

Cisco WebEx/MeetingPlace 8

Joining a Meeting

This primer covers basics of joining a Cisco WebEx/MeetingPlace 8 meeting

The new address for MeetingPlace is <http://meetwithme.webex.com>. This is the replacement for both mymeeting.cci.org and schedule.cci.org. There are no longer two separate addresses. A meeting can be joined in either of the following ways:

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Part 1: Joining via Web and Audio/Video

- 1) You may join the web conference by either clicking on the link in an invitation email or by typing the 9-digit Meeting Number into the website.
 - a. If you received an invitation email, click the link in the email to join the online meeting (fig. 1).

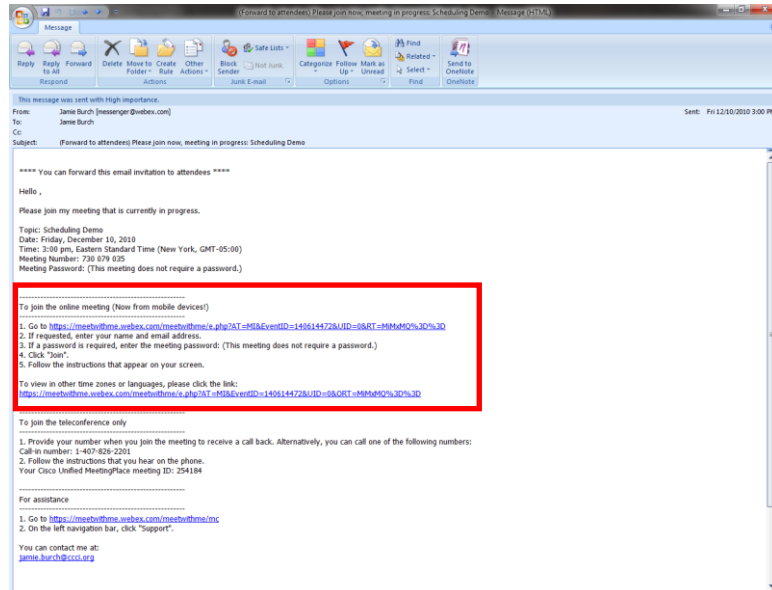


Figure 1: WebEx/MeetingPlace 8 invitation email – Meeting Number

- b. Otherwise, your meeting organizer should have provided you with a 9-digit Meeting Number. You should go to <http://meetwithme.webex.com> and enter the number (fig. 2).

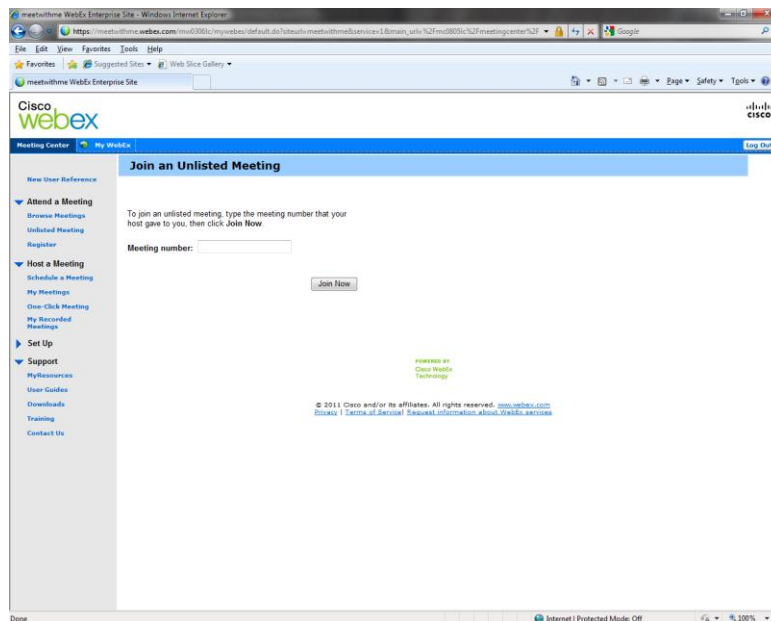


Figure 2: Join a meeting by Meeting Number

- 2) If you have not already logged in as a host, you will see the guest sign in screen (fig. 3). If you have already signed in as a host, your computer will automatically skip this screen.

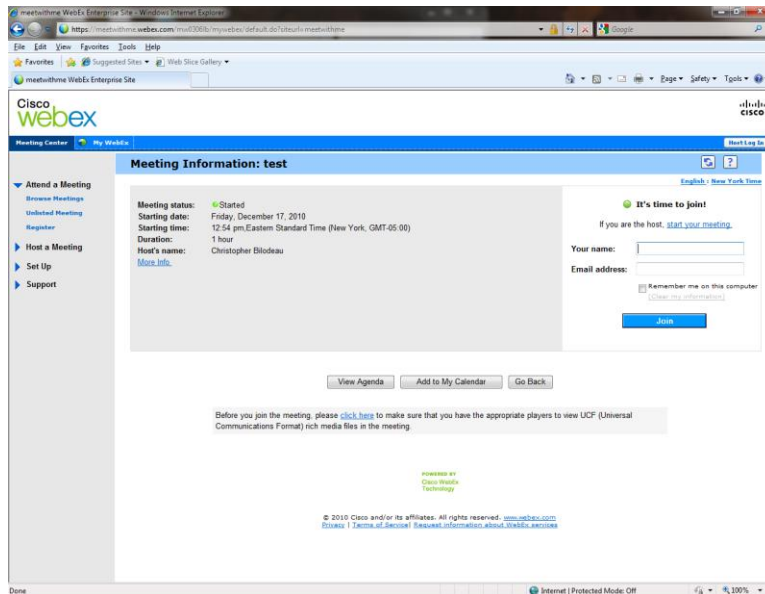


Figure 3: Guest login to join a meeting

- 3) Type your name and email address, then click “Join”.

Please note: Periodically WebEx will need to install updates to join a meeting. These updates may take 1-5 minutes depending on the computer and internet connection.

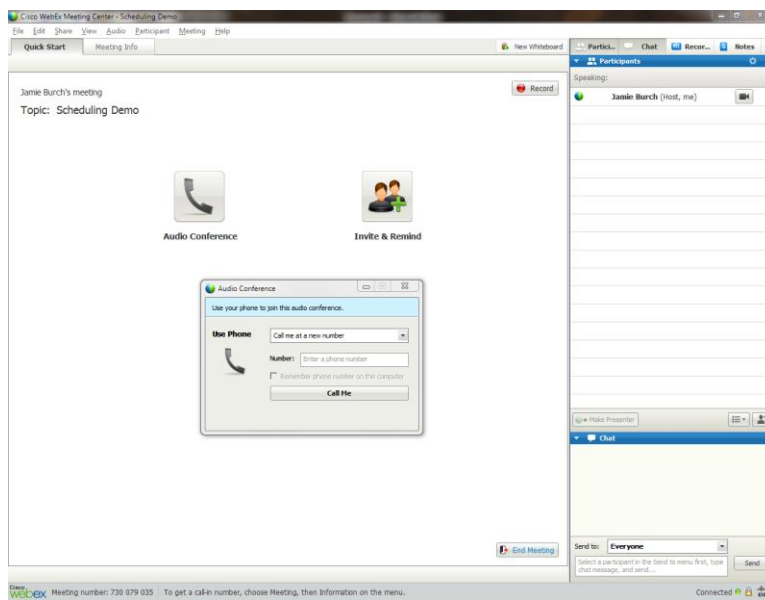


Figure 4: The WebEx/MeetingPlace 8 Webex interface with Audio Conference.

- 4) The web conference will now load (fig. 4). After a few seconds, the Audio Conference window will open automatically. If you are using any Cisco or Tandberg device (including CUPC or Movi) to attend by audio or video, type your 4 digit extension. If you are using any other phone, enter your phone number. Remember to add 9 for an outside line, 91 for long distance, or 9011 for international.

Part 2: Joining via Audio/Video only

- 5) Find your 6-digit Meeting ID/Access Code. If you received an invitation email, this will be listed in the Teleconference section (fig. 5). Otherwise, it can be found on the Meeting Info tab of the web conference (fig. 6). For example, this ID is 254184.

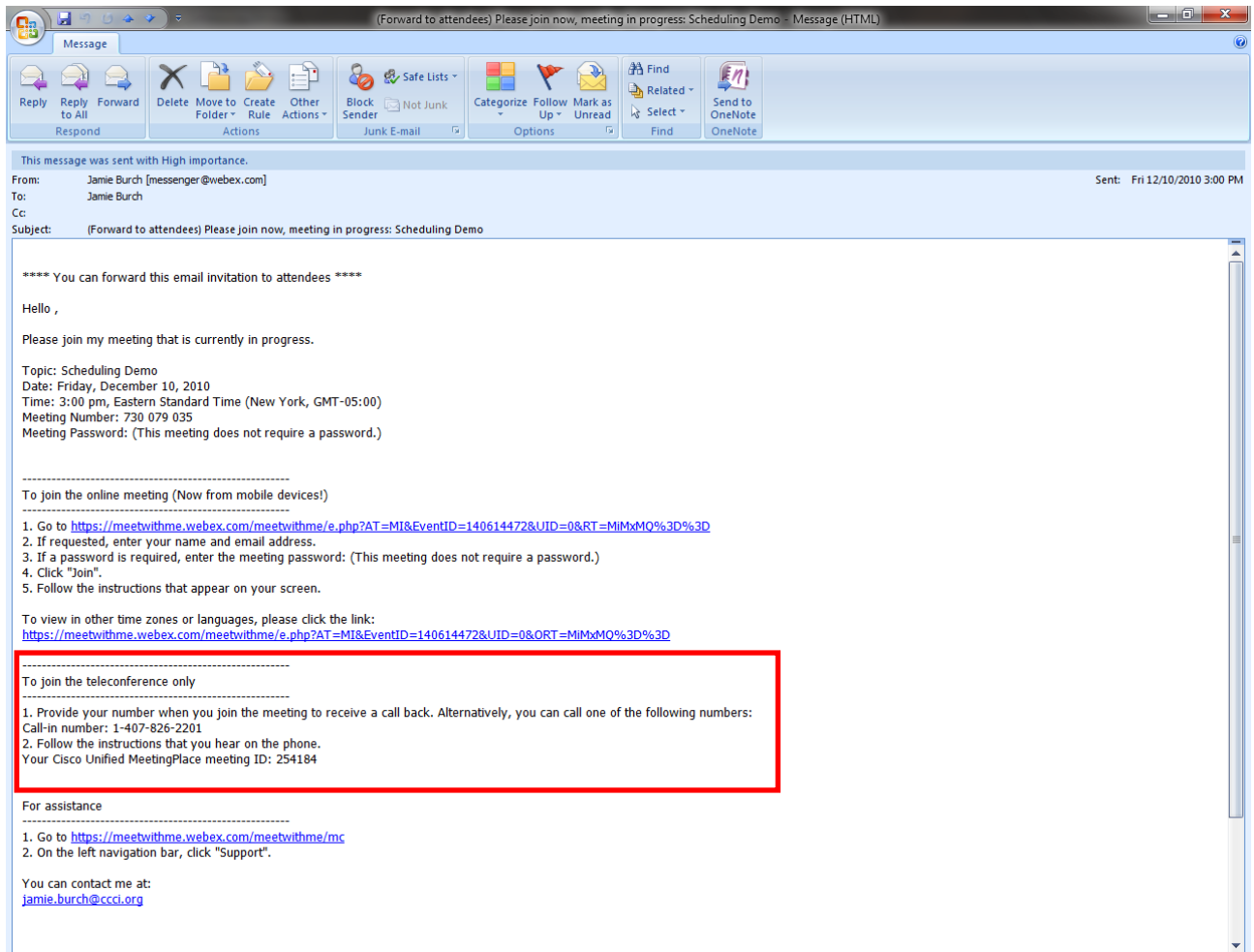


Figure 5: WebEx/MeetingPlace 8 invitation email – Teleconference Information

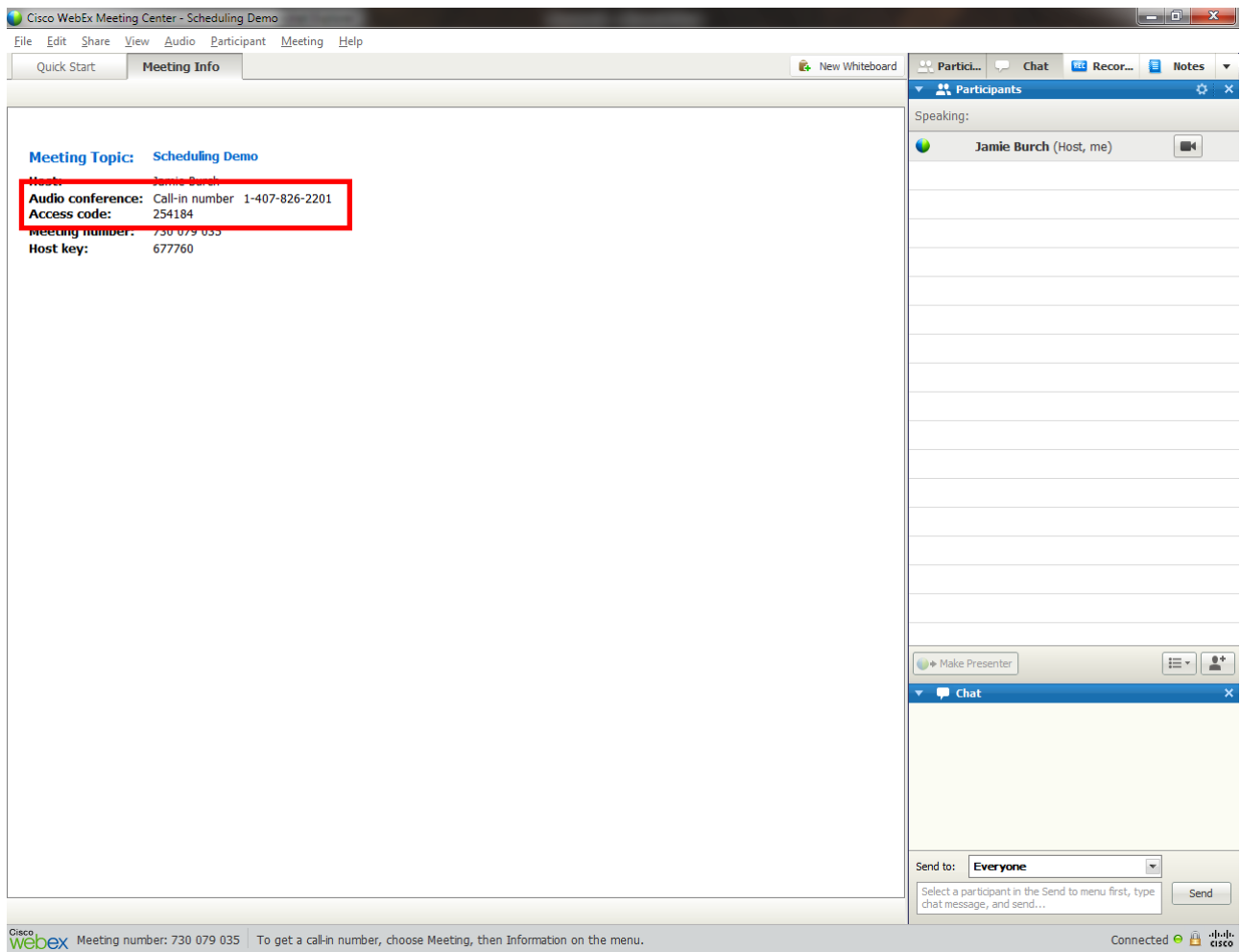


Figure 6: WebEx/MeetingPlace 8 Meeting Info tab

- 6) If you are using any Cisco or Tandberg device (including CUPC or Movi) to connect to the meeting, dial 2201. If you are using any other phone, dial 407-826-2201.
- 7) When prompted, type the 6-digit meeting ID from step 1, followed by #.
- 8) When prompted, speak the name you would like to be announced to the conference (this will not be saved), followed by #.