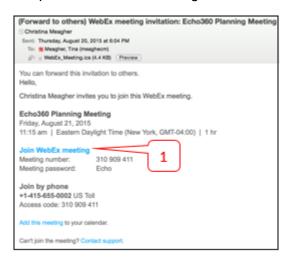[Webex Participant Guide](#)

You will need:
1. Web camera (optional video)
2. Microphone (USB headset/earbuds or mic on webcam)
3. Telephone (optional if not using computer)

Note: If you are joining a student hosted meeting, participants will only be able to connect to the audio portion of the conference via computer audio.
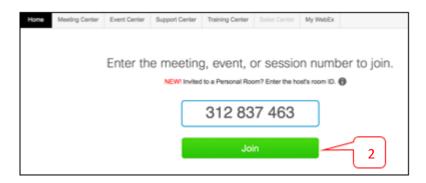
Join a meeting

Participants have two ways to join a meeting. The first option is to join by using the **Join WebEx Meeting** link in the email invite you received or by going to oregonstate.webex.com and typing in the meeting number to join (meeting number is provided by the host).

1. Click on the Join WebEx meeting link in the email invite to enter the meeting. You will need to enter the password to the meeting found in the email invite (if applicable.)
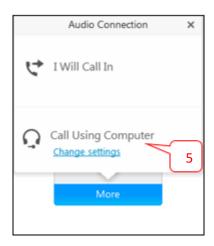

2. To join the WebEx meeting via the WebEx web page, type in the meeting number and click the Join button.
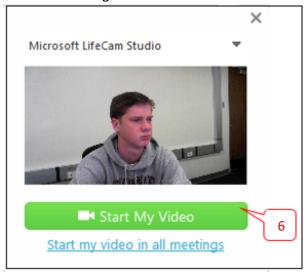

3. You will be asked to type in your name and email address before joining the meeting if you have not logged in.

4. Click the **Join** button.

5. **Select Use Computer for Audio (VoIP) to connect to the audio portion of the conference.** ForFaculty/Staff Hosted meeting, participants should only use the phone in option if they have trouble connecting to the conference via their computer (VoIP). The phone-in option will be a toll number with long distance charges associated with it. The telephone information can be found on the Meeting Info Tab. Student hosted meetings will only use computer audio (VoIP).

6. If WebEx detects a web camera on your computer or device, a video screen will automatically pop-up. Click Start My Video to turn on the video. Click Start my video in all meetings to automatically start your video in meetings

7. When the meeting is finished, participants can leave the meeting by clicking on the **Leave Meeting** button.

Meeting Essentials

1) **Audio conference**: Connect using your computer's audio system (VoIP) or call in to the meeting by phone.
2) **Record**: The host can record the meeting, including the audio, video, and presentation, for sharing later.
3) **Present content**: Share files, applications, websites, or videos. Show anything on your desktop.
4) **Share video**: Click the camera icon to allow the host and other participants to see you. View the host/participants in full-screen HD by clicking the top right corner of the video.
5) **Presenter ball**: Host can give participants hosting rights to take control of the meeting and share content.
6) **Chat**: Start a conversation with anyone in the meeting or hold private discussions with any participant.
7) **Mute/Unmute**: Participants have the ability to mute/unmute themselves during a meeting.