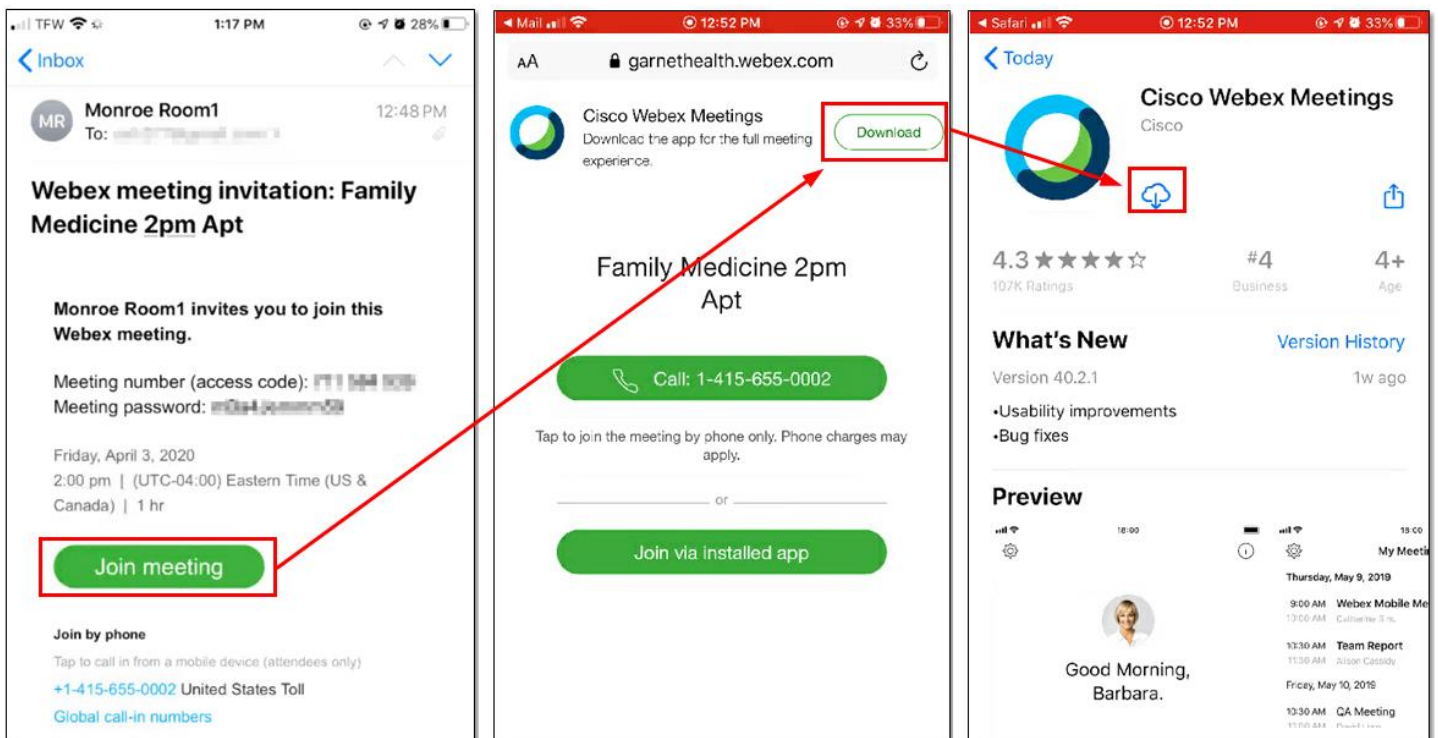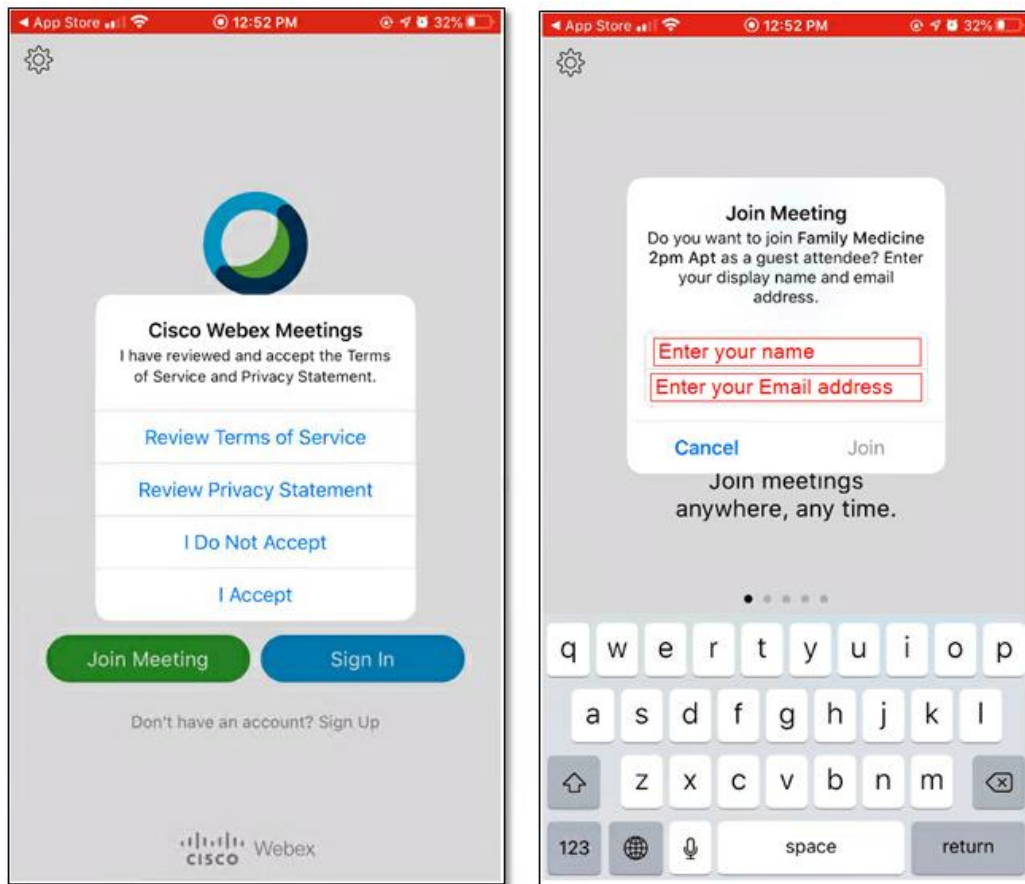# Joining Webex Meetings from invitation

Upon receiving a Webex meeting invitation via email a person have multiple different options on how they can join the video meeting with their provider. The different ways to joining the meeting are via smartdevices (phone or a tablet) and via a computer. The following smart devices screen shots were created using an iOS device but the process is similar on an Android device.

Install Webex App on smart device from invitation

1. Open invitation email from your email app
2. Tap on the green "Join meeting" button
3. Tap on the download button and this will take you to the app store and find the Webex App
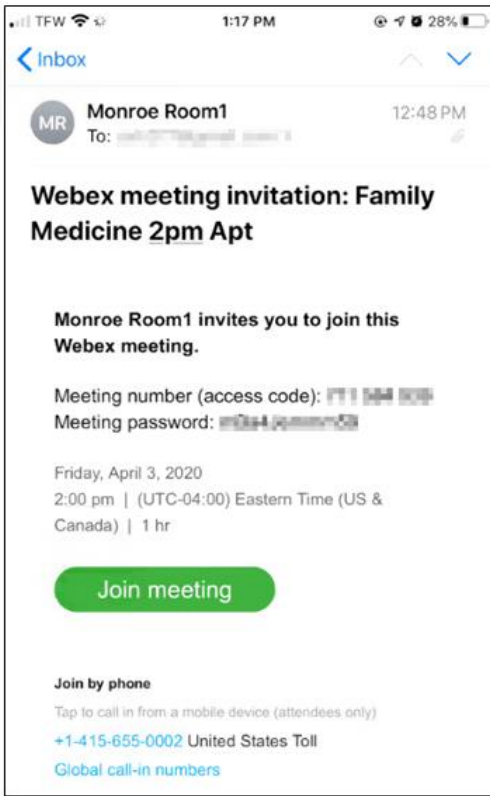4. Download the app

5. Once the app is downloaded
6. Accept the terms and conditions of the App
7. Enter your name and email address to join Webex (should be same email from your invitation)
8. Tap Join. **Please note**: **you will not be able to join if the current time is not the meeting date and time**

Joining the Webex meeting from a smart device after installing webex app

1. Open invitation email from your email app
   It is better to start from the original invitation email than to start from the Webex app

2. Tap on the green "Join meeting" button
   This will automatically open Webex app and give you a preview of yourself before joining the meeting

3. Once you are statisfied the way you look you can tap the "Join" button
4. The video conferencing with the provider will start, below is a screenshot of the your screen may look like:
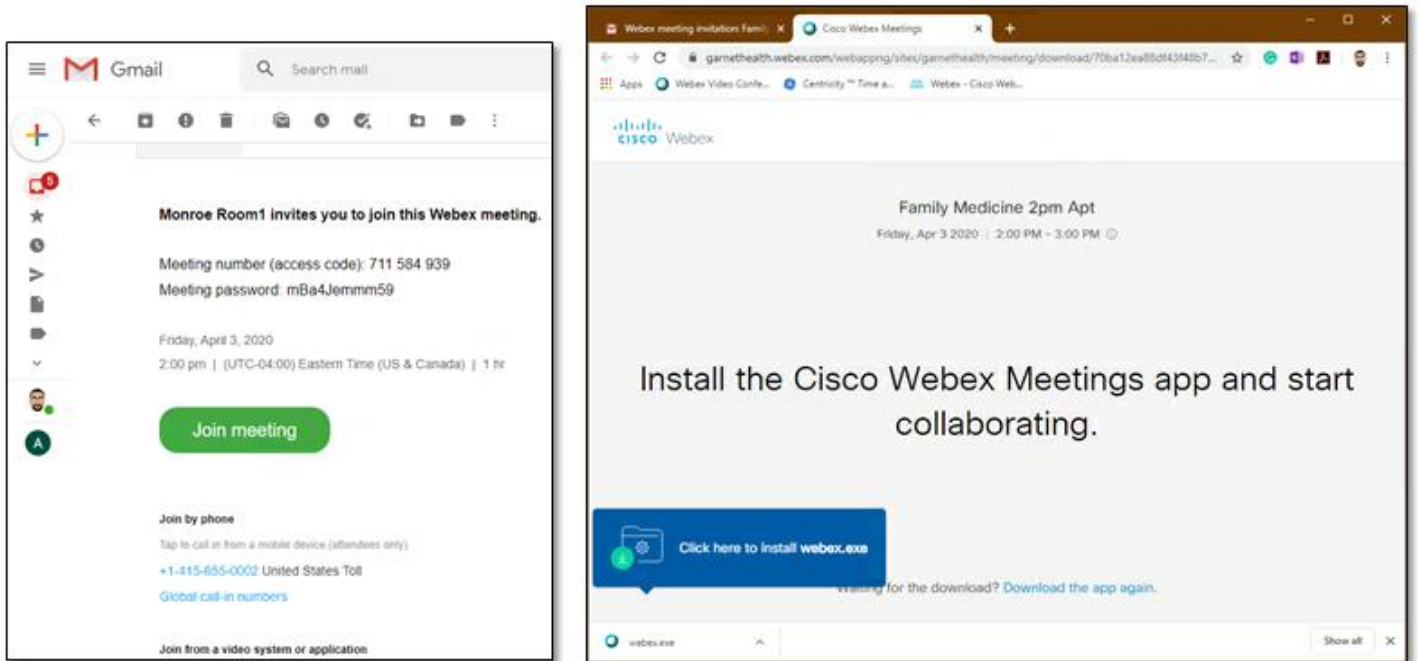
5. Please note the following icons:

a. if this icon is **red** that means your audio is muted, tap it to unmute yourself

b. if this icon is **red** that means your camera is off, tap it to turn your camer on

c. tap this icon to end the meeting

Continue on to the next page.
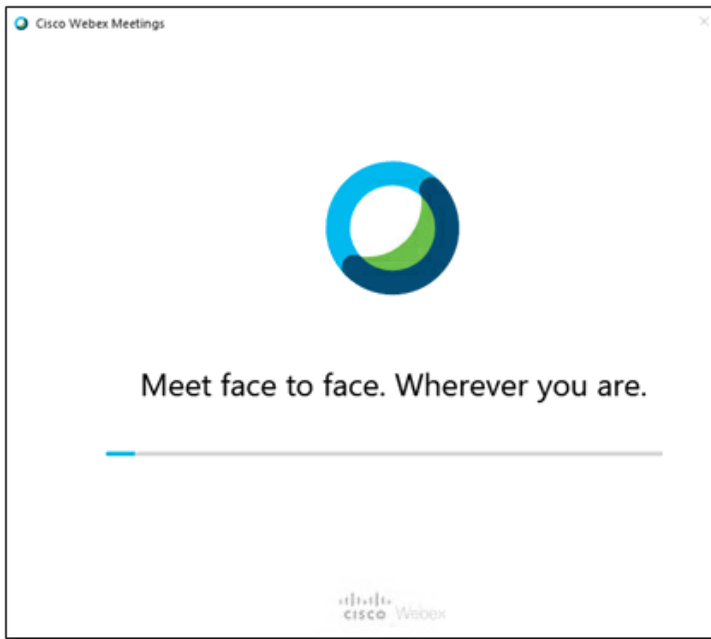
Joining the Webex meeting from your computer

You can also join the video meeting with your provider from a desktop computer or a laptop. Please note that it is best to use Google Chrome as the web browser whether you are using a windows computer or an Apple computer.

1. Open invitation email from your email client
2. Click on the green "Join meeting" button and will open a new browser tab and prompt you to download and install Webex Meetings application
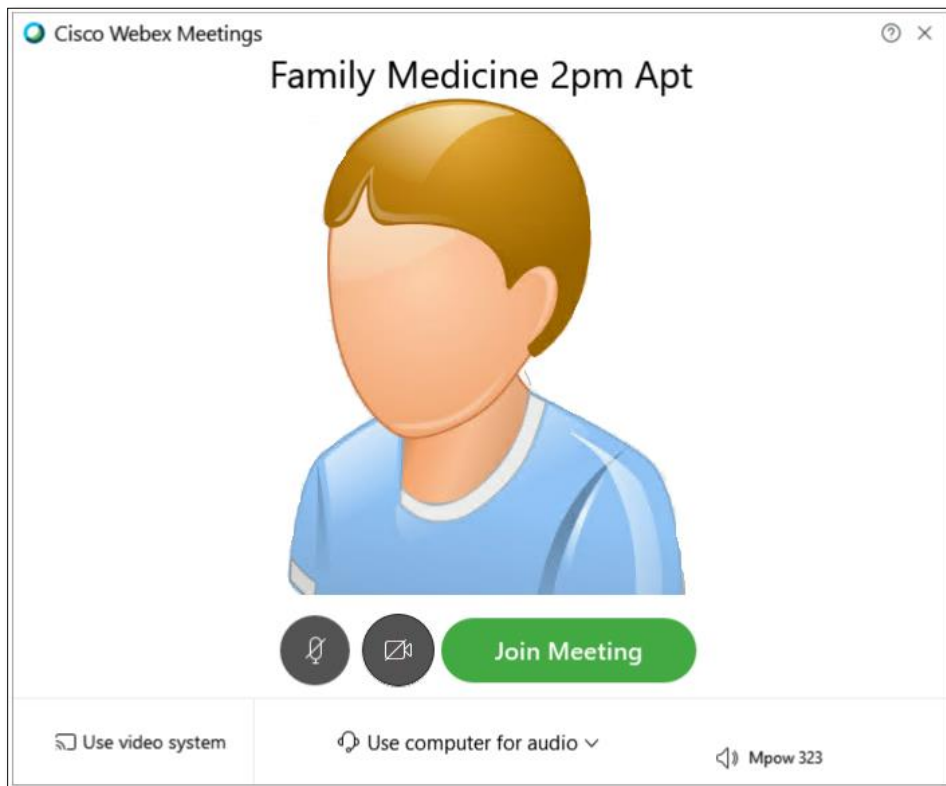
3. Once downloaded, click on the Webex.exe to install it on your computer
4. After the installation is complete it will prompt you to enter your information
   a. Enter your name
   b. Enter your email address (this should be the same email address from the original meeting invitation)
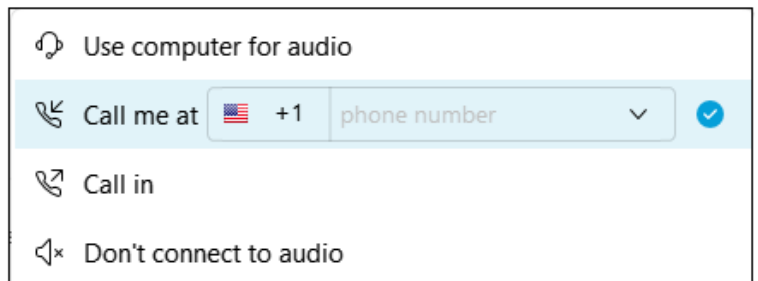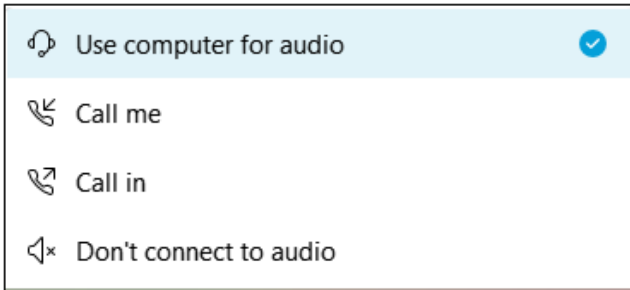5. Click next to Next
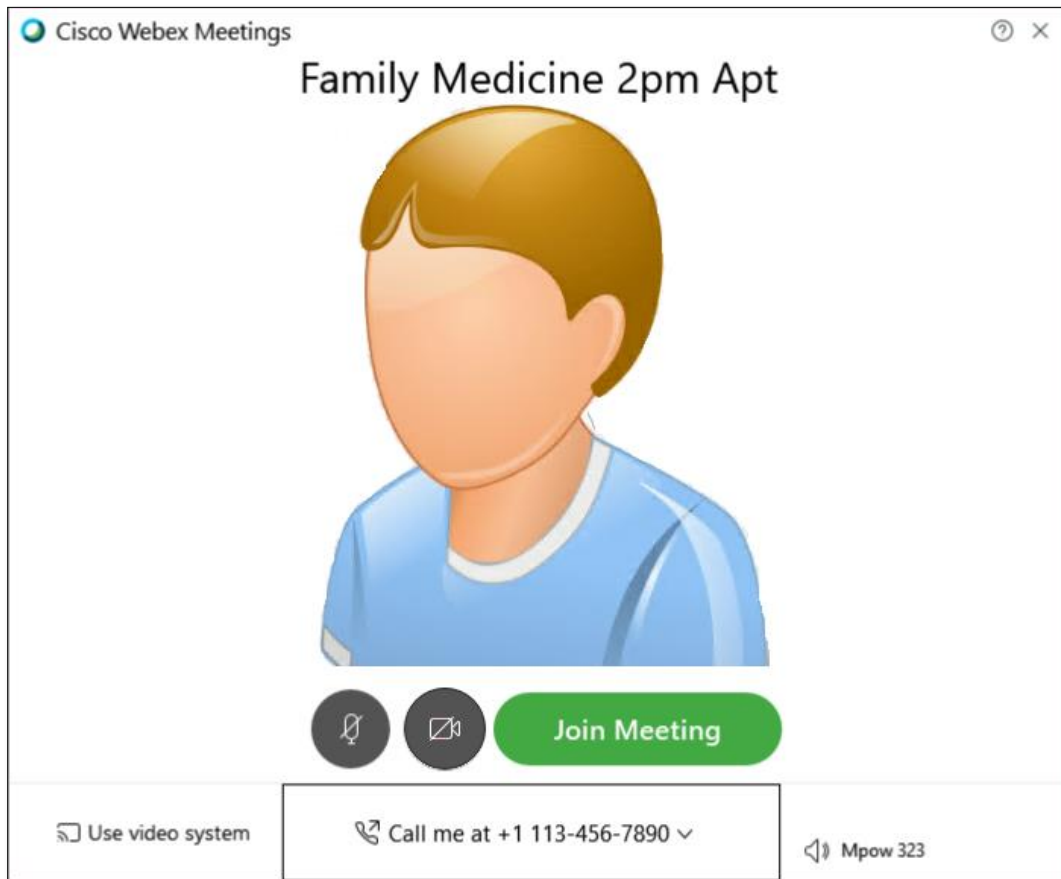
Continue on to the next page.

6. At the point, a new window will appear and give you a preview of yourself

7. Please note the "Use computer for audio", if you click on it you'll be able to choose "Call me at"
    Enter your phone number there and when the meeting starts it will call you.
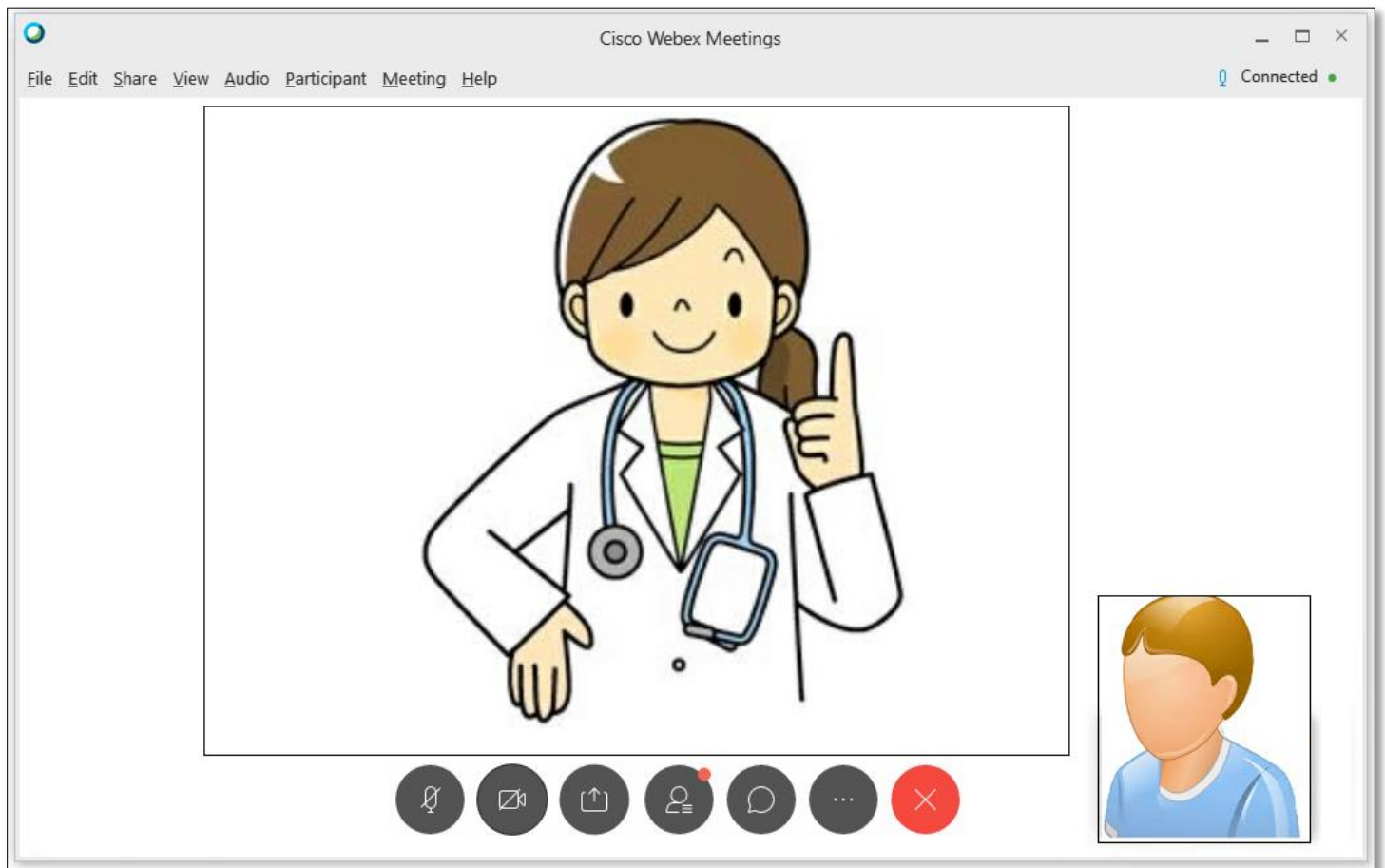   Please see the screenshot on the next page.

🎧 Use computer for audio ✓	🎧 Use computer for audio
📞 Call me	📞 Call me at 🇺🇸 +1 [phone number] ⌄ ✓
📞 Call in	📞 Call in
🔇 Don't connect to audio	🔇 Don't connect to audio

8. Now you are ready to begin the meeting, click on "Join Meeting"
   Please note that on the below image it has "Call me at" which will have your phone number

9. Once you join the meeting Webex will call you on your phone and will prompt you to press 1 to connect to the meeting.

10. Finally you will be connected with you provider.

Continue on to the next page.

11. You will be able to see yourself on the bottom right corner and your healthcare provider will be front center.

12. Please note the following icons:

a. if this icon is **red** that means your audio is muted, tap it to unmute yourself

b. if this icon is **red** that means your camera is off, tap it to turn your camer on

c. tap this icon to end the meeting