Introduction

The Join by browser option allows you to join a WebEx meeting quickly, bypassing the need to install anything (plug-ins) on your computer.

Accessing the Application

1. Open your web browser and navigate to the host’s personal room by entering towson.webex.com/join/NetID into the address bar and replacing NetID with the host’s NetID.

   ![Figure 1](towson.webex.com/join/jllama1)

2. Enter Your name and Your Email Address in the boxes provided.

   ![Figure 2](James Llamas' Personal Room)

3. Beside the Join Meeting button, click the Join by browser link. If the link is unable to be selected, you may need to click anywhere outside of the text boxes.
WebEx Web App

4. The main meeting window will appear. You will first need to connect your audio and video.

![Image](image3.png)

**Figure 3**

**Connecting your Audio and Video**

1. Towards the bottom of the meeting screen, you are presented with multiple options. Click the first icon to open the video and audio dialog box.

![Image](image4.png)

**Figure 4**
2. Click the drop-down arrow beside Video Connection to choose if you would like to include video. A preview of your camera will appear below. If you do not wish to include your camera, select No Video.

![Video Connection](image)

**Figure 5**

3. Click the drop down arrow beside Call Using Computer to select how you would like to connect your audio. You have the choice of the following options:

- **Call Me** – You provide a telephone number and WebEx calls you
- **I Will Call In** - Selecting this option will give you toll-free and toll number to use. Dial one of the numbers and follow the voice prompts to enter your access code and Attendee ID numbers.
- **Call Using Computer** - Audio is provided by the microphone connected to your computer
- **No Audio**

![Call Using Computer](image)

**Figure 6**

4. If you select the option Call Using Computer, click the gear icon further to the right to adjust and test your microphone. Click the drop down menu to choose your microphone and then click OK.

5. When you are ready to begin the meeting, click Connect Audio and Start Video (If you selected no audio or video, this button will be different). Your video will appear in a small box towards the bottom right of the meeting window.
Meeting Window

1. Once you have connected audio and video, you are now presented with the following new menu option on the main meeting screen:
   - Mute your Microphone
   - Stop your Video
   - Toggle the Participants Panel
   - Show/Hide the Chat panel
   - Adjust Audio/Switch to Desktop App
   - Leave Meeting

2. If you need to share connect or participate in annotation, you will need to switch to the Desktop App.