

Join a Webex Meeting from a Video System

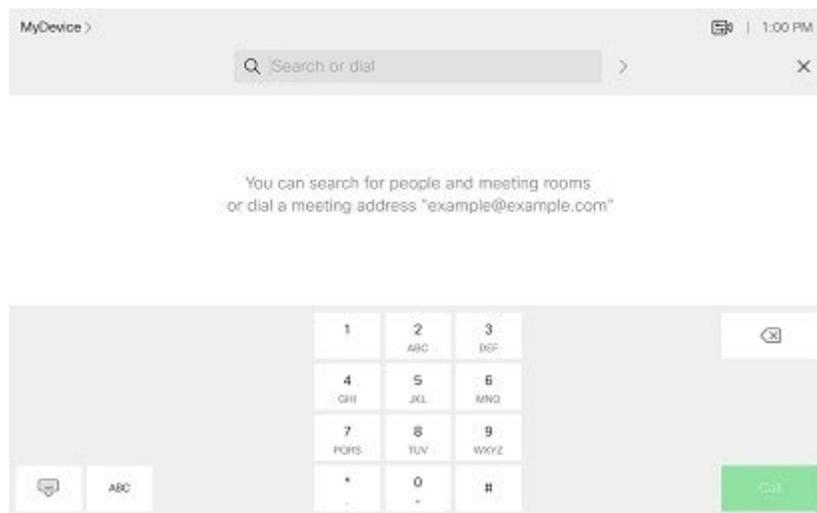
Video meetings are more engaging than audio-only meetings. There are many ways that you can join Webex meetings from video systems.

Join by Dialing the Video Address

Dial the video address from the calendar invite or from the meeting information page. **This is located under the Join from a video conferencing system or application section within the meeting invite.**

Open the virtual keyboard for your video system.

For example, tap Call and then tap the keyboard button on the keypad.



Dial the video address in one of the following formats:

- **<meeting_number>@jchhealthcare.webex.com for a scheduled Webex meeting**
- **<Personal_Room_ID>.<site_name>@jchhealthcare.webex.com for an instant or scheduled Webex Personal Room meeting**

The numeric meeting password is only needed for scheduled Webex meetings, not Webex Personal Room meetings.

When prompted, do the following:

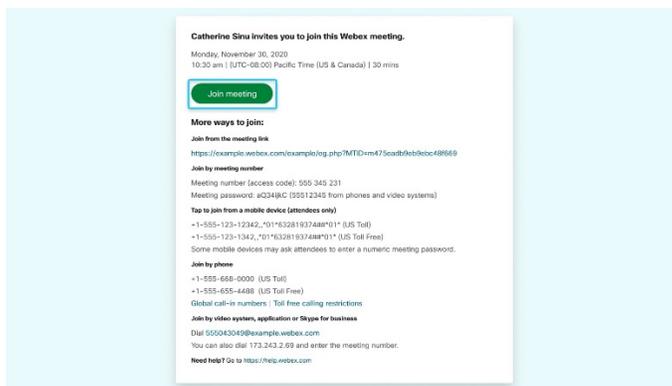
- If you are the host, enter the host key or host PIN, as appropriate, followed by the pound sign # to start the meeting.
- **If you are not the host or will be dialing in from your computer as the host then enter the pound sign # to join the meeting.**

Join a Webex Meeting via Laptop

You can join a meeting from your computer, mobile device, phone, or a video system. Pick the one that works best for you.



1. Open your email invite, and click Join meeting.



2. Click Open Webex if you're prompted to do so, otherwise click Launch meeting.

3. Enter your name as you want it to appear in the meeting, check Remember me, and then click Sign in so you can access the full list of meeting features.

Or if you just want to join the meeting quickly and don't need access to all the meetings features, click Join as a guest.

4. Enter your email address, check Remember me, and then click Next.

5. In the preview window, you can make sure your audio and video sound and look good before you join the meeting. First, choose how you want to hear. Because we connected via the RoomKit with Audio and Video, we want to join from the computer WITHOUT Audio or Video. So, **Choose Don't Connect To Audio**

- Use computer audio (default)—Use your computer with a headset or speakers.
- Call me—Enter a phone number and Webex calls you. Depending on your host's Webex plan, you may or may not see this option.
- Call in—If you prefer to use your phone for audio, dial in when the meeting starts. A list of the global call-in numbers is available in your meeting invite. Choose this option if your Internet connection is slow.
- **Don't connect to audio—Use this option if you don't need audio. For example, you're in a conference room with your team, or someone already connected to the meeting from a video device.**

[Click Here for Directions on Choosing your Audio and Video Settings Before You Join a Webex Meeting.](#)