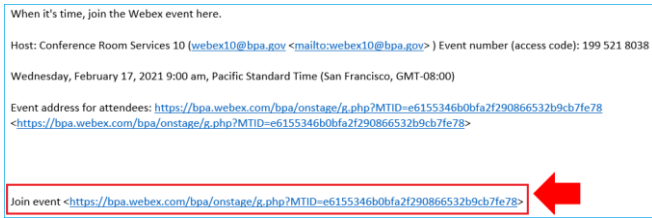


Join the Webex event

Windows

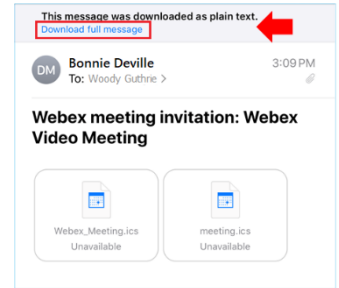
- To join a Webex event, click on the **Join event** hyperlink in your email invitation.
Participants cannot join the meeting until just before the meeting start time or when the host opens the meeting to start it.



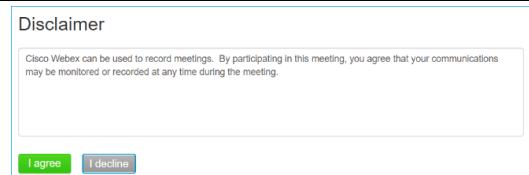
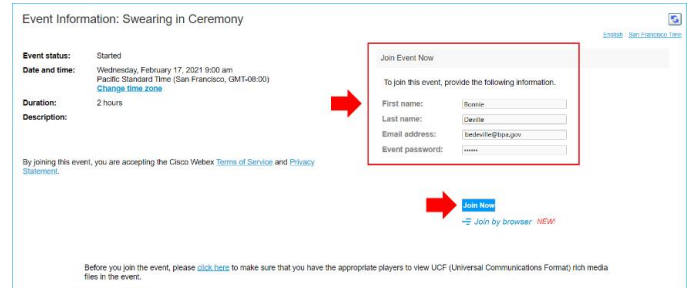
- Enter your name and email address where indicated.
The Event password will already be entered for you.
- Click on the **Join Now** button.

Mac/iPad

- If you are using the Apple Mail app, you may see two meeting icons that are “Unavailable”.
- If so, click or tap on **Download full message**.
- Then click or tap on the **Join event** hyperlink.



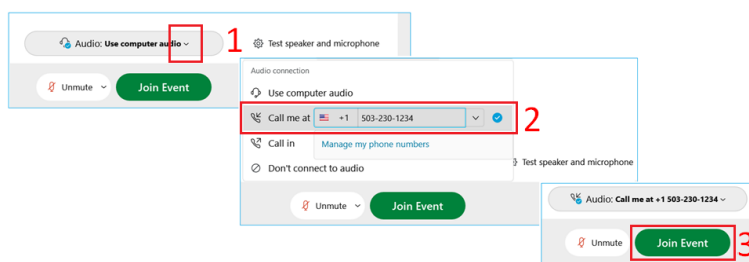
- Click on the **I agree** button.
- If prompted to download Webex or add Webex to Edge or Google Chrome, follow the steps on the screen to install or add it.



Audio connections

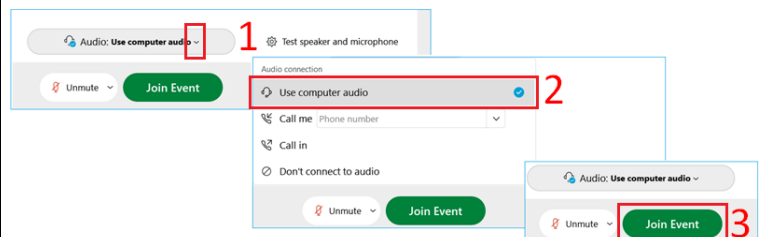
Call me using phone (recommended)

- If you are using a phone for your audio, click on the Audio drop-down arrow.
- Select **Call Me at** and enter your phone number.
- Answer your phone when Webex calls you and click on the **Join Event** button.



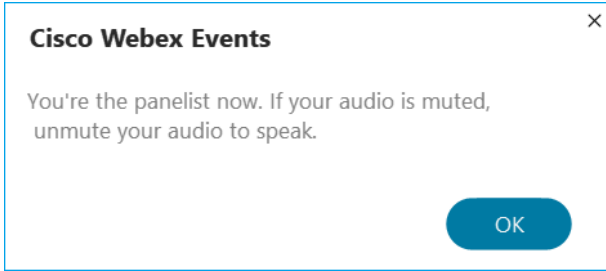
Using computer audio

- If you are using a headset plugged into your laptop, tablet or computer – or if you plan to use computer speakers and/or webcam, click on the Audio drop-down arrow.
- Select **Use computer audio**.
- Click on the **Join Event** button.

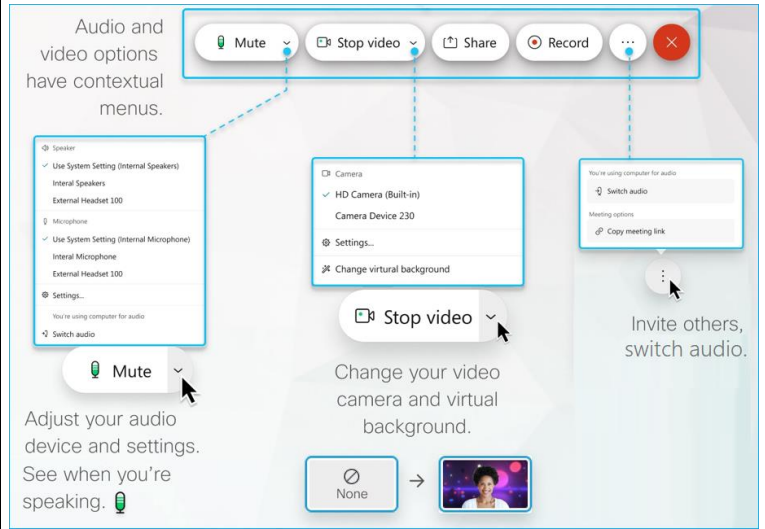
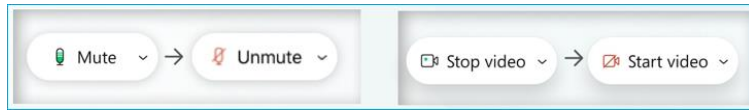


Mute/unmute/share video

After you join the Webex event, you will not be able to unmute yourself or share your video/webcam unless or until the presenter makes you a panelist.



Please do not unmute or start your video until instructed by the host or presenter.



Layout

Click on the **Layout** button if you wish to modify your view. Clicking on other buttons such as **Participants** or **Chat** toggle panes on and off.



Your menu may vary depending upon what is being shared.

When the speakers present, it is recommended that you select the **Stage** layout if not already selected.

