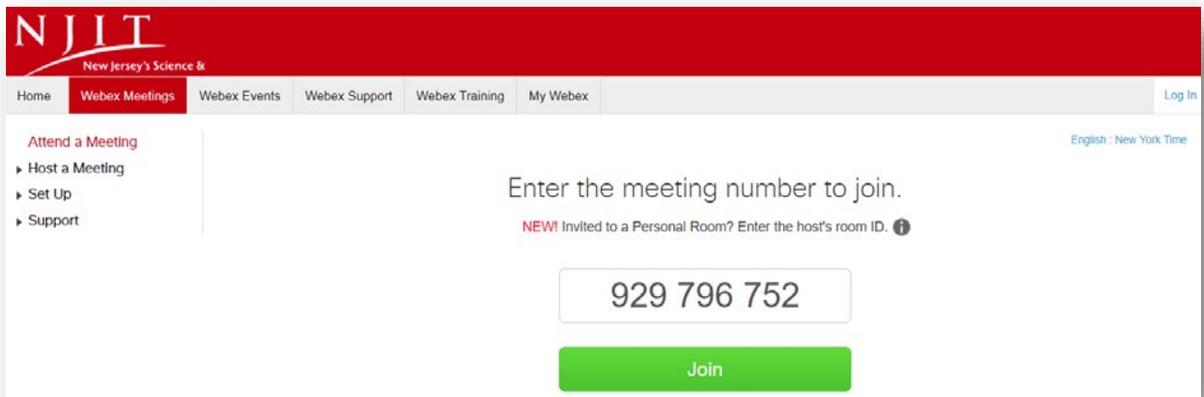
Meeting preparation

To ensure the best possible quality during your WebEx meeting, you will want to make sure you have access to speakers and a microphone, either on your device or externally, or access to a phone, preferably a landline.

You will want a webcam and a quiet environment, with no window or bright light source behind you.

Before the session, it is best to ensure that your device has Adobe Flash enabled. If you would like to test your device, click here. If you are using an iOS device, you will want to download the WebEx app.

Joining a meeting or personal room

1. You can connect by entering a meeting number at http://njit.webex.com and clicking **"Join."**

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2. If you don't have a meeting number, you will need to enter a URL or click on a link to the meeting. You may have an email containing the link, or your host may have provided you with the URL.
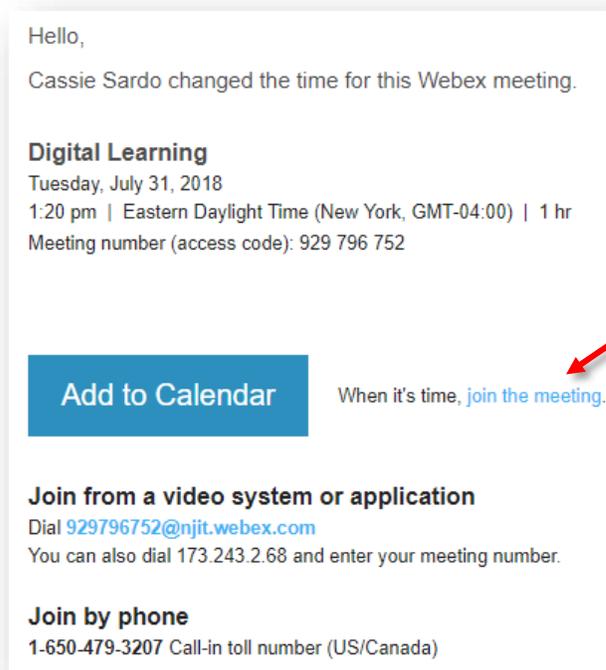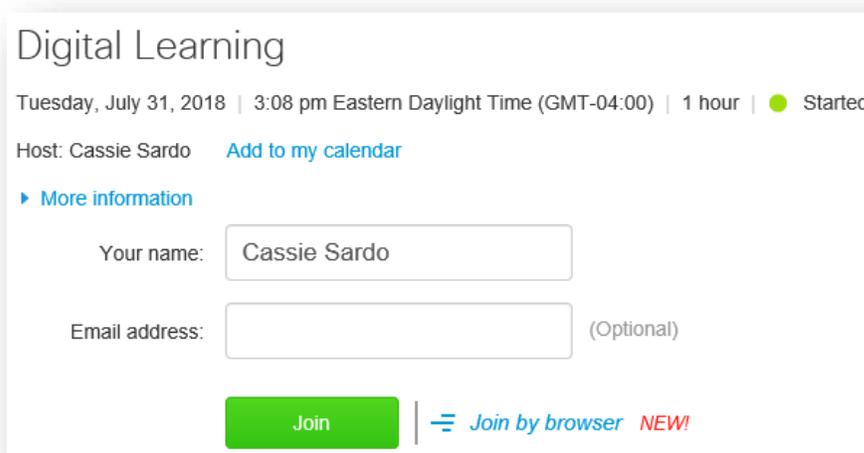

If you are directed to the following screen, you may be too early. Confirm the meeting start time, and try again later.

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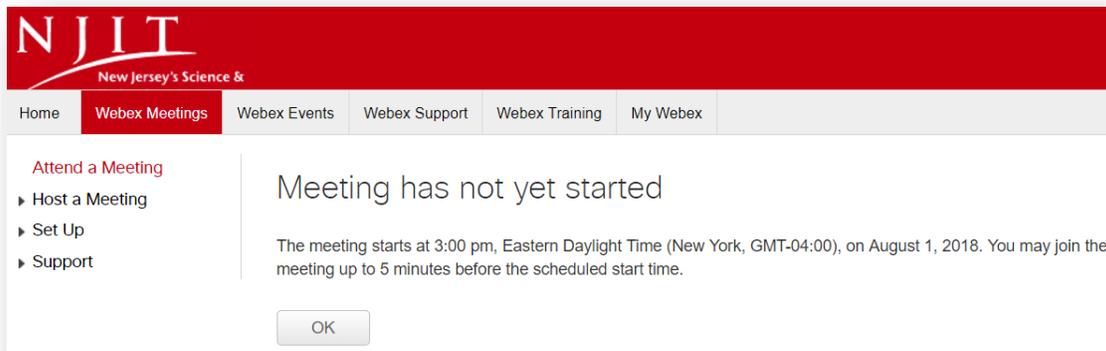
If you are using a URL, you will be directed to this screen:
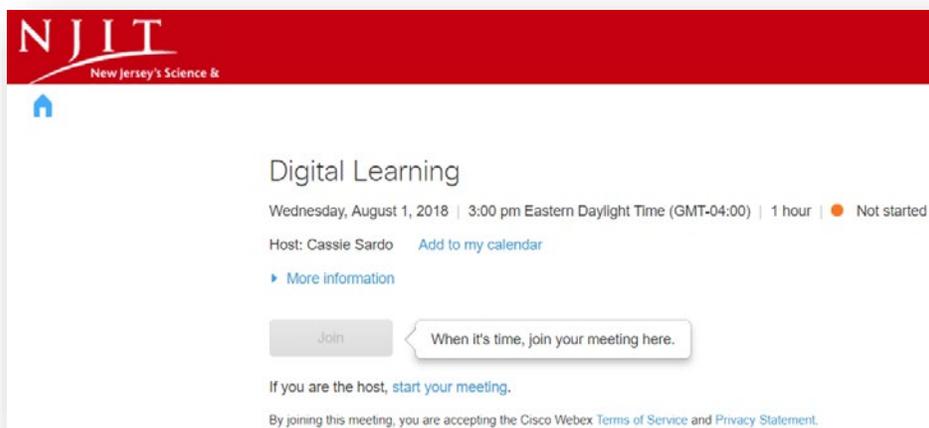
When the host begins the meeting, you will be able to enter your name and click **"Join."**

3. Once you join the meeting, you will have the opportunity to select and test your speakers, microphone, video connect, and decide how you would like to call in.

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Audio and Video Settings

1. The first thing you will see after joining your meeting is the screen below.
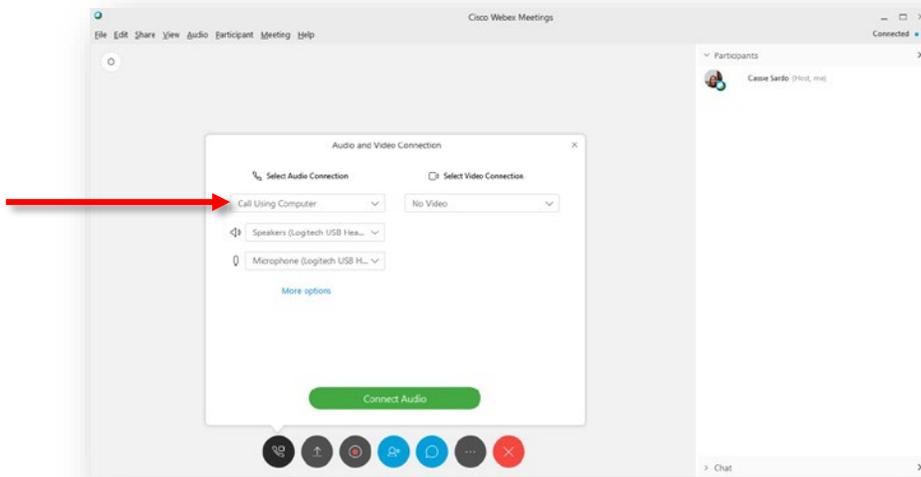

Here, you can connect your video and decide how you would like to call in to your meeting. You can either **"Call Using Computer"** or select **"I Will Call In."**

Call Using Computer

1. Make sure that you have the proper **Speakers** and **Microphone** selected. These might include a headset, external microphone, or your devices speakers and microphone.

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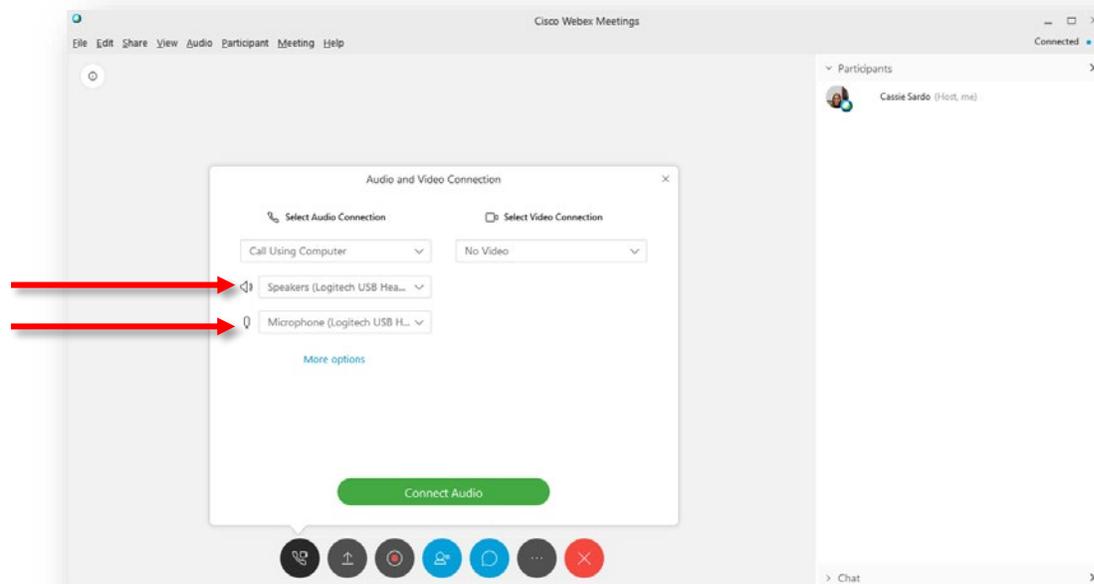
2. Click **"More options"** to test your microphone and speakers. By clicking **"Test"** next to the speakers, you should hear musical tones. Speak to see if your microphone is picking you up. Then, click **"OK."**
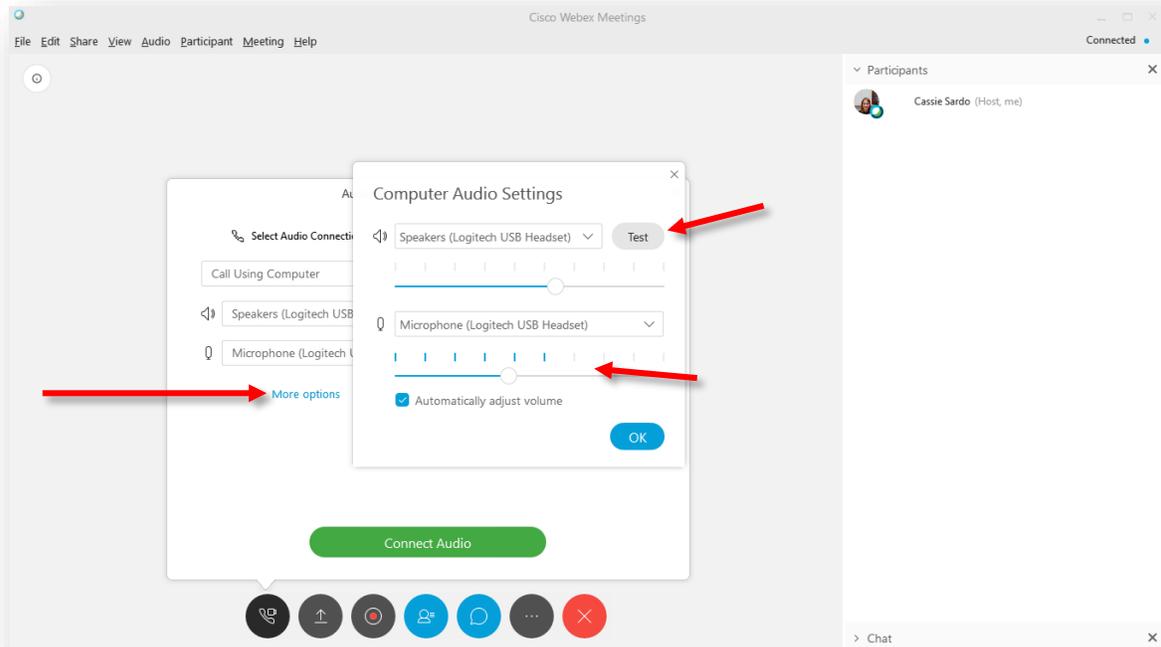

3. Select the webcam that you would like to use. You should see a preview of the image.
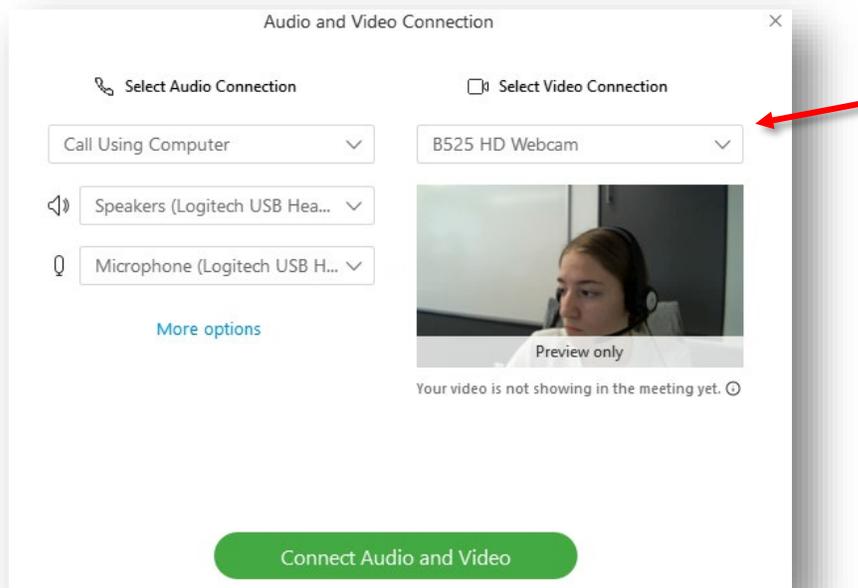

4. When you are ready to enter the meeting, click **"Connect Audio and Video."**

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I Will Call In

1. If you would like to incorporate video, select your webcam, following the instructions listed above.
2. Using a cell phone, or preferably, a landline, dial (650) 479-3207.
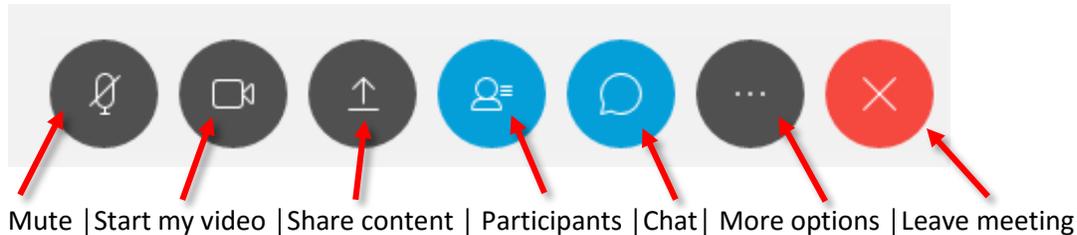3. When prompted, enter the meeting access code and your Attendee ID.
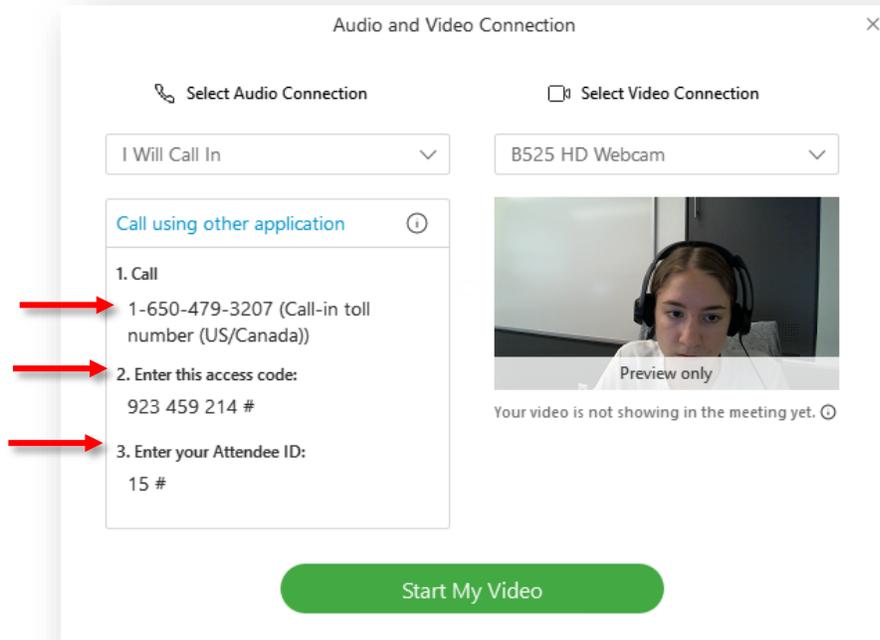
4. You will be connected to audio through your phone. If you are using video, click **"Start My Video."**

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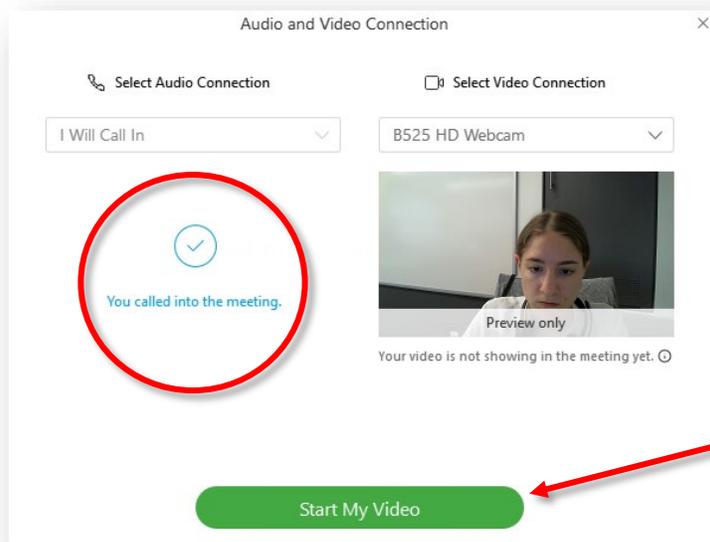
Navigating the Meeting

Hovering over the bottom of your screen will reveal the following:

Mute |Start my video |Share content | Participants |Chat| More options |Leave meeting

1. **Mute**: you can mute and unmute your microphone during the meeting.
2. **Start my video**: you can start and stop your video during the meeting.
3. **Share content**: if your host allows you to, you can share your screen with other participants during the meeting.
4. **Participants**: you can toggle the Participants panel on and off.
5. **Chat**: the Chat feature allows participants to communicate using text. You can choose to contact the host or instructor, everyone, or a particular participant during the meeting.
6. **More options**: clicking this button will give you the choice to open notes, copy the meeting link, and test or switch your audio connection.
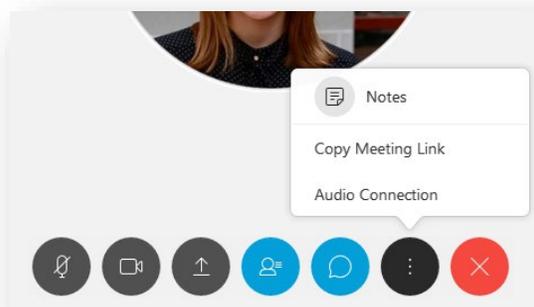
7. **Leave meeting**: when you are ready, clicking the last button on the menu will allow you leave the meeting.

Questions?

If you are still in need of assistance, please contact the IST Service Desk.
You can reach the IST Service Desk 24/7.

Phone: (973) 596-2900 | Toll-free: (877) 899-7685
Location: Student Mall, Room 48 |Monday to Friday, 8:30 AM to 4:30 PM (Drop-in support for computing devices).
Request Help Online: https://ist.njit.edu/

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