

Webex Participant:

Join a Training Session

There is more than one way to join a training session. If you are having difficulties joining a training session, you can troubleshoot the issues that you are facing. For more information, see [Cisco Webex Troubleshooting](#).

If you are unable to make it to your training session, you can contact the session host, or ask if a recording is going to be available. For more information, see [How Do I Contact the Host of My Meeting?](#)

Join from an Email Invitation



- ① Select the join link in your email invitation.
- ② Enter your name, email address, and password, if prompted, and select **Join**. You can also select the **Join by browser** link to join using the Cisco Webex web app.

Connect to Webex Audio

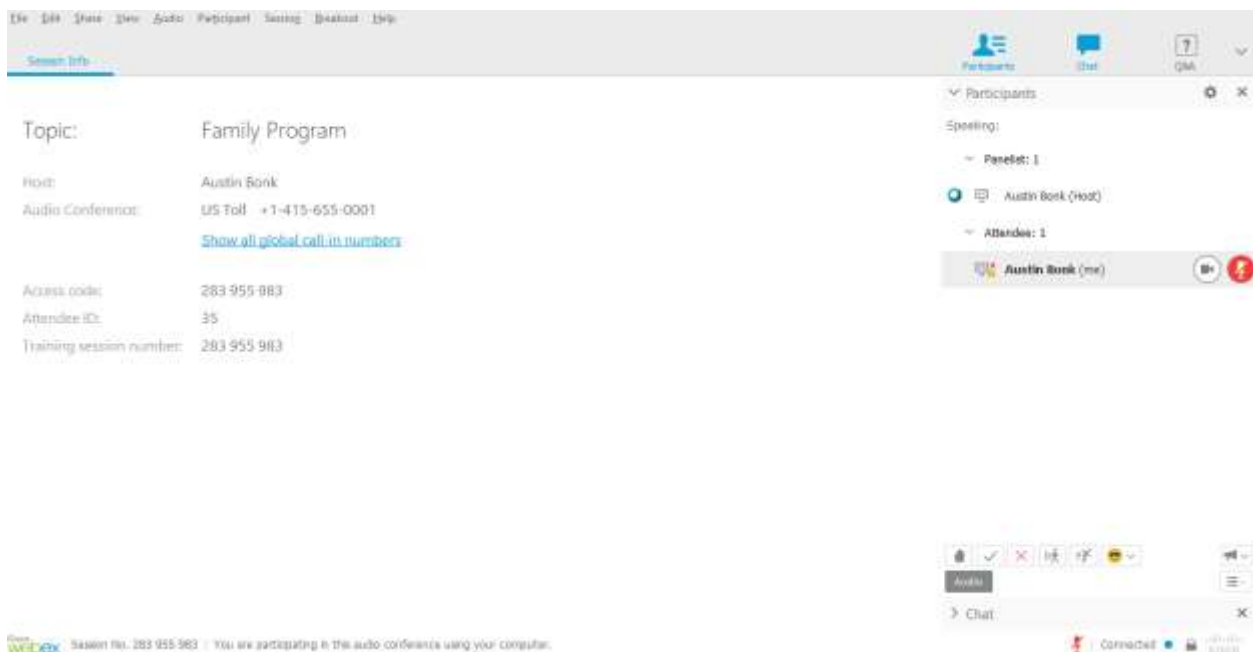
Cisco Webex Training provides the flexibility to connect audio in multiple ways when audio conferencing is enabled. To find out more, see [Tips and Tricks for Using Audio With Cisco Webex](#).

- ① After you join the training session, select one of the following:
 - **Call Me**—Enter a phone number, select **Call Me**. You will receive a call and may be prompted to press 1 to connect.
 - **I Will Call In**—To choose this option, select the **Use Phone** drop-down list. Dial the phone number shown on your screen. When prompted, use your phone keypad to enter the access code, and the Attendee ID shown on your screen.
 - **Call Using Computer**—Choose this option to connect to audio using VoIP. To adjust your speaker and microphone settings, go to **Audio > Speaker/Microphone Audio Test** in the menu bar.



② To mute or unmute yourself at any time, select the microphone icon.

When joining a Webex Training session, you will be presented with this window. You will be able to utilize all of Webex Training's features from this window. We will highlight a few key features in this document.

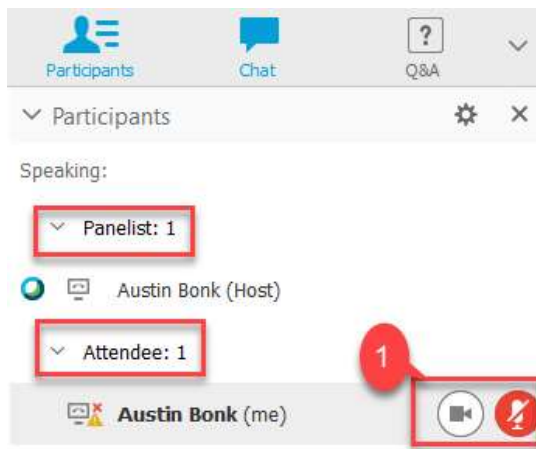


On the right hand panel, you will see many interactive features. On the top right, you have the option to turn on/off each of these panels by pressing the icon. For example, selecting the participant's icon in the top right will hide the meeting participants list. You will find it helpful to have the participants and chat panel selected as seen above.

Within these panels, you will see a list of panelists and attendees. You should see your name under the list of attendees.

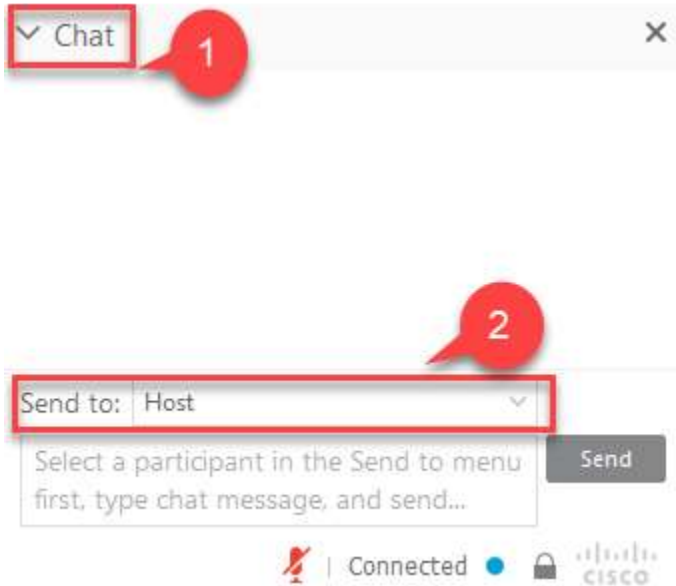
Next to your name (1), you will see a camera icon and microphone option. You can use these to turn your audio and video on or off.

On the bottom of this pane (2), you will see feedback options. You can use these options to provide feedback to the meeting panelists during the presentation.

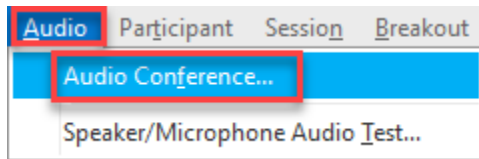


To expand a panel (1), select the carrot as seen below.

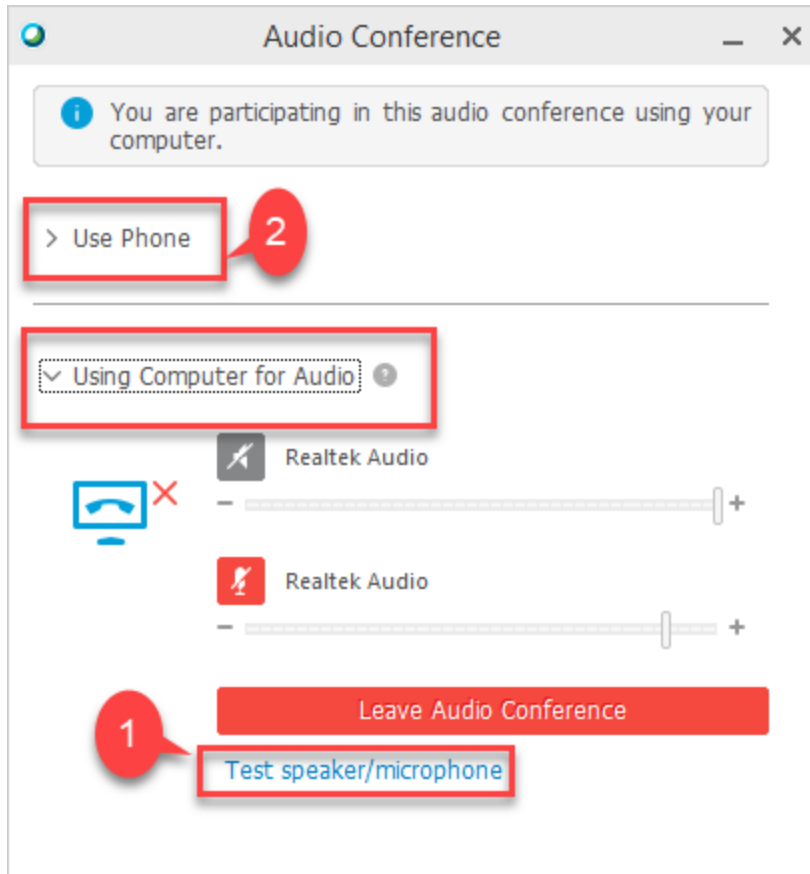
Within the chat window, you will see an option to select whom in the meeting to chat with. After selecting the appropriate person(s), you can type your message and click send.



If you are having difficulty getting your audio connection, you can select the audio menu at the top of the window.



Check which audio source is currently selected. If you are using computer audio, you can check to see your audio is functioning properly by selecting option 1.



If you test the computer audio and your issue is not resolved. You can switch your audio to a different source by selecting option 2 and input your preferred phone number.