

# Get Started with Cisco Webex Meetings for Attendees

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Product: Webex Meetings  
Activities: Video Conferencing  
Operating System: Mac, Windows Desktop  
Release: WBS33, WBS39, WBS40  
92518 view(s) 473 people thought this was helpful

Webex Meetings makes joining and collaborating hassle free. You can meet anyone in the world online, talk to them over the phone or your computer, see each other's video and share content.

The screenshot shows a Cisco Webex Meeting window. The main video area displays a large video of Catherine Sinu. Below it is a toolbar with icons for mute, video off, share, stop video, chat, and end meeting. At the bottom, a gallery of other participants is visible. A floating panel on the left shows meeting details for 'Quarterly Analytic Visualizations'. Callouts point to the video layout icon in the top right and the floating panel view icon in the bottom right.

Change your **Video Layout**  to control where you view video participants and panels on your screen.

Choose **Floating Panel View**  to position any panel where you want it - even on a second monitor.

Access the **Meeting Info**  to get details about the meeting.

Meeting controls hide when you're not using them and then re-appear when you move your cursor.

WBS39.6 and Later

## Join a Meeting

If someone invites you to a Webex meeting, you receive an invite with instructions on how to join in an email invitation. You can click the Join link to join the meeting.

 You might be asked to enter a meeting password, it is in your email invitation.

The Webex user interface is simple. Meeting options in the center and participants and other panels on the right.

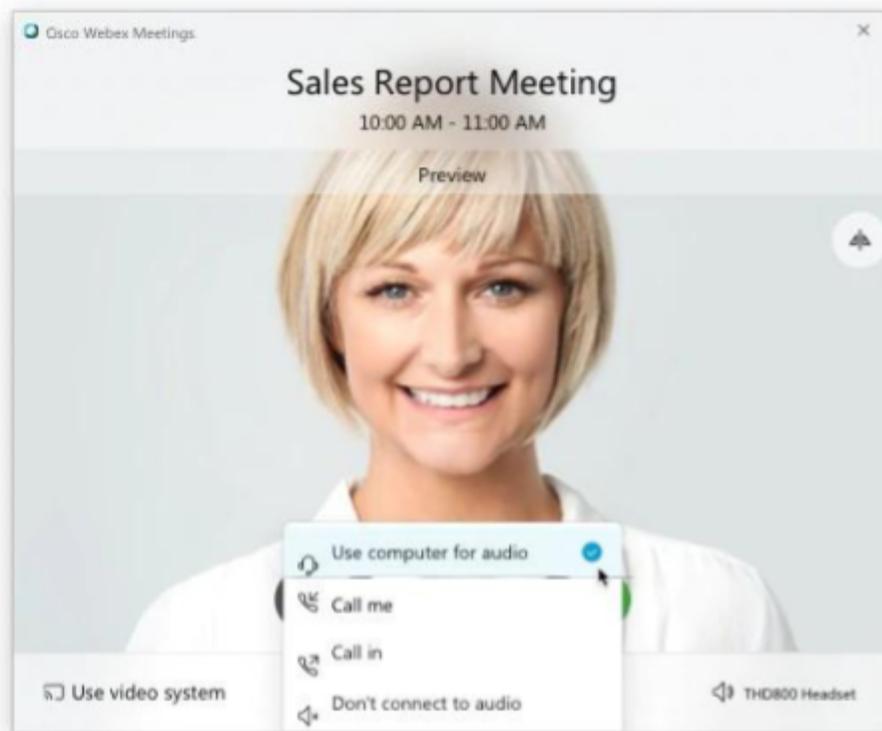
## Connect Audio

Before you join a meeting you can choose the settings you use for audio in the meeting.

 Click the audio connection options in the Webex Meetings app.



 Choose how you want to hear the audio in the meeting:



- **Use computer for audio**—Use your computer with a headset or speakers. This is the

default audio connection type.

You can change your headset, speakers, and microphone.

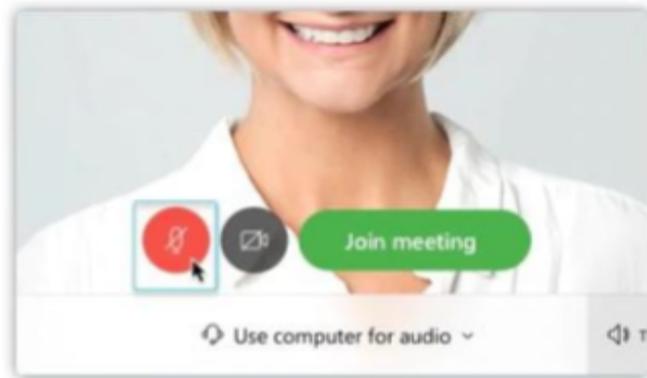
Call me—Enter or select the work or home phone number that you'd like the meeting to call.

Call in—Dial in from your phone when the meeting starts. A list of global call-in numbers is available after you join the meeting.

Don't connect audio—You won't hear any audio in the meeting through your computer or phone. Use this option if you're in the meeting room but want to use your computer to share content in the meeting.

3 If you want to join the meeting with your audio muted, click Mute my microphone .

You'll see  when your microphone is muted. Click Unmute my microphone  when you want to speak in the meeting.



## Start Your Video

Before you join a meeting you can choose the settings you use for video in the meeting.

1

If you want to join the meeting with your video turned off, click

Turn off my video

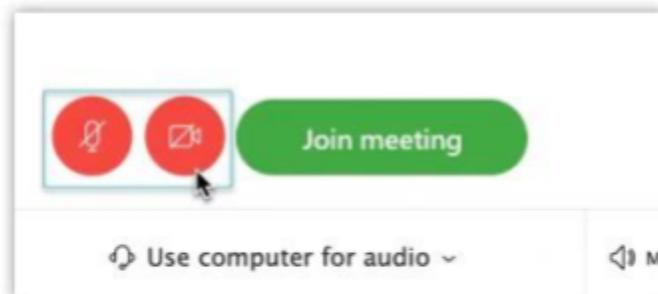


when your video is turned off. Click

Turn on my video



when you want to show



You'll see your video.

2

By default, your self-view video shows in mirror view. You can turn off mirror view if you want to see yourself in your self-view video the same way that other meeting participants see you.

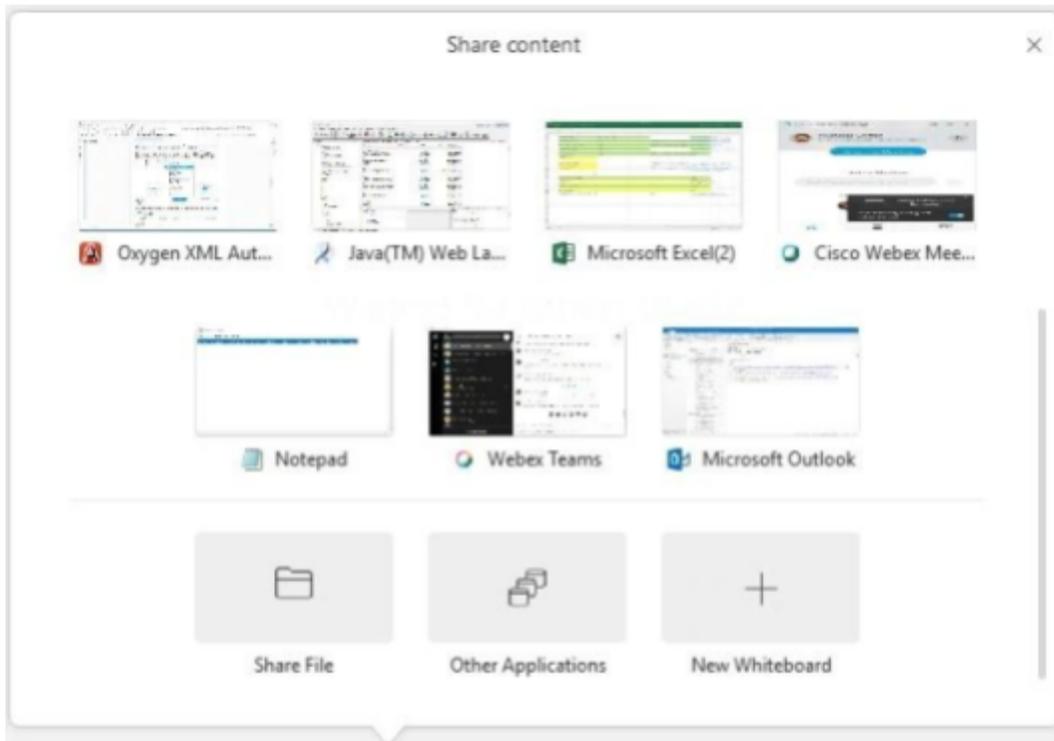
If you're happy with the audio and video settings that you chose for this meeting, you can save

them for your next meeting.

To join the meeting from a compatible video device, connect to a device.

## Share Content

You can share content during a Webex meeting. In the Participants panel, grab the ball  and drop it next to your name. You become the presenter. Select Share  content and start sharing.



 Go to the **Share** menu for more sharing options.

## High-Quality Video-Supported Cameras

Most PC-compatible cameras should work with Webex. The following cameras were tested for high-quality video:

- Cisco Precision HD
- Cisco VT Camera II
- Cisco VT Camera III
- Logitech HD Pro Webcam C910
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Logitech HD Webcam C920

Logitech QuickCam C905

Logitech QuickCam Orbit AF

Logitech QuickCam Pro 9000

Logitech QuickCam S7500

Microsoft LifeCam Cinema

Microsoft LifeCam HD

Microsoft LifeCam NX-6000

- Microsoft LifeCam VX-1000

- Microsoft LifeCam VX-3000

- Microsoft LifeCam VX-6000

## Learn More

- [Join a Cisco Webex Meeting](#)

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## Join a Meeting

If someone invites you to a Webex meeting, you receive an invite with instructions on how to join in an email invitation. You can click the Join link to join the meeting.

 You might be asked to enter a meeting password, it is in your email invitation.

The Webex user interface is simple. Meeting options in the center and participants and other panels on the right.

## Connect Audio

When you join a meeting, the Audio and Video Connection dialog box appears. If you don't choose an audio connection at the start of your meeting, you can select Connect audio and video  to go back to the Audio and Video Connection dialog box.

To connect your audio during a Webex meeting, you can use your phone, computer, or a video device. During a meeting, you can stop or start your audio connection at any time. From the meeting control panel,

you can select **Mute**  and **Unmute** 

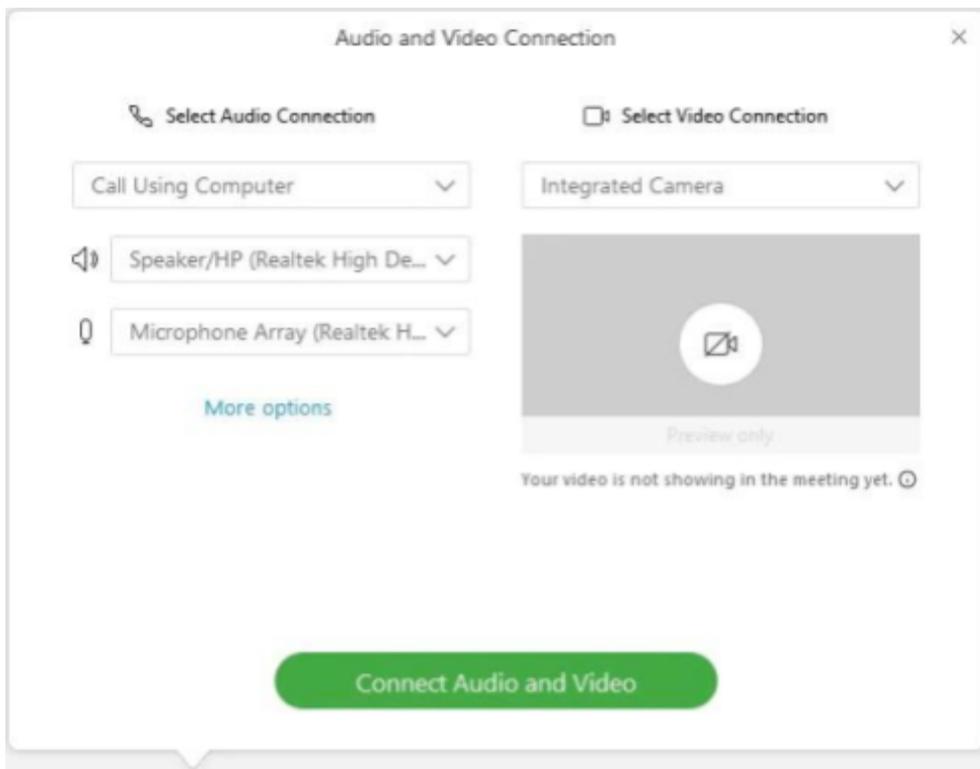
## Start Your Video

 to turn your audio on or off.

When you join a meeting, the Audio and Video Connection dialog box appears. If you don't choose a video connection at the start of your meeting, you can select Connect audio and video  to go back to the Audio and Video Connection dialog box.

During a meeting, you can stop or start your video connection at any time. From the meeting control panel,

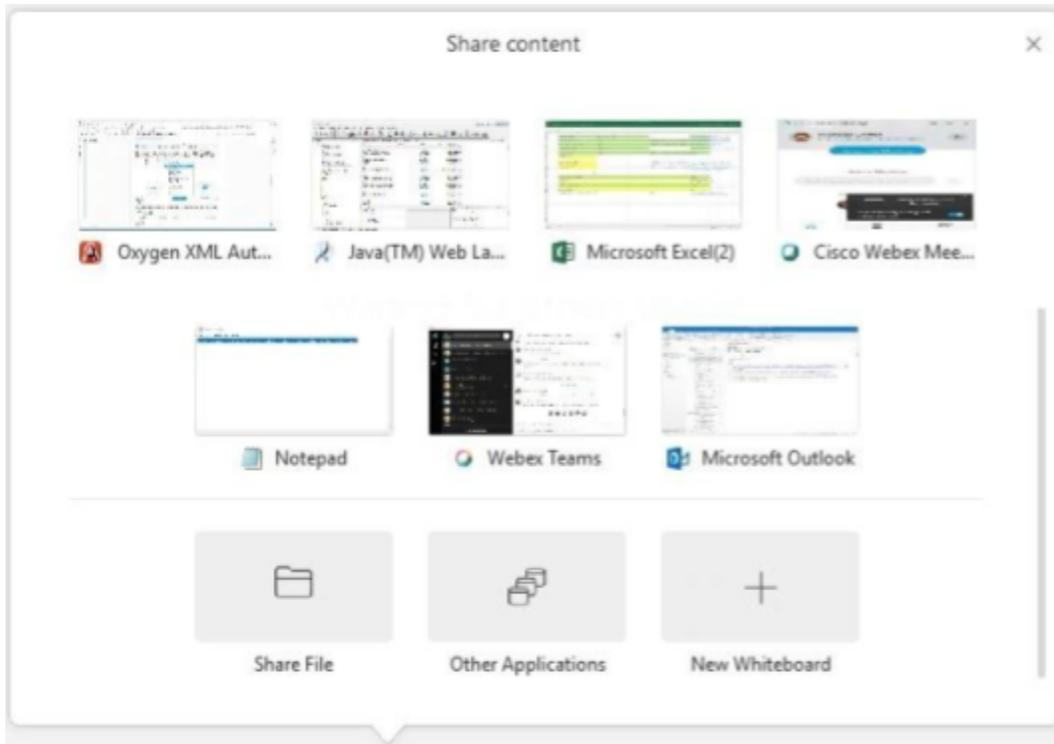
you can select **Switch camera device or stop my video**  and **Start my video**  to turn your video on or off.



Share Content

You can share content during a Webex meeting. In the **Participants** panel, grab the ball  and drop it

next to your name. You become the presenter. Select **Share content** 



 Go to the **Share** menu for more sharing options. and start sharing.

## High Quality Video-Supported Cameras

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- Logitech QuickCam Orbit AF
- Logitech QuickCam Pro 9000
- Logitech QuickCam S7500
- Microsoft LifeCam Cinema
- Microsoft LifeCam HD
- Microsoft LifeCam NX-6000
- Microsoft LifeCam VX-1000
- Microsoft LifeCam VX-3000
- Microsoft LifeCam VX-6000

## High-Definition Video-Supported Cameras

The following cameras were tested for high-definition video:

- Logitech HD Webcam C310
- Logitech HD Webcam C500
- Logitech HD Webcam C510
- Logitech HD Webcam C905/B905
- Logitech HD Pro Webcam C910/B910
- Logitech HD Webcam C920
- Microsoft LifeCam HD-5000/HD-5001

- Microsoft LifeCam HD-6000
  - Microsoft LifeCam Cinema
  - Microsoft LifeCam Studio
  - Cisco Precision HD
  - Cisco VT Camera III
  - Apple iSight HD
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