ACCESSING VIRTUAL CLASSES VIA WEBEX

Thank you for registering for a Holy Cross Health virtual class. Here are easy instructions for when it is time to sign-in to your meeting. You can use either your computer or your phone.

If Using Your Computer:

To join as a guest:

1. Open your Webex Meetings Online invitation email.

2. Click the Join box for your meeting. (You may need to scroll down the email to find this).

3. The meeting join page appears.

4. Enter your name (this is the name that will appear in the Participants panel for your meeting), your email address, and the meeting password (if required).

5. Click the Join button. You will now be joined into the meeting as a guest.

6. For audio you can either call in on your phone using the number provided or use your computer’s audio. Click on the "Mute" button so the sound in your home will not be heard. Your instructor will let you know when to unmute if you have a comment. The chat feature will also be reviewed by your instructor.

7. There is a dial-in number on the email invitation which allows you to dial in but not see the screen. This number is in the bottom of the invitation email.
If Using Your Phone:

1. Get the Cisco Webex Meetings app on your phone (you may want to do this a day in advance of your meeting).

2. Look for your meeting invitation in your email.

3. About 15 minutes before your meeting/class starts, open your email and click on:

   Join Meeting

4. Click on the "Mute" button so the sound in your home will not be heard. Your instructor will let you know when to unmute if you have a comment. The chat feature will also be reviewed by your instructor.

Note: If you do not have the Webex app, you may join the meeting by dialing the phone number provided in the meeting invitation. This will allow you to hear the meeting, but you will not be able to see the instructor or documents that are shared during the session.

How to video: [Join a Webex meeting](#)