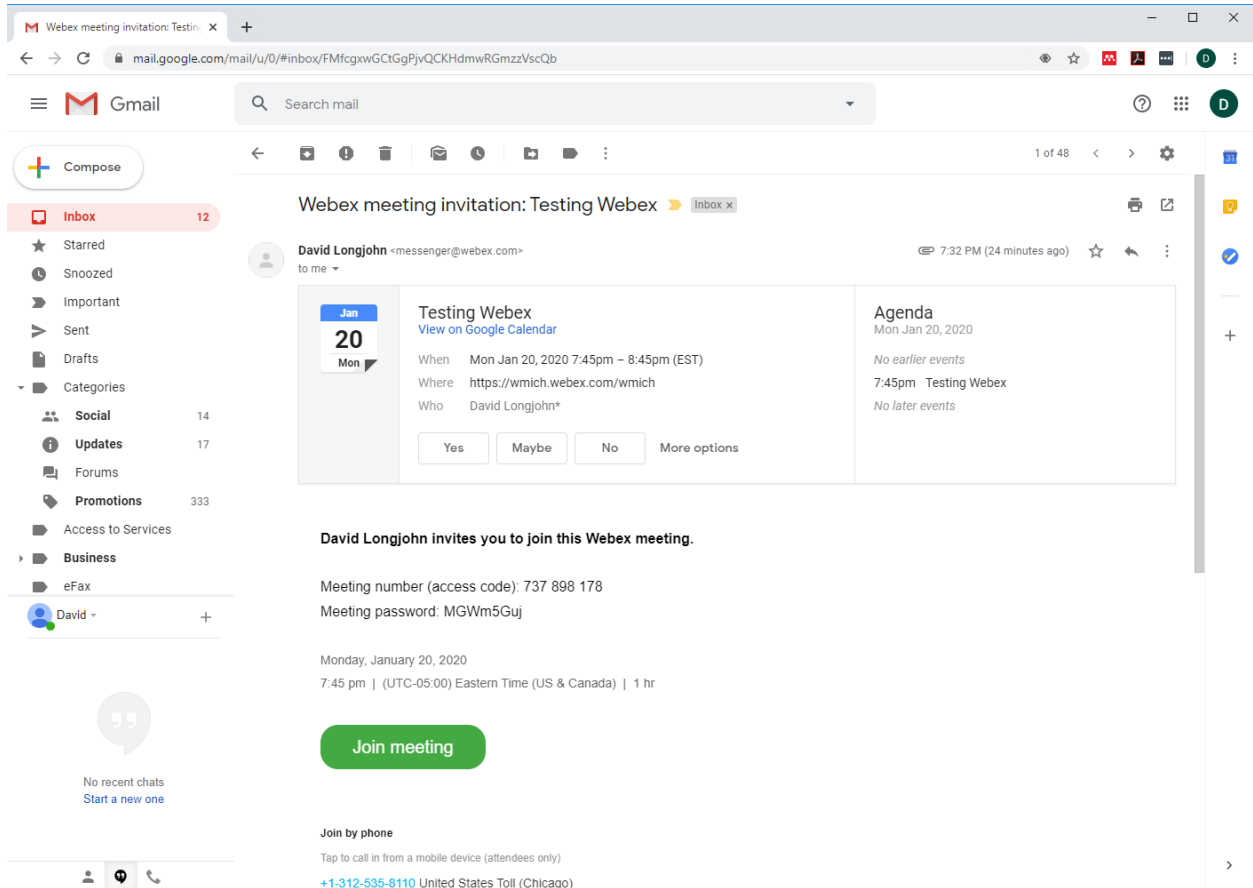


Webex for Attendees

Attendee will receive email invitation from host.

The attendee will click the green Join meeting button:



The screenshot shows a Gmail interface with a meeting invitation email from David Longjohn. The email subject is "Webex meeting invitation: Testing Webex". The invitation details include the meeting name "Testing Webex", the date and time "Mon Jan 20, 2020 7:45pm - 8:45pm (EST)", the location "https://wmich.webex.com/wmich", and the host "David Longjohn*". There are response buttons for "Yes", "Maybe", "No", and "More options". The agenda for the meeting is listed as "7:45pm Testing Webex". The email also provides the meeting number (737 898 178) and password (MGWm5Guj). A prominent green "Join meeting" button is visible. At the bottom, there is a "Join by phone" section with a toll-free number: +1-312-535-8110.

Webex meeting invitation: Testing Webex

David Longjohn <messenger@webex.com> to me

7:32 PM (24 minutes ago)

Testing Webex
View on Google Calendar

When Mon Jan 20, 2020 7:45pm - 8:45pm (EST)
Where <https://wmich.webex.com/wmich>
Who David Longjohn*

Yes Maybe No More options

Agenda
Mon Jan 20, 2020

No earlier events
7:45pm Testing Webex
No later events

David Longjohn invites you to join this Webex meeting.

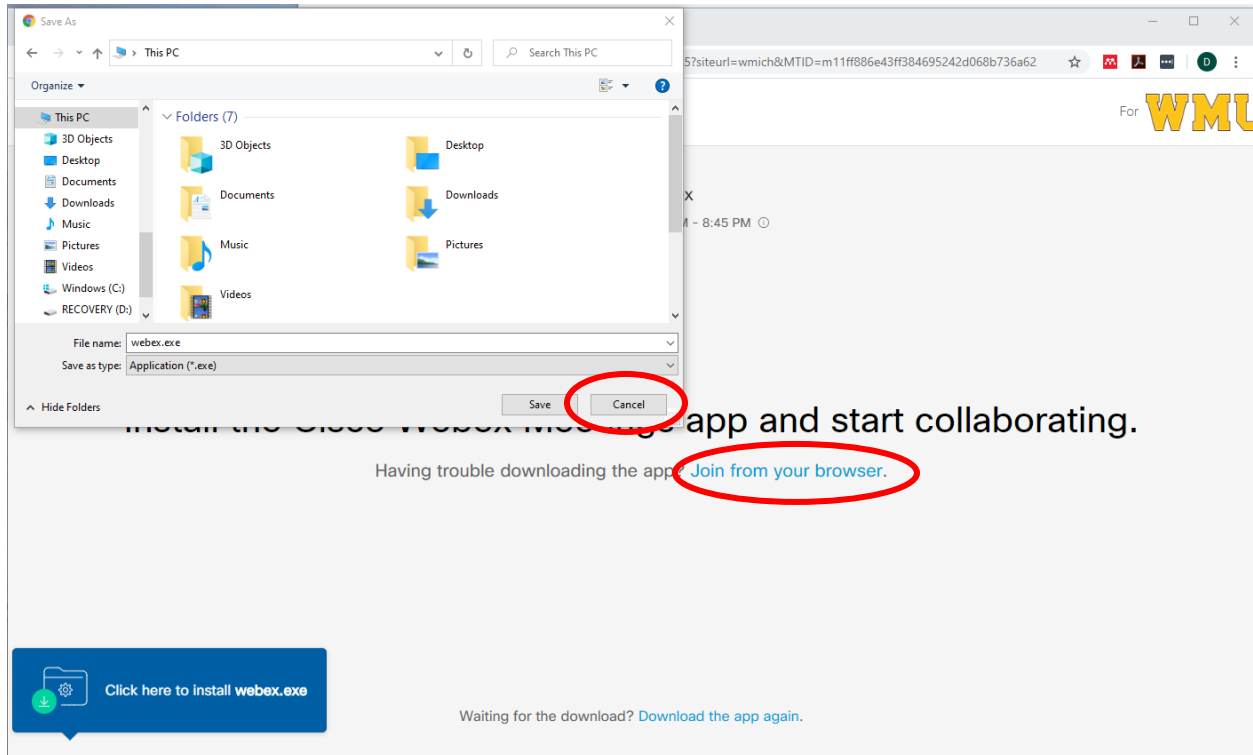
Meeting number (access code): 737 898 178
Meeting password: MGWm5Guj

Monday, January 20, 2020
7:45 pm | (UTC-05:00) Eastern Time (US & Canada) | 1 hr

Join meeting

Join by phone
Tap to call in from a mobile device (attendees only)
[+1-312-535-8110](tel:+13125358110) United States Toll (Chicago)

Attendee will get prompted to download the Webex app (webex.exe) however, Attendee should Cancel this install window and instead click the “Join from your browser” link.



Install the Webex Meeting app and start collaborating.

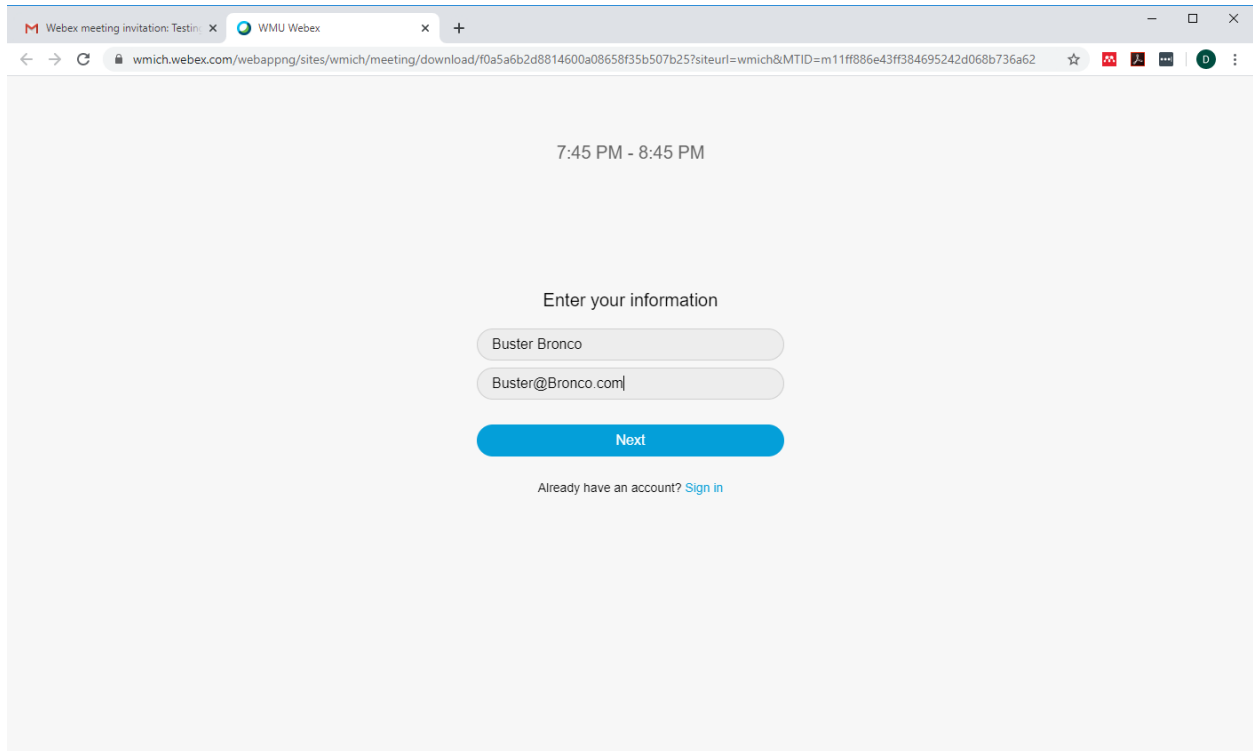
Having trouble downloading the app? [Join from your browser.](#)

Click here to install **webex.exe**

Waiting for the download? [Download the app again.](#)

The Attendee will then be prompted for their name.

Attendee can enter any name, doesn't have to be full name, but it is helpful if there are multiple attendees to differentiate them. Attendees also do need to enter an email address.

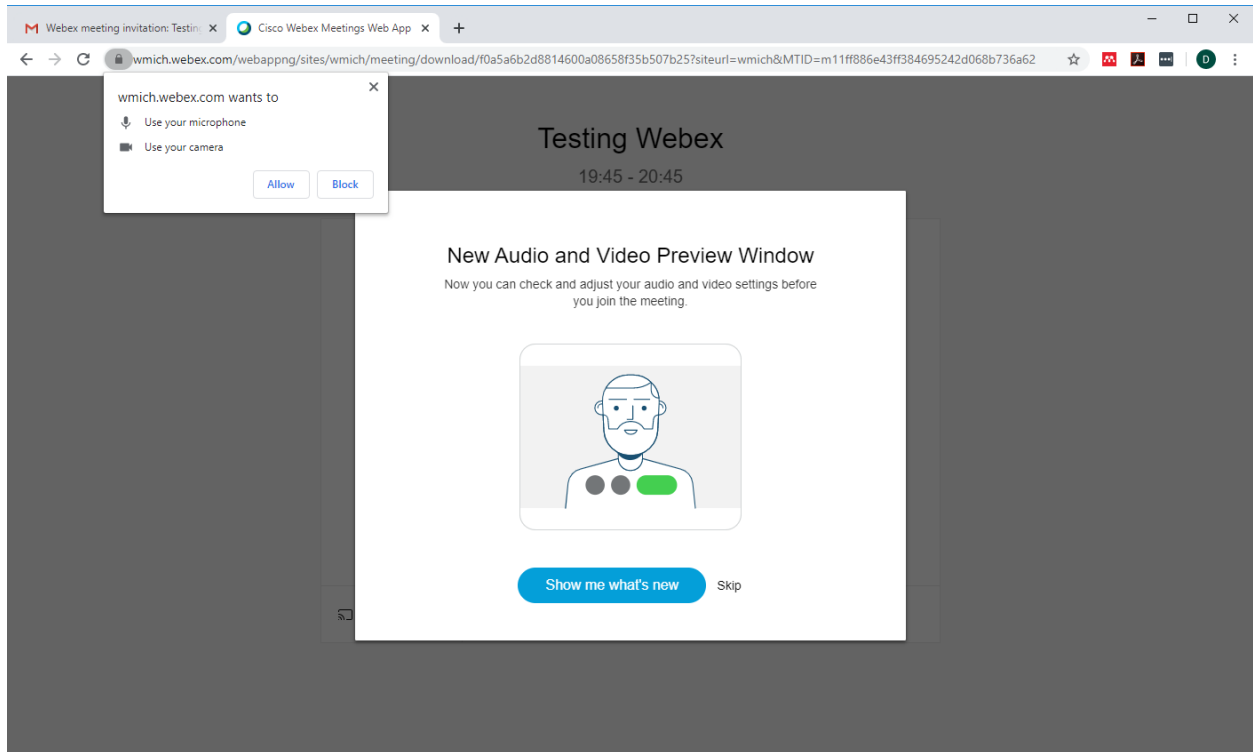


The screenshot shows a web browser window with two tabs: "Webex meeting invitation: Testin" and "WMU Webex". The address bar displays the URL: `wmich.webex.com/webappng/sites/wmich/meeting/download/f0a5a6b2d8814600a08658f35b507b25?siteurl=wmich&MTID=m11ff886e43ff384695242d068b736a62`. The main content area of the page is light gray and contains the following elements:

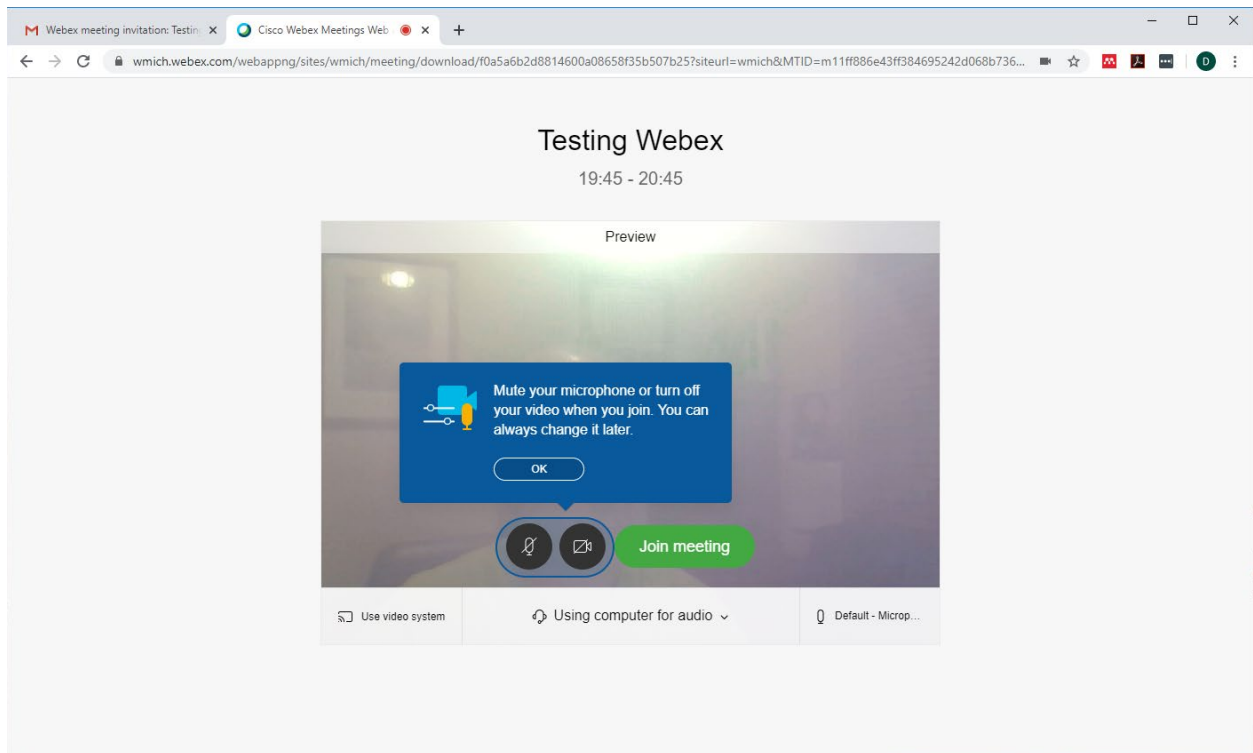
- Meeting time: 7:45 PM - 8:45 PM
- Section header: Enter your information
- Name input field: Buster Bronco
- Email input field: Buster@Bronco.com
- Next button: A blue button labeled "Next"
- Link: "Already have an account? [Sign in](#)"

The Attendee may see a prompt asking to allow **wmich.webex.com** to use camera and microphone. Attendee should click the Allow button so Host can see and hear them.

Attendee will see a prompt to get a quick tour of basic Webex features. They can choose to skip this. Going through the quick guide will inform Attendees how to mute/unmute their mic and toggle on/off their camera.

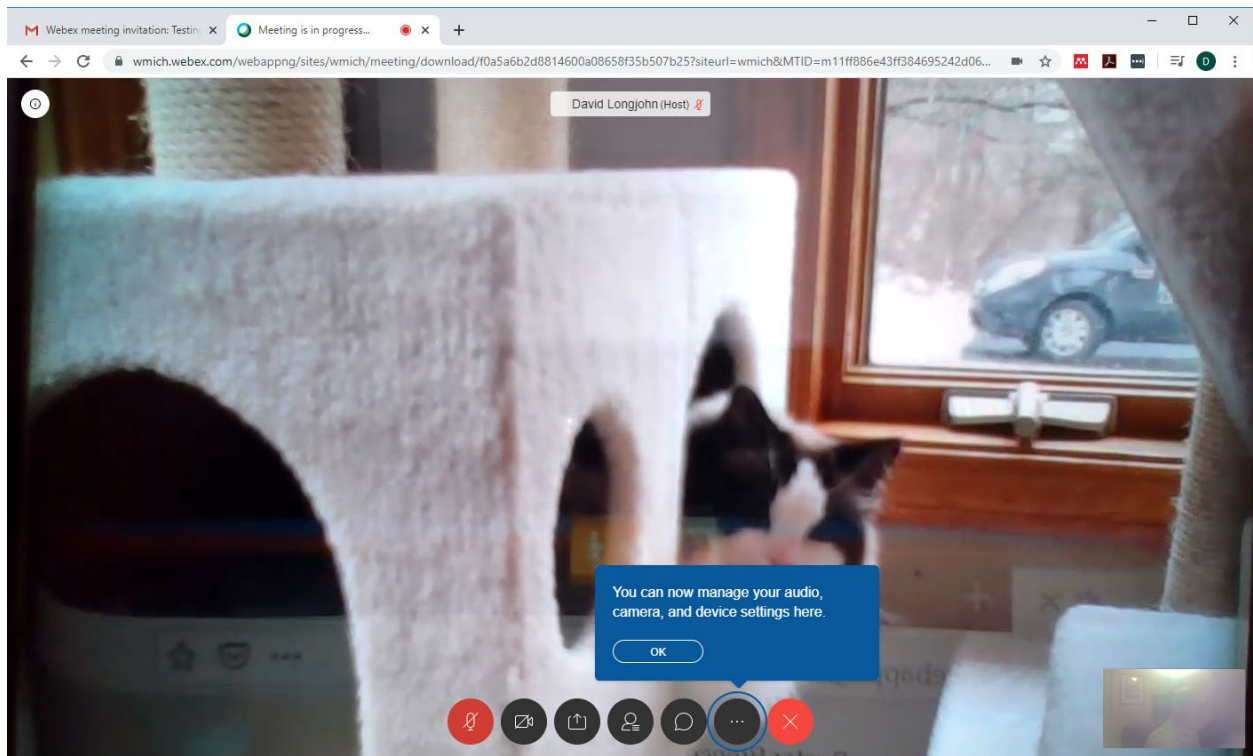


Here's an example of the information given in the "Show me what's new" option.



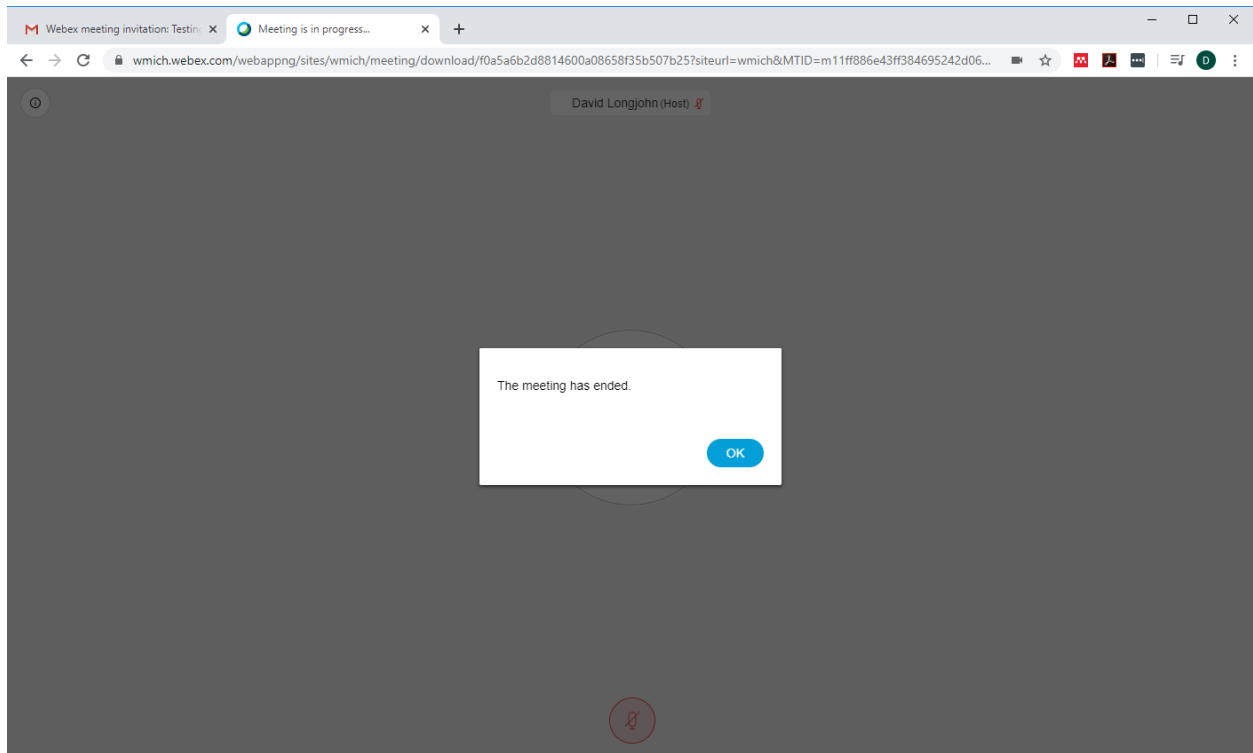
The Attendee could click OK and be shown the next tip or could just hit the green **Join meeting** button to connect with the Host of the meeting. The mic and camera are active for the Attendee at this point however it won't show to the Host until they click the green **Join meeting** button.

Once the Attendee clicks the **Join meeting** button, they are now in a live conference with the Host and Hosts audio and video is being shown to the Attendee. The Attendee will see their own webcam video shown in a small inset in the lower right of the screen.



The Attendee can choose to end the meeting at any time by clicking the X circle button on the right side of the menu circles shown at the bottom of the Webex window. These menu buttons appear whenever moving the mouse.

If the Host ends the meeting, the Attendee will see the following and they can click OK and close the browser tab.



References:

<https://wmich.edu/webex>

<https://help.webex.com/en-us/n62wi3c/Get-Started-with-Cisco-Webex-Meetings-for-Attendees>