Joining WebEx Meetings

Audience: Teachers and Secondary students taking Dual Credit classes with HCC

Summary: The following article details how students who are attending HCC courses for Dual Credit can access and use the WebEx platform.

This article contains several sections. To skip to a specific section, please click link below:

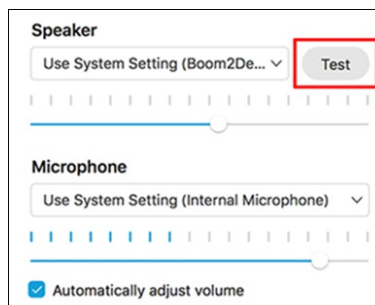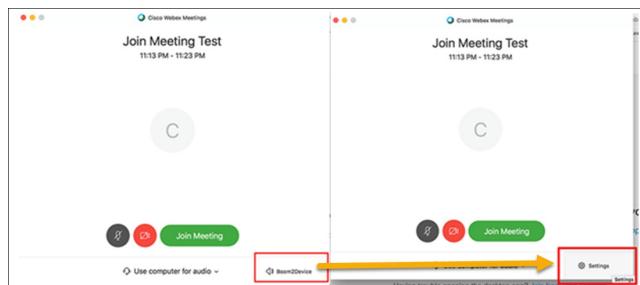## Join a WebEx Meeting from a Chromebook

To join a WebEx meeting from a Chromebook, you will need to install the WebEx Meetings Extension.

1. Go to the Chrome Web Store by swiping up at the bottom of your screen
2. Search for **Cisco WebEx Extension** and install the extension by clicking **Add to Chrome**.
3. Click **Join** in your email invitation. *Your computer may still have to automatically download and install a WebEx add-on file when you first join a meeting.*
4. Enter your **Name and Email address** can click **Next**.
5. Enter the meeting password if there is one and click **Next**.
6. Click **Show me what's new** for a quick tour or select **Skip**.
7. You will then see a video preview of how you'll look to others.
8. Change your audio and video settings before joining your meeting.

Test a Meeting on Your Device

To test your settings before joining a meeting, you can either start a meeting in your personal meeting room or join Cisco's test meeting at https://www.webex.com/test-meeting.html.

1. Enter your name and email address and click **Join**.

2. Once you've joined, test your audio settings:
   - Hover over the speaker name in the bottom right corner and it will turn into **Settings**
   - Click on **Settings**

3. Test your speakers:
   - Click the **Test** button, if you hear the five WebEx notes, you will be able to hear other people in the meeting.

4. Test your microphone:

- Speak in a normal voice and you should see the level of the mic jump up and down accordingly. If you don't, try moving the **slider** to the right to increase your volume going out. Also, click the **drop-down** menu and if there is a different mic option, choose it and see if that fixes the problem.

App Limitations

The Cisco Webex app for Chrome is a Chrome-specific app and provides the same ability to join a meeting through the browser as the Cisco Webex web app. It is available for download in the Chrome Web Store. Using the Cisco Webex app for Chrome, attendees can join meetings directly in their browser by entering the meeting number.

The following limitations apply:

- Limited to attendees only. Hosts must use the Webex Web App or the desktop app.
- Attendees can only join Cisco Webex Meetings on sites running WBS30 or higher.
- Does not support the Cisco Webex Meetings product meetings.webex.com.
- Attendees cannot join meetings with end-to-end encryption enabled.
- Attendees cannot join meetings on the "VoIP-only" site type.
- Does not support content sharing