

Join a Meeting Using the Desktop App

If you have an invite, link or meeting number 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. If the app doesn't automatically download, please see **Install the Webex Meetings App**

1. Click **Join** in your email invitation, or click a Webex link from an email or webpage to join the video conference.
2. If it's not already installed, the Cisco Webex Meetings app will automatically prompt you to install it. In Windows, click Webex.exe. On a Mac, click Webex.pkg.
3. If you have trouble downloading the app, click **Download the app** again. If you can't download the app, click **Join from your browser**.
4. Enter your name and email address and click **Next**.
5. Enter the meeting password, if required, and click **Next**.
6. Click "Show me what's new" for a quick tour or select **Skip**.
7. You'll then see a video preview of how you'll look to others.
8. After clicking on the link enter the information requested to join. If you are prompt with a window that provides an alternate method of joining such as telephone, please ensure you close the box by ticking of the top right corner (x). [Change your audio and video settings](#)

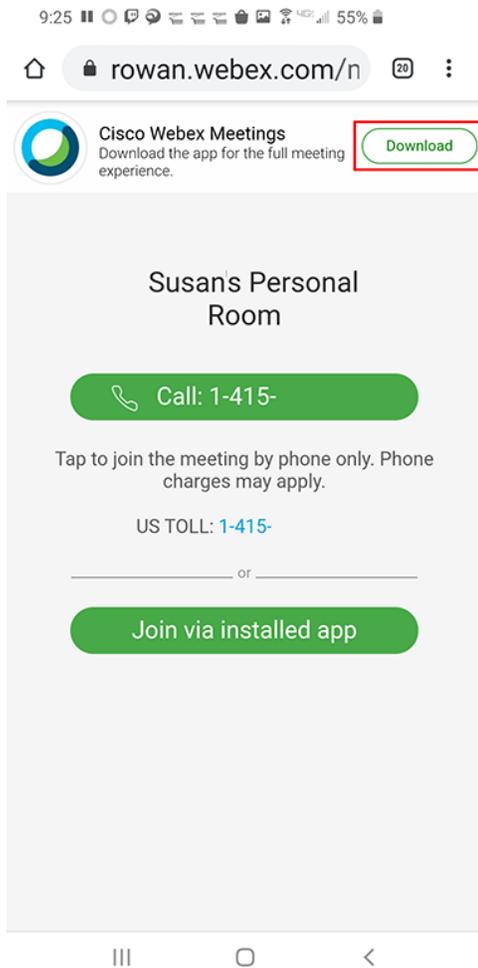
Join a Meeting From a Browser

You will need the Meeting Number and password (if one is required).

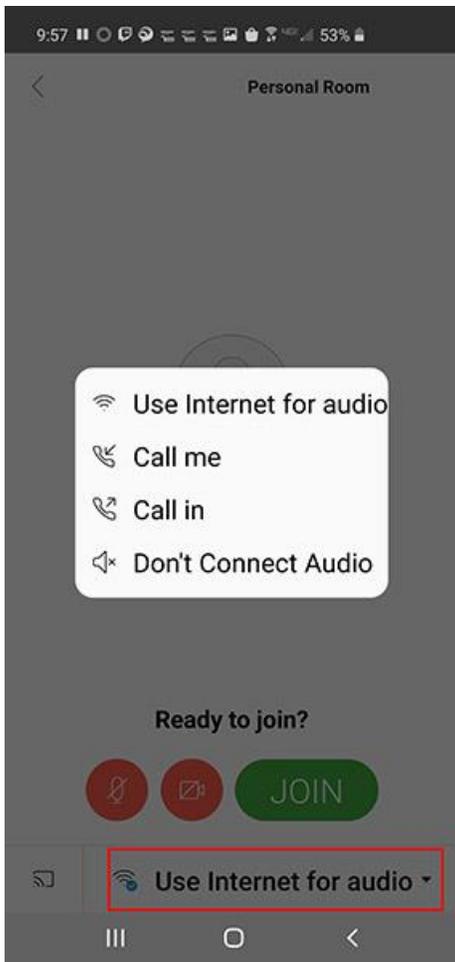
1. Go to rowan.webex.com
2. Enter the **Meeting Number** and hit "Enter" on your keyboard.
3. Enter the **Meeting Password** if there is one and click **OK**.
4. Click "**Join Meeting**"
5. Enter your **Name and Email address**.
6. If you are the host of the meeting, you will be asked to login to Webex with your Rowan email address followed by your Rowan username and password.

Join a Meeting Using the Mobile App

1. Click **Join** in your email invitation, or click a Webex link from an email or webpage to join the video conference.
2. A screen similar to this will pop up:



3. At the top of the screen, click **Download** to install the Webex Meetings app or call into the meeting by clicking the green "**Call xxx-xxx-xxxx**" button.
4. Once installed, click "**Open**" and it should connect you to the Meeting.
5. Enter your **Name** and **Email address** and click **OK**.
6. Choose to **Allow** Webex Meet to make and manage phone calls.
7. Choose to **Allow** Webex Meet to take pictures and record video.
8. Choose to **Allow** Webex Meet to record audio.
9. Click the drop-down in the lower right to choose how you would like to connect your audio:



10. Click the red "Video" icon if you would like to turn on your camera.

11. Click **JOIN**.