How to connect to a Webex meeting?

- 1. Start by testing Webex using the URL <u>https://www.webex.com/test-meeting.html</u>.
- 2. Open a browser and navigate to the meeting URL.
 - a. Example: <u>https://rhody.webex.com/meet/</u>
- 3. Enter your name and email address and Click "Join by browser"



4. Click on the microphone and the video to enable your mic and video



5. Click the green button "Join Meeting" once everything is working.

Quinn Hall Room 110



Troubleshooting Tips

Audio Trouble

Click on for audio.

to make sure you are using your computer

Make sure your Mic is enabled and working.

Click in the lower right to make sure your computer audio, mic, and video are correct.

Cor	nputer audio	1000000
⊲»	Default - Headphones (Realtek USB A 🗸	
Q	Default - Microphone (Webcam Pro 90 🗸	
	<u> </u>	
Camera		
۵	Logitech Webcam Pro 9000 (046d:0809) 🗸	Default - Microp

If there are additional issues, check on the sound options under the system settings.

- For Windows, locate the Sound under Settings → System → Sound
 You can check the levels or troubleshoot if necessary.
- For Windows, you can use the built-in Camera app to test the video.
- For Mac locate the Sound under System Settings \rightarrow Sounds
 - Make sure Input and Output are set to your audio device.
 - Under Input you should be able to check the levels for the mic.
- For Mac open FaceTime to check that video is working