# Guide to Attending Cisco Webex Meetings
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To join a web conference hosted via the Webex conferencing service, just click on the hyperlink emailed to you by the meeting host or type the link into your web browser's address window:

If the **Webex client application** is *not yet* installed on your Windows PC, the Webex.com website will ask to download its installer and then ask you to click to run the installer. You only need to install the Webex Meetings app once. It will work for all future Webex meetings. If you've *previously installed* the Webex client application, your browser may ask for permission to run it. Allow the client to run.

Once that's done, for the above hyperlink, it will display a screen like the following:
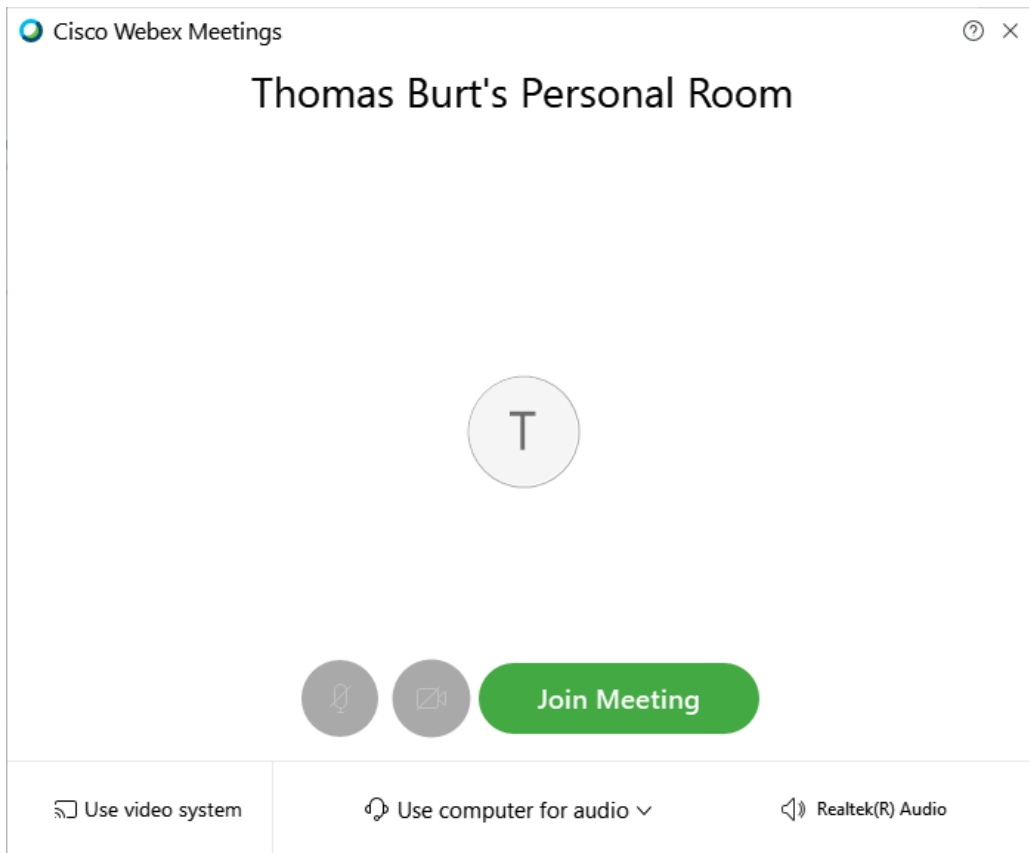
Click the **"Join Meeting"** button and possibly wait to be admitted by the host. That will open the Webex meeting window, showing the host's personal meeting room, where you can see and hear the video and audio feeds from the other attendees (see below).

To minimize screen clutter, Webex employs a user interface that fades things in and out. There is also a menu bar at the top. To display the icons displayed at the bottom of my screen shot, move the mouse over the video window. The red X allows you to leave the meeting. The microphone and camera icons allow you to turn your microphone and camera on or off. Click the "talk bubble" icon (3rd from the right) to send a chat message.
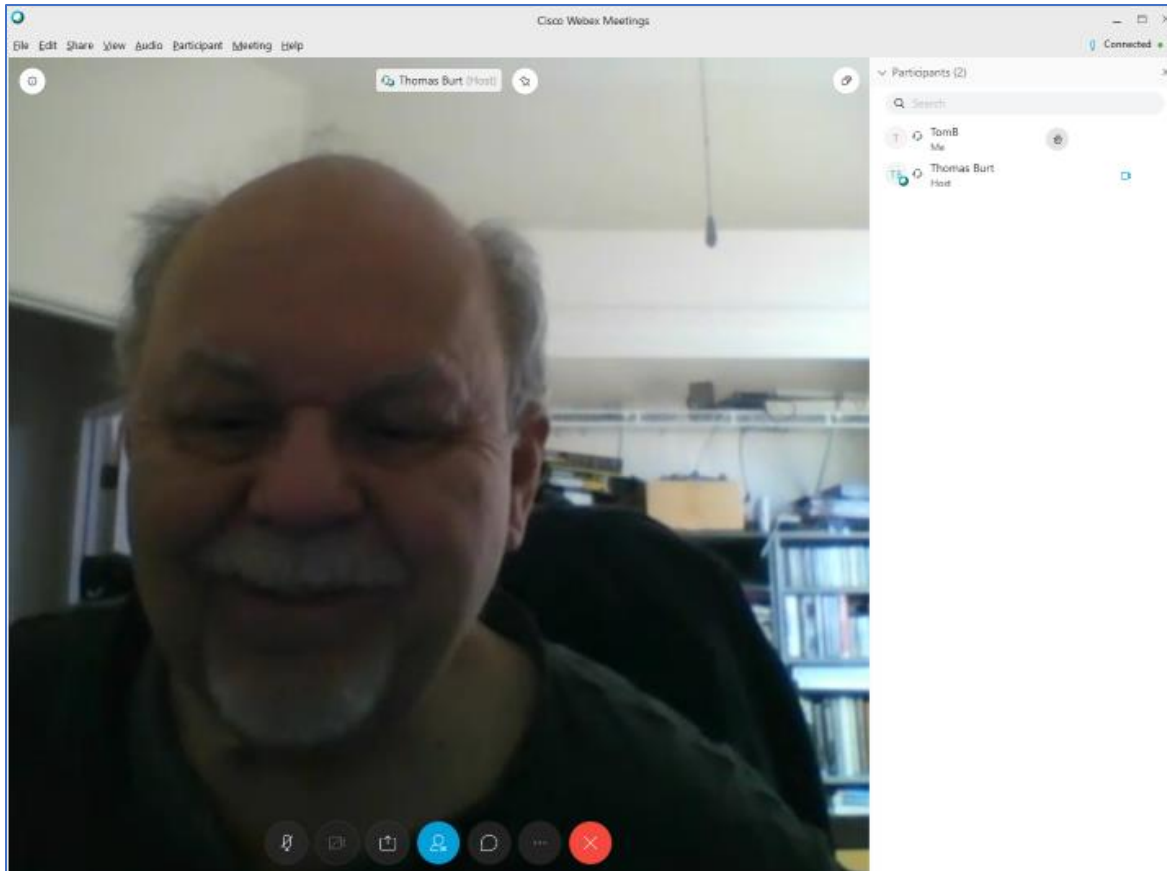
Webex Meeting attendee window.

Hardware Requirements

To fully participate in a Webex video conference, your PC will need a video web camera, a microphone and speakers. Most newer laptops have these built in. You can buy a good stand-alone webcam-microphone combo on the web for $40 to $60. But they're in heavy demand, so shipping may take a week or two. Also, scalpers are charging very high prices ($200 or more).

If your PC only has speakers, you can still join a meeting and listen in. You will see the video feed and you can use the chat function to send text messages to the group or to individual participants.

Best Practices

When participating with your microphone on, ***turn your speaker volume down*** to help prevent feedback echo / reverberation.

Use the audio / video mute buttons if your dog starts barking or if you have to sneeze or if something / someone comes into the room that you don't want to share with the group.

Avoid bright light behind you, as it makes your face dark. Try to get reflected or side light on your face to make you easier to see.