



Join a Cisco Webex Meeting

Email Invitation

Desktop or Mobile Device

Webex Site

Video System

Join a Webex Meeting from an Email Invitation

Was this article helpful?

[Yes](#)

[No](#)

Article ID:n5p61iab

Last Updated:Feb 26, 2020

Product:Webex Meetings

Activities:Video Conferencing

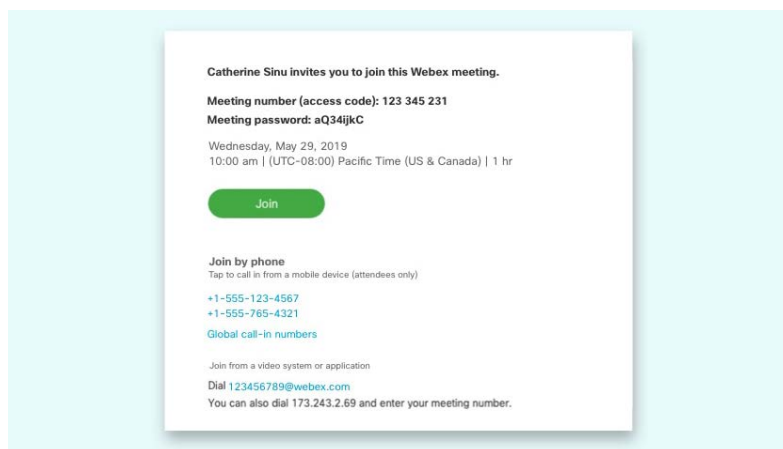
Operating System:Android,iOS,Mac,Windows Desktop

Release:WBS33, WBS39

view(s) people thought this was helpful


If you get a meeting invitation in your email, you can use it to join your meeting in different ways, like from your computer, mobile device, phone, or video system. Your invite includes the options available to you for that particular meeting.

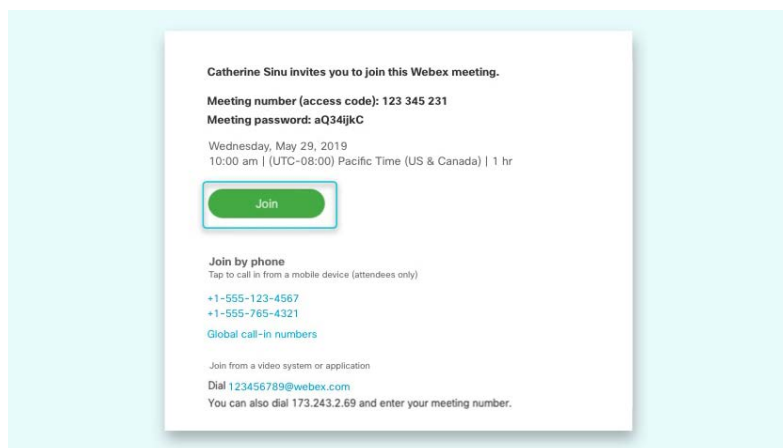
When you receive an email invitation to a Webex meeting, it'll look something like this.



For your convenience, choose however you'd like to join the meeting from your computer, mobile device, traditional phone, or video system. Choose the option that's best for you.

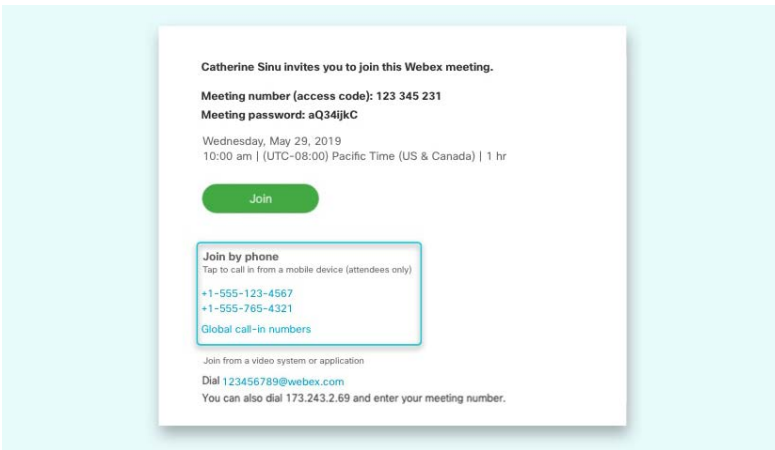
Join from Your Computer or Mobile Device

Select **Join**  to [join the meeting from your computer or mobile device](#), tap or click the green **Join** button. After you join, you can see everyone in the meeting, shared content or share our own video and content.



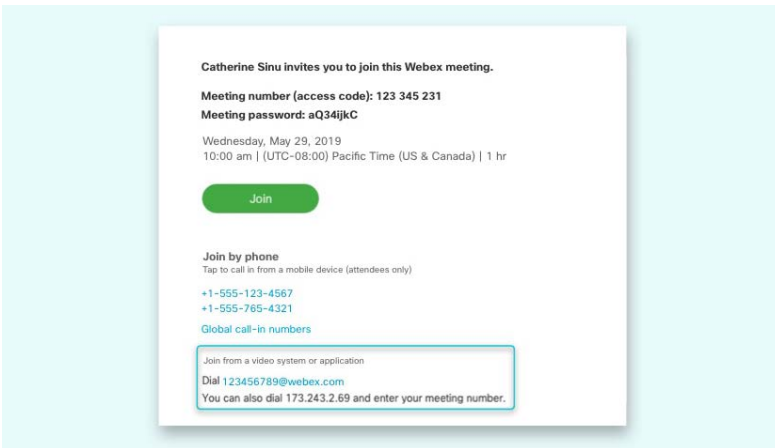
Join from Your Phone

Call one of the numbers under **Join by phone**. This is a good option if you aren't connected to a network for video. After you join, you can hear everyone talking in the meeting but not their video or content that they're sharing.



Join from a Video System

If you have a Cisco Webex room or desk device, or another video system, you can [join the meeting from a video system](#). From your device, enter the video address to dial, under **Join from a video system or application**.



Join a Meeting from the Webex Meetings Desktop App or Mobile App

Article ID: bksp8r

Last Updated: Jan 7, 2020

Product: Webex Meetings

Activities: Video Conferencing

Operating System: Android, iOS, Mac, Windows Desktop

Release: WBS33, WBS39


view(s) people thought this was helpful

When it's time to join a scheduled Webex meeting or a Personal Room meeting, you can join faster with

fewer clicks and less time to get into your meetings from the desktop app or the mobile app.



On the Webex Meetings desktop app version WBS39.8 and later and mobile app 39.7 and later versions when [Modern View](#) is enabled, the meeting now opens directly when you select the meeting link.

To find out which desktop app version you're using, see [Find Your Cisco Webex Meetings Version Number](#). To find the mobile version you are using, open the Webex Meetings app on your mobile device and select the gear  icon, then select **About**.

Join a Webex Meeting as:

- [First Time User of Cisco Webex Meetings](#)
- [Existing User of Cisco Webex Meetings](#)

For earlier desktop app versions see:

- [Join from Your Webex Meetings Desktop App \(WBS33.6\)](#)
- [Join from Your Webex Meetings Desktop App \(WBS33.7 to WBS39.7\)](#)

First Time User of Cisco Webex Meetings

When you join a meeting for the first time, you're prompted to download the installer file to install the desktop app on your computer.

If you can't download the installer, you can still join the meeting using the web app instead. You don't need to install anything using the web app, and it launches in your web browser.

Tip: If you don't have an account, or require an installation that will open the meeting, you can still join the meeting as a guest.

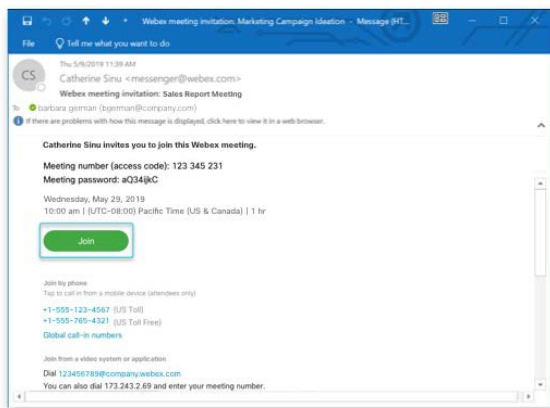
Desktop

Mobile

Web

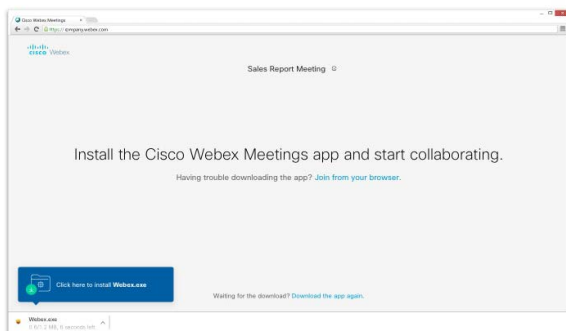
If you have an invite to join a Webex meeting, the desktop app automatically downloads when you click **Join**. If you don't have a Webex account, don't worry. It's easy to join and participate in the meeting as a guest.

Click **Join** in your email invitation to join the video conference.



1

Click the installer file to install the Cisco Webex Meetings app. On Windows, click Webex.exe. On Mac, click Webex.pkg.



2

If you have trouble downloading the app, click **Download the app again**. If you can't download the app, click **Join from your browser**.

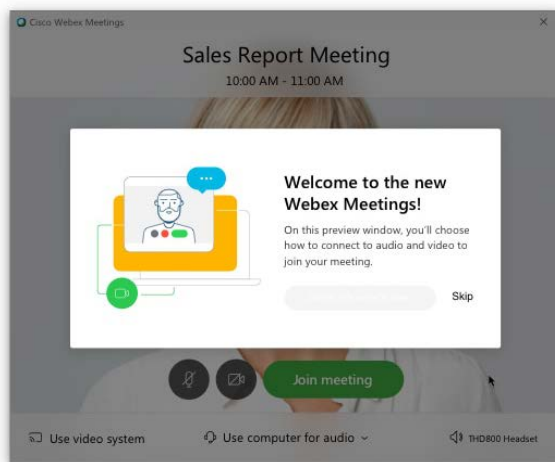
3

Enter your name and email address and click **Next**.

4

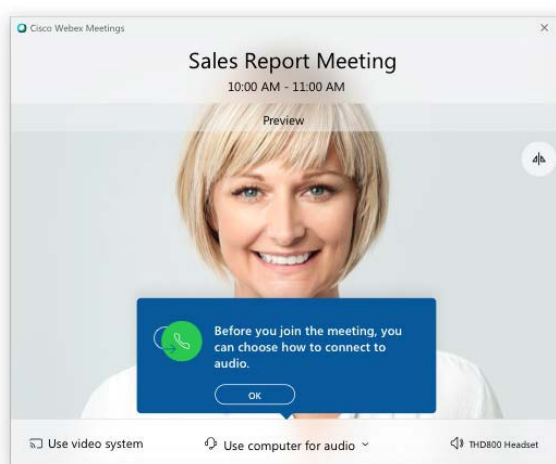
Enter the meeting password—it's in the email invitation—and click **Next**.

Click **Show me what's new** for a quick tour or select **Skip**.



5

You see a video preview of how you'll look to others.



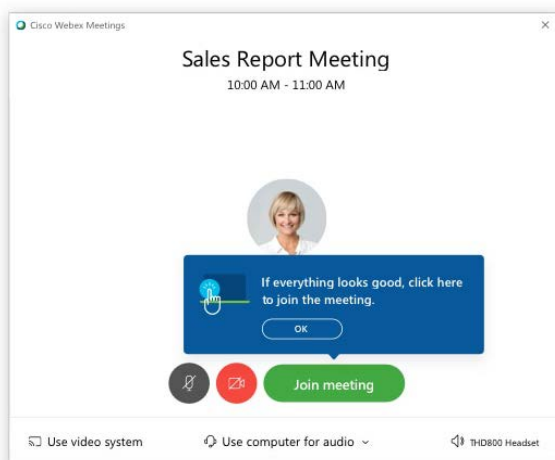
6

Change your audio and video settings before joining your meeting.

7

Click [Connect to a device](#) to join the meeting from a compatible video device.

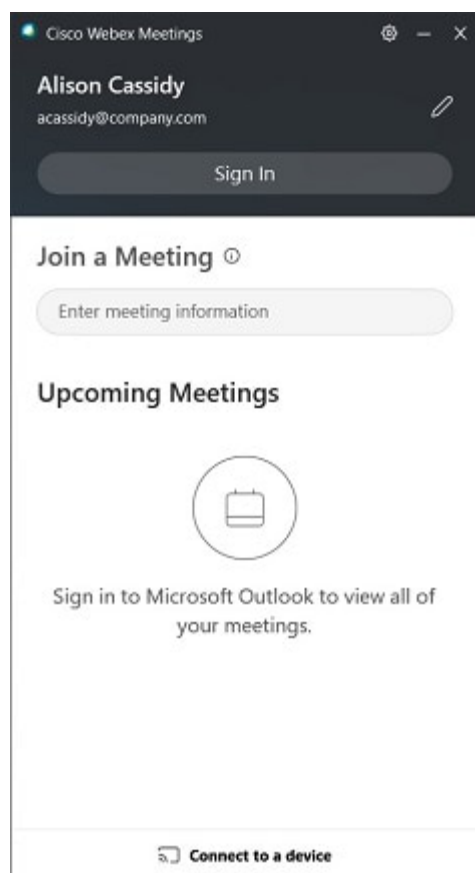
Click **Join Meeting**.



8

If you connected to a device, the device joins the meeting too.

When you leave the meeting (**Leave**  > **Leave Meeting**), the Cisco Webex Meeting app opens on your desktop.



You can use the Cisco Webex Meetings desktop app to join the next Webex meeting that you're invited to. For more information, see [Use the Cisco Webex Meetings Desktop App as a Guest](#).

The app installs only if you don't already have the Cisco Webex Meetings app or Cisco Webex Productivity Tools installed.

Existing User of Cisco Webex Meetings

As an existing user of Webex Meetings you can join a meeting from the desktop app or from a mobile app.

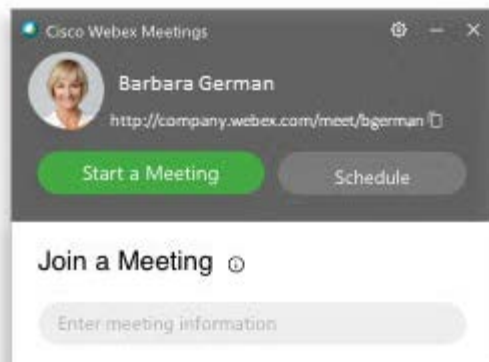
Desktop

Mobile


There's more than one way to join a meeting from the Cisco Webex Meetings desktop app. You can join a scheduled meeting from the Join a Meeting search bar by entering a Personal Room ID, meeting number, or meeting link. You can also join a scheduled meeting from the **Upcoming Meetings** list.

Join a Meeting from the Search Bar

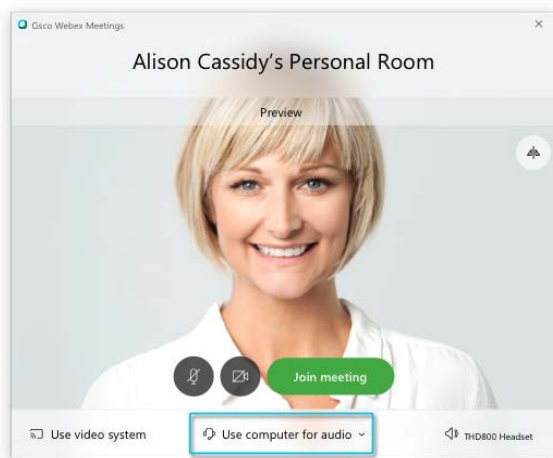
1 Open the Cisco Webex Meeting desktop app.



2 Enter a Personal Room ID, meeting number, or meeting link and click **Enter** to join the meeting.

3 Enter the meeting password, if necessary, and click **Join** .

When the Webex Meetings app opens, your video preview lets you see how you'll look to others before you join the meeting.

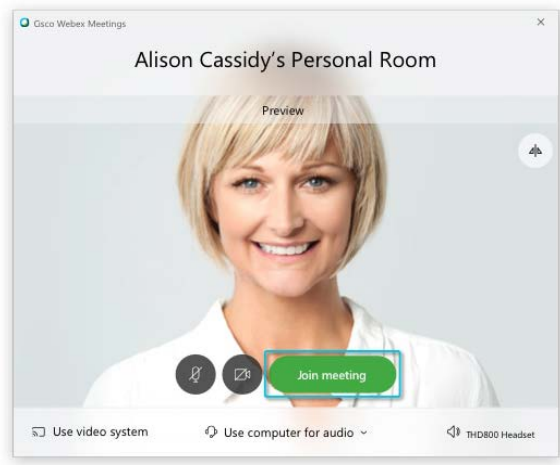


4 [Change your audio and video settings](#) before joining your meeting, unless you've saved them before.

Click **Join meeting**

5

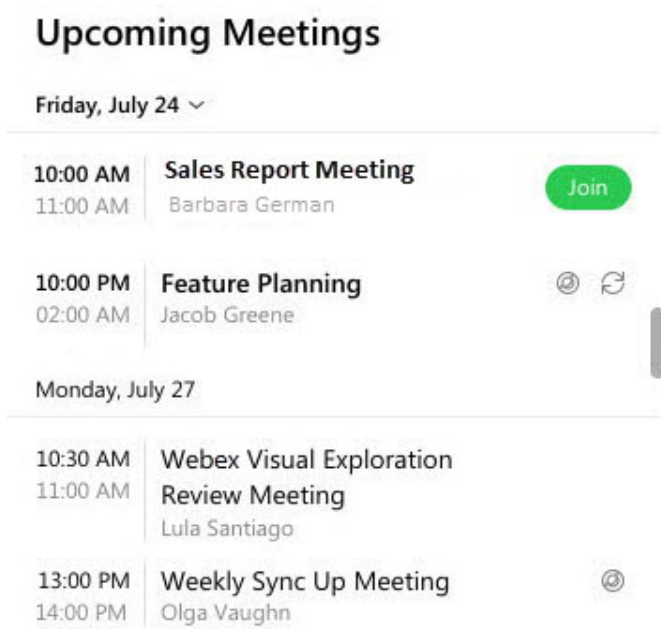
Join meeting



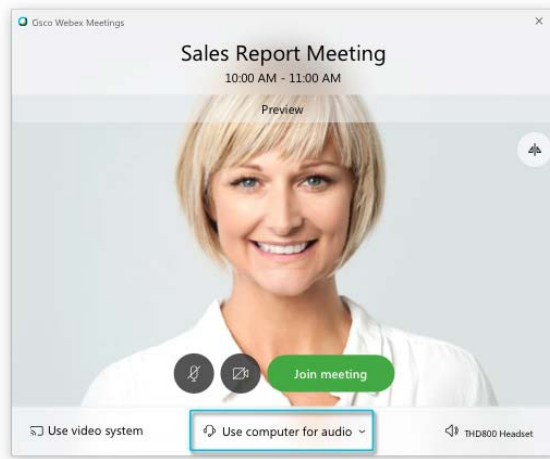
Join from the Upcoming Meeting List

Open the Cisco Webex Meeting desktop app and click **Join** [Join](#)

1



When the Webex Meetings app opens, your video preview lets you see how you'll look to others before you join the meeting.



2

Change your audio and video settings before entering your meeting, unless you've saved them before.

Click **Join meeting** .



3

Join from Your Webex Meetings Desktop App (WBS33.6)

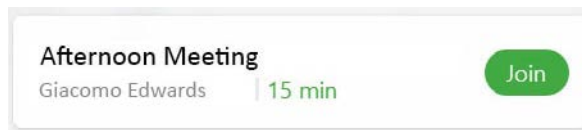
1 Open your **Cisco Webex Meetings** desktop app.


Do one of the following:

- Select the **Join** button at the top of the **Cisco Webex Meetings** app.



The join button appears 15 minutes before your scheduled meetings.

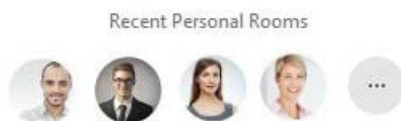
2



- Enter a Personal Room ID in the text box below the Join a Meeting heading and click the **Join meeting**  button.

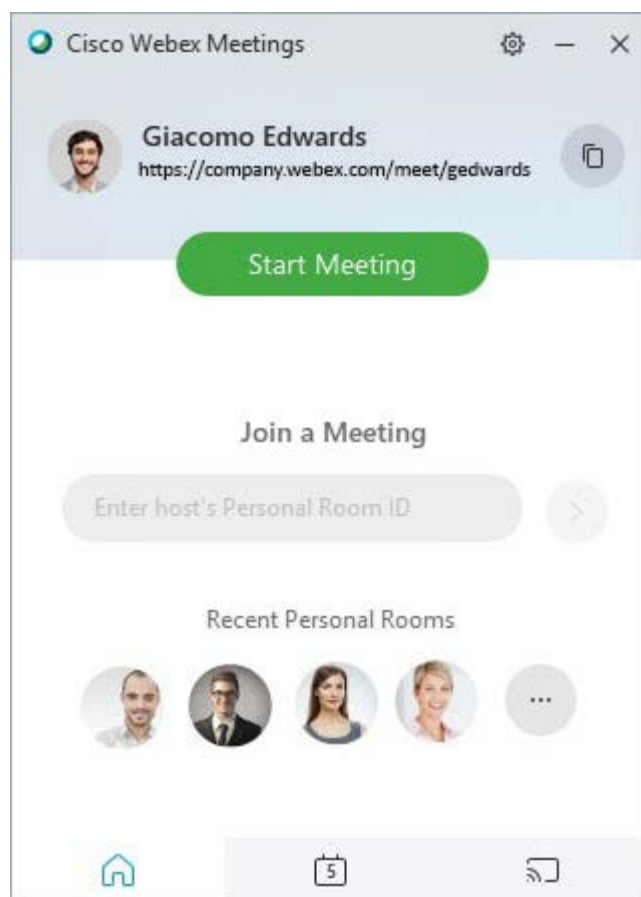
You can find the host's Personal Room host ID in the Personal Room link. For example, if the Personal Room link is organizationname.webex.com/meet/**jparker**, the host's Personal Room ID is **jparker**.


- Select one of the profile pictures  in the **Recent Personal Rooms** list or click the **More**  icon to see more rooms that you've recently joined.



Enter the meeting password, if necessary, and click **Join**.

3



Join from Your Webex Meetings Desktop App (WBS33.7  to WBS39.7)

Join a Meeting from Your Cisco Webex Site

Article ID: np1ja2fb

Last Updated: Feb 26, 2020

Product: Webex Meetings

Operating System: Mac, Windows Desktop

Release: WBS33, WBS39

view(s) people thought this was helpful

Quickly find your meeting from the search bar or meeting list on your Webex site and then join using

either the Webex Meetings desktop app or the web app. Use the web app to open the meeting directly in your browser or use the desktop app to open the full-featured meeting application.


[Join a Meeting Using the Search Bar](#)

[Join a Meeting from Your Webex Site in the Desktop App or Web App](#)

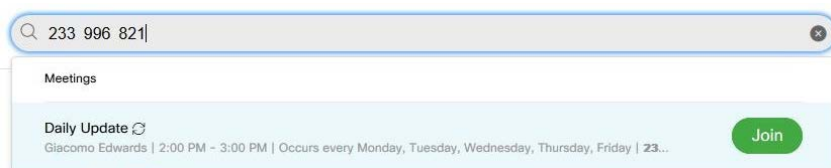
On the Webex Meetings desktop app version WBS39.8 and later and mobile app 39.7 and later versions when [Modern View](#) is enabled, the meeting now opens directly when you select the meeting link.

Join a Meeting Using the Search Bar

At the top of your Cisco Webex site is a search bar that you can use to find and join the meeting. Search by the host's name, Personal Room link or ID, meeting title, or 9-digit meeting number.

 You can find the host's Personal Room ID in the Personal Room link. For example, if the Personal Room link is [example.webex.com/meet/**giacomo**](#), the host's Personal Room ID is **giacomo**.

1 Click on the search bar and enter one of the options to search for the meeting.



2 Enter the meeting password provided in the email invitation.

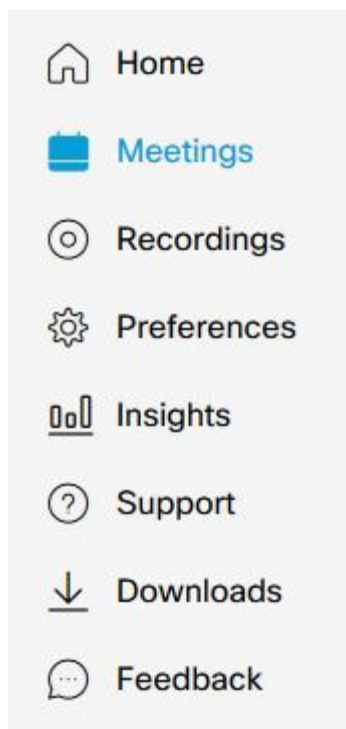
3 Click **Join** to join the meeting.

Your meeting opens in either the desktop app or web app, depending on which option you last chose.

Join a Meeting from Your Webex Site in the Desktop App or Web App

 Select **Meetings** from the left navigation panel in your Cisco Webex

site, and click the name of the meeting you want to join.



2

Enter the meeting password provided in the email invitation, if necessary.

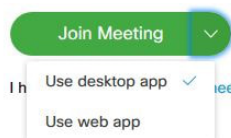
Click the drop-down arrow and select **Use desktop app** or **Use web app**. Both have a similar meeting experience, but the web app only requires your browser. After that, select **Join Meeting**.

Weekly Update +

Hosted by Giacomo Edwards

● 2:00 PM - 3:00 PM | Monday, Aug 26 2019 | (UTC-08:00) Pacific Time (US & Canada)

Recurrence: Occurs every Monday effective 8/26/2019 from 2:00 PM to 3:00 PM, (UTC-08:00) Pacific Time (US & Canada)



When you select the desktop or web app, the Webex site remembers your selection and will default to it on that Webex site only.

4

After the meeting opens, select your [audio and video options](#).