

Student Guide to Virtual Meetings

Access Virtual Meeting

1. When a meeting is scheduled with you, the host will send a meeting invitation containing the details of the meeting. Make sure to Accept the meeting invitation by clicking “accept”.
2. When it is time for the meeting, open your email invitation from the meeting host. You may receive a reminder email 15 minutes prior to the start of the meeting, which you can open as well. In the email invitation, click join when it's time to join the meeting.
3. You will be prompted to join the meeting via Web Browser or Mobile App, select your preferred option.
 - a. If you have a webcam on your computer, access meeting via Web Browser.
 - b. If you prefer to use your phone’s front facing camera, download the app “Cisco Webex Meetings”.
 - i. Open the app and click “Join Meeting”.
 - ii. Enter the meeting number from the email invitation, click Join.
 - iii. Enter the meeting password from the email invitation, click OK.
 - c. If you do not prefer a video call, you may only use your computer microphone or cell phone microphone.
4. [Change your audio and video settings](#) before joining your meeting.
5. Once satisfied with settings, click Join Meeting.

