

Resource Library

# JOINING A WEBEX SESSION


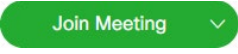
Accessible via <https://fau.webex.com>, Webex is a great tool for collaboration, training, and conducting presentations. With the Webex Meetings app, you can join meetings from any Windows, Mac, iOS, or Android device. This document shows you how to join meetings using the Webex Meetings application or the FAU Webex portal at <https://fau.webex.com>.

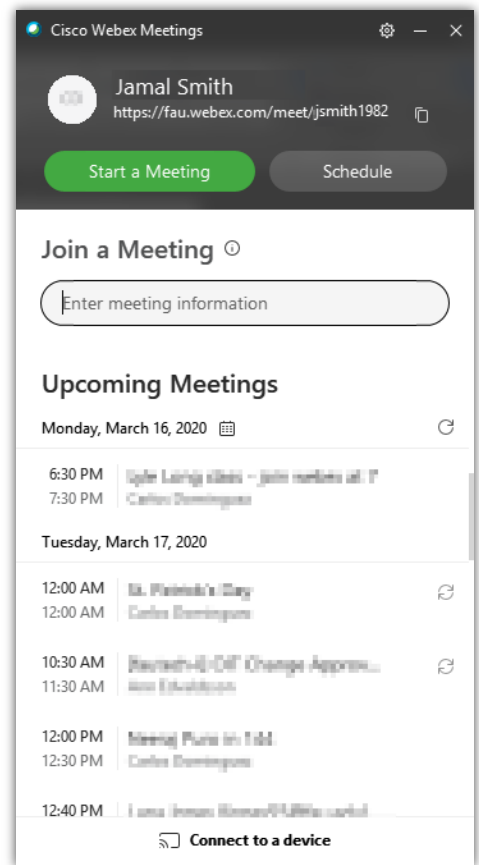
## BEFORE WE START...

- ✓ **iPad & Chromebook users:** It is necessary to obtain the session number and password before joining. The [document linked here](#) is a guide on how the host of the meeting (e.g., your instructor, the organizer of the meeting) can obtain this information. In order to avoid delays, we highly recommend using a Windows/Mac laptop or desktop, iPhone, or Android phone to start/join sessions.
- ✓ Make sure you have a functional webcam and/or microphone connected or built-in to your computer.
- ✓ **Download and install** the Webex Meetings app on your device(s): <https://webex.com/downloads>.
- ✓ Make sure to **sign in to the Webex Meetings app** with your FAU email address.
- ✓ If you have trouble with any of the following instructions, please submit [this Help Desk Request](#).

## JOIN A SCHEDULED MEETING (WITH INVITATION)


You can join a meeting to which you've been invited by either going through the app, through the web or through the email you received when the meeting was initially scheduled. Note that you will not be able to join until the host launches the session.

1. From the **Cisco Webex Meetings app**:
  - a. After signing in to the app, enter the meeting number (e.g. 123 456 789) into the meeting information field under **Join a Meeting**.
  - b. Press the Enter key.
  - c. Enter the meeting password if prompted and then continue to join the session.
2. From the web ([fau.webex.com](https://fau.webex.com)):
  - a. Sign in to the FAU Webex Portal ([fau.webex.com](https://fau.webex.com)).
  - b. Click on the  **Meetings** button on the left side of the screen.
  - c. Click on the meeting that you wish to join.
  - d. Note the meeting number and password in this email. Depending on your operating system/device, you may need to enter this information.
  - e. When the meeting is set to begin, click the  button to launch the application.
3. From email:
  - a. Locate the email confirmation that was sent out when the meeting was scheduled.
  - b. Note the meeting number and password in this email. Depending on your operating system/device, you may need to enter this information.





Cisco Webex Meetings App

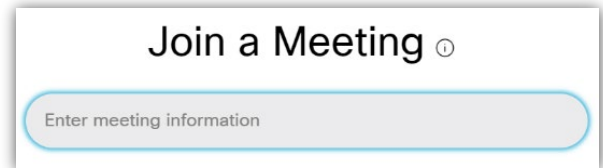
## Resource Library

- c. When the meeting is set to begin, click the  button included in the email. This will begin to launch the application.

### JOIN A SCHEDULED MEETING (WITHOUT INVITATION)

Join through the **Cisco Webex Meetings app** or through <https://fau.webex.com> by doing the following:

1. Retrieve the meeting number and password from the host of the session (e.g., your professor, the organizer of the meeting, etc.).
2. Open the Webex Meetings app or go to <https://fau.webex.com>.
3. In the **Join Meeting** or **Meeting Information** field, enter the meeting number (e.g. 123 456 789).
4. Press the Enter key.
5. Find the **Password** field and enter the session's password.
6. Click the  button.
7. When the host starts the meeting, the  button will appear green. Click the button to join the meeting.



*Join Meeting Field at [fau.webex.com](https://fau.webex.com)*

### JOIN SOMEONE'S PERSONAL ROOM FROM THE APP

Webex Personal Rooms are a quick and easy way to meet virtually. They are analogous to visiting someone's office. The room is specific to a user's FAU account and does not allow visitors to join until it has been started. There are two ways to join:

1. Through the **Webex Meetings app**:
  - a. After signing in to the app, enter the user's **FAU Net ID** (i.e. their FAU email address without "@fau.edu") into the meeting information field under **Join a Meeting**.
  - b. Press the Enter key.
  - c. If the host has started their personal meeting room, the meeting will begin to launch.
2. Through the web:
  - a. Open a web browser and go to the following web address: [https://fau.webex.com/meet/\[host's FAU Net ID\]](https://fau.webex.com/meet/[host's FAU Net ID])
    - i. e.g. <https://fau.webex.com/meet/jsmith1998>
  - b. If the host has started their personal meeting room, the meeting will begin to launch.