

# Instructions for Joining an OMERS WebEx Meeting: From a Computer

**STEP 1:** In the meeting invitation, click:

[Join from a computer or mobile device](#)

**Note:** If you experience issues with the link, copy and paste it into your browser's address bar.

**STEP 2:** Enter your **name** and **email address** and click **"Join"**

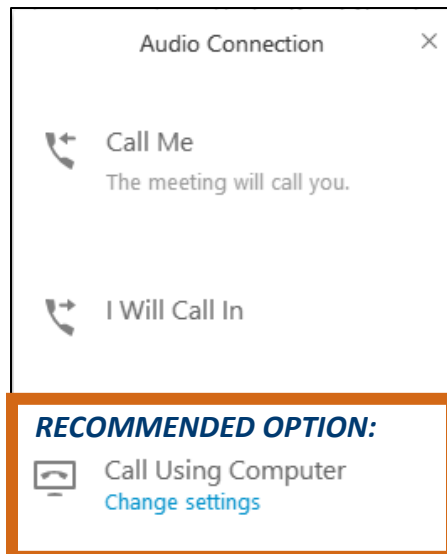
**Note:** At this point you may be prompted to install the WebEx browser add-on; please do so (if applicable).



The screenshot shows a form with two input fields: "Your name:" containing "John Doe" and "Email address:" containing "johndoe@jd.com". Below the fields is a green "Join" button and a link that says "Join by browser NEW!" with a small icon.

**STEP 3:** Joining the audio portion of the meeting is **not** automatic, to do so:

Click your preferred **Audio Connection** option (pictured below) and following the on-screen steps:



**Call Me:** Enter a phone number to receive a call from the WebEx meeting.

**I Will Call In:** Dial into the WebEx meeting by phone using all the information provided (telephone number, Access Code and Attendee ID)

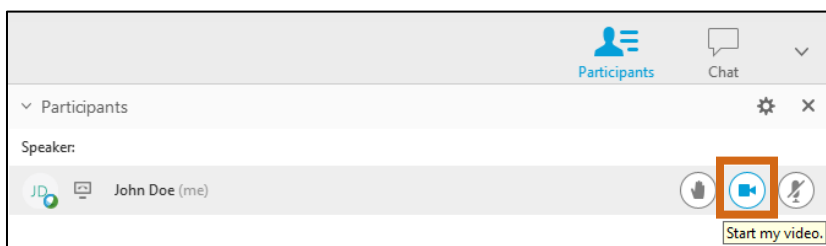
**Call Using Computer:** Use the microphone and speakers on/connected to your computer (internet connection required and headset recommended for best experience).  
**Note:** If you have several microphones/speakers connected to your computer, click **Change settings** to ensure the desired device is selected.

When you've successfully connected to the audio portion of the meeting, the **Audio Options** icon will turn a **solid blue colour** and your microphone will be **unmuted** by default.

**STEP 4 (Optional):**

Your camera will **not** automatically be shared.

To turn on your camera, click the **Camera** icon next to your name in the **Participants** tab (top-right corner).



**STEP 5 (Optional):** To share your screen, press the **Share Screen** icon

**Note:** When sharing your screen, all controls (Stop Sharing, Mute, etc.) are located in a bar at the top of your screen.

