How to Join the Orthopedic Class via Webex'

You can join a Webex video meeting using a web browser, the Webex desktop app, a mobile app on your phone, or even audio-only using just a phone call.

No matter how you plan to join, you'll need the email invitation, so start there! The invitation will be sent to you from the CHS email address.

How to join a Webex meeting using the desktop app

- 1. Open the meeting invitation in your email and click "Join."
- If this is your first time joining a Webex meeting on your computer, Webex will prompt you to download the app. Click the installer in your browser's download center to install the app.
- 3. Follow the instructions to enter your email address and other information if requested.
- 4. You might be asked to enter a password for the meeting. If so, you can find it in the email invitation.
- 5. On the Webex meeting window, configure the audio and video for the meeting. You can choose whether to use your computer's audio, dial in with your phone, or even enter your phone number and have Webex call you to establish the audio for the meeting.
- 5. You can also show or hide video, and choose if you want to start the call with audio or mute your microphone.
- 6. When you're ready, click "Join Meeting."

<u>How to join a Webex meeting using a web browser</u> You don't need to install or use the desktop app. If you prefer, you can take the meeting entirely from your internet browser.

1. Open the meeting invitation from your email and click "Join."

2. Rather than installing the desktop app, click "Join from your browser."

3. On the Webex meeting window, configure the audio and video for the meeting. You can decide whether to use your computer's audio, dial in with your phone, or even enter your phone number and have Webex call you to establish the audio for the meeting.

4. You can also show or hide video, and choose if you want to start the call with audio or mute your microphone.

5. When you're ready, click "Join Meeting."

How to join a Webex meeting using a mobile app

You can join a Webex meeting from your iPhone, iPad, or Android device. Before you get started, install the Webex app for iOS or the Webex app for Android.

1. Open the meeting invitation in your email app and click "Join." The Webex app will start automatically. 2. In the Webex app, choose to show or hide your video and whether you want to start the meeting with the audio muted.

3. When you're ready, tap "Join."

How to join a Webex meeting using only your phone audio

If you don't have access to Wi-Fi, you don't need to use a mobile app to connect to a Webex meeting – you might be able to just dial in for a voice-only call.

Open the meeting invitation in your email app and look for the section called "Join by phone" and assess your options. Depending upon the host's Webex plan there might be an option to dial in and join by phone. If so, just dial one of the numbers provided. Enter the meeting number and password included in the invitation.