

# How Do I Join a Virtual Classroom?

Webex Meeting – Participant Guide



# Joining a meeting / training

An invitation from the "sender" [messenger@webex.com](mailto:messenger@webex.com) is sent 24 hours before the training. This invitation can be added directly to your calendar.

Note: if you did not receive this invitation before the training, check your spam folder.

Invitation à une réunion Webex : Test participant

 John Doe <[messenger@webex.com](mailto:messenger@webex.com)>

**House of Training** vous invite à rejoindre cette réunion Webex.

Numéro de la réunion (code d'accès) : 142 081 503

Mot de passe de la réunion : yiZmEwgcg353

lundi 16 mars 2020

11:30 | (UTC+01:00) Amsterdam, Berlin, Berne, Rome, Stockholm, Vienne | 1 h

rejoindre la réunion

The subject of the email is "Invitation to a Webex meeting:" with the title of the meeting / training

Click on "Join the Meeting" to join the training via video and screen sharing (recommended). If you need to use your phone to receive the audio portion of the training - please refer to the following slides.

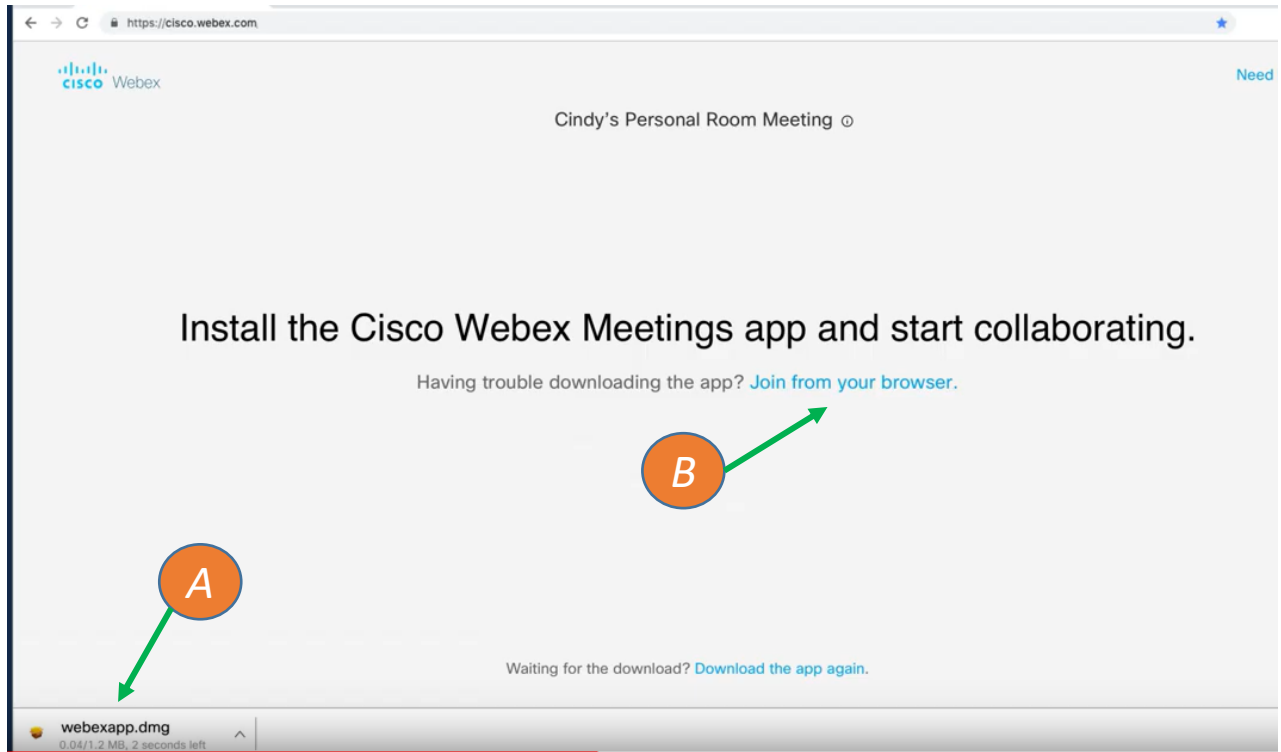
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## OPTION A:

When joining a Webex meeting for the first time, it is advisable to download the app to obtain a better experience.

## OPTION B:

Otherwise you can simply join the meeting via the browser link, without installing the app.



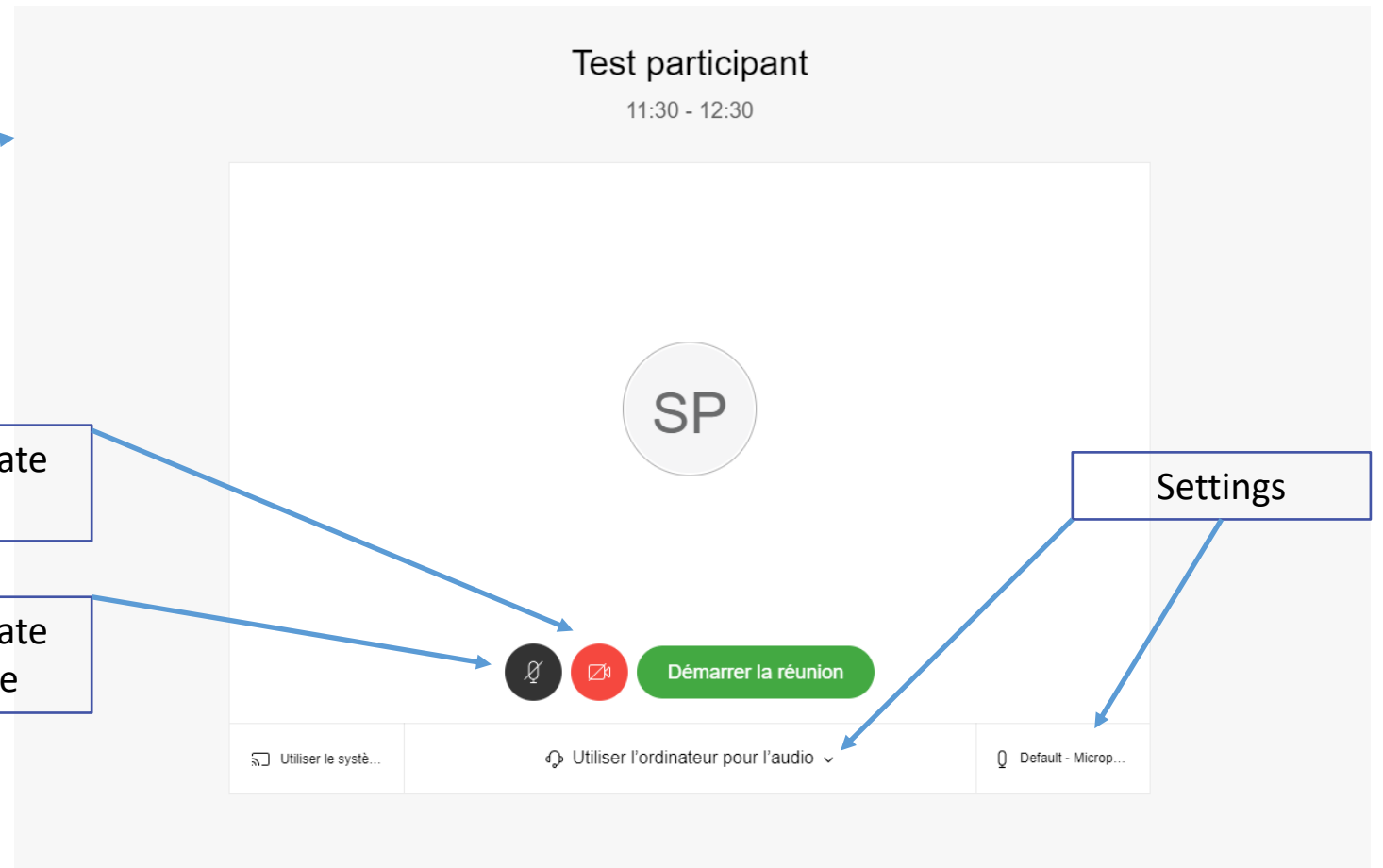
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This next screen allows you to test your sound settings (microphone and headphones) and activate your camera (recommended). Once these parameters have been tested, join the meeting by clicking on the green button.

Activate / Deactivate  
your webcam

Activate / Deactivate  
your microphone

Settings



The screenshot shows a meeting join interface for a 'Test participant' session from 11:30 to 12:30. The interface includes a central area with a grey circle containing 'SP'. Below this are three buttons: a black button with a camera icon, a red button with a microphone icon, and a green button labeled 'Démarrer la réunion'. At the bottom, there are three audio options: 'Utiliser le systè...', 'Utiliser l'ordinateur pour l'audio', and 'Default - Microp...'. A 'Settings' box is positioned to the right of the interface. Blue arrows point from the text boxes on the left to the corresponding buttons and settings in the screenshot.



# Joining a meeting / training

A summary video ;-)

<https://www.youtube.com/watch?v=oGfd40McW8Q>



# Joining the meeting by telephone

In the email you will find a "Join by telephone" section, click on "**International phone numbers**"

## Rejoindre par téléphone

Tapez pour appeler à partir d'un périphérique mobile (invités uniquement)

+44-20-7660-8149 United Kingdom Toll

**Numéros d'appel internationaux**

Enter "Luxembourg" and then click on the Enter button before dialing the number indicated to join the meeting by phone. The requested identifier can be found in the initial email or invitation.

Rechercher : Luxembourg

Entrer

Appel de ▾

Numéros d'appel

Luxembourg Toll

+352-2730-0072

*Note: within the context of these remote trainings, it is important that you still connect to the video part of the meeting (see previous slides), as the trainer will share online his or her screen to display the presentation's slides. In this case, join via phone to obtain the audio for the presentation. Then mute both your phone and your computer's microphone while following the video presentation on your screen.*