Join a WebEx Meeting

This document will show you how to join a WebEx meeting which has been scheduled by an instructor.

The join link for the WebEx meeting will either be in your emails or on Blackboard. This will differ from course to course. If you cannot find your WebEx meeting join link, please ask your instructor.

Join Via Email

1. Navigate to the CCSU Pipeline.
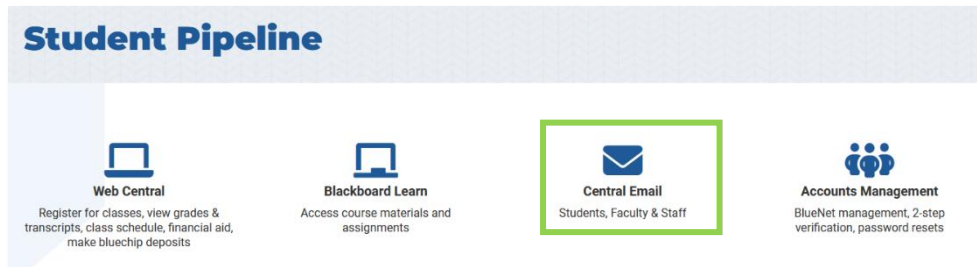2. Click on **Central Email** (Figure 1). Sign into your **Central Outlook account**.

FIGURE 1

3. Locate the **email message** sent by WebEx. It should have "Webex meeting invitation" in the subject line (Figure 2). If you're having trouble finding the email, you can search for it in the **Search bar** at the top of the page. You may also want to check your **Junk folder**.
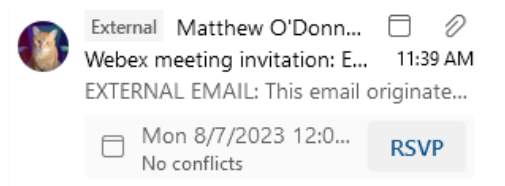

FIGURE 2

4. Open the message (Figure 3). Click on the green **Join meeting** button or the **meeting link**.
   Note: Not all instructors send out emails for WebEx meetings. If you cannot find an email, your instructor likely has posted it to Blackboard. Please follow the instructions in the next section.
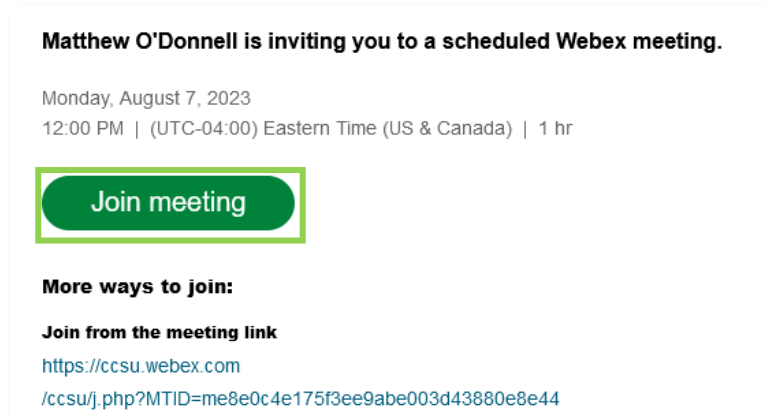

FIGURE 3

Join a WebEx Meeting

Join Via a Blackboard Link

1. Open your Blackboard course.
2. WebEx meeting links can typically be found on the course's Announcements page. On the Course Menu on the left of the screen, locate the **Announcements** link and click on it (Figure 4).

   Note: Not all courses have an Announcements page. If you can't find it, it may be located elsewhere on Blackboard. Please contact your instructor for help.
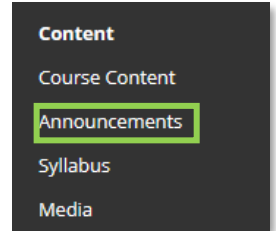3. Find the announcement with your **WebEx link** and click on it (Figure 5).

FIGURE 4

FIGURE 5

Entering the Meeting

1. Upon clicking the link, if you have the WebEx program installed on the computer you're using, you will get a pop-up message in Chrome asking you to open the WebEx link. Click on **Open Webex** (Figure 6).
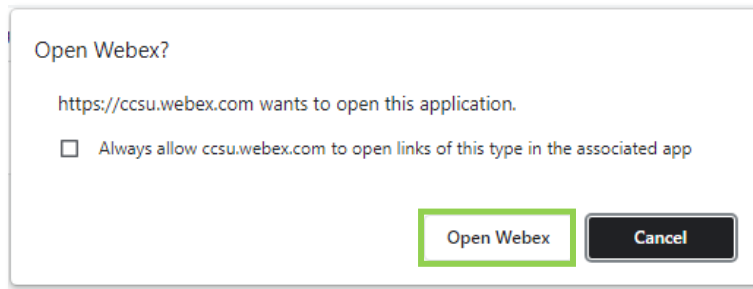
FIGURE 6

   If you don't have WebEx installed already, you can either install it or use WebEx in your web browser. Please consult this guide to learn how to install WebEx on a campus or personal computer.
2. You will need to connect your audio and video. On the **installed app version**, you can adjust your audio and video settings by clicking on the arrows next to the **Mute** and **Stop video** buttons. You can typically leave the audio connection set to **Computer audio**. You can pick the speaker and microphone settings by clicking the dropdown arrows (Figure 7). Usually, your correct audio and video settings will be automatically selected. Once you're ready, click on **Start meeting**.
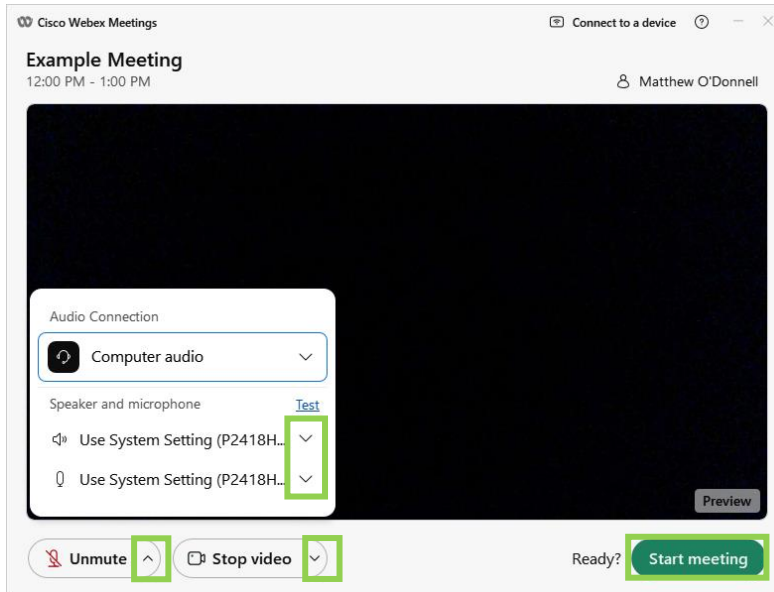
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On the web browser version, you will need to allow WebEx to access your video and microphone. Click **Allow** on the pop-up which appears (Figure 8).
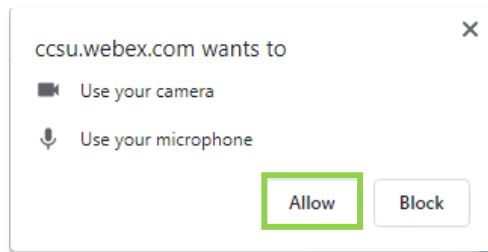
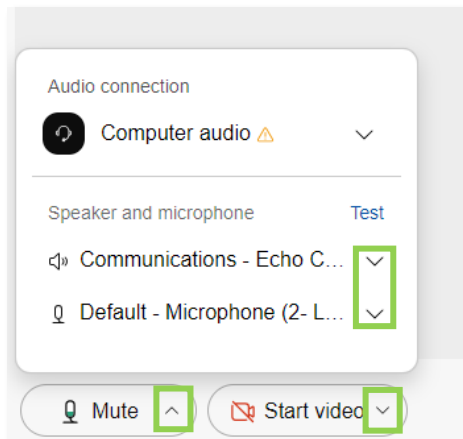Next, configure your audio and video settings in the same way as the app version (Figure 9). Click on **Join meeting** once you're ready.