



How to Join a Webex Video Meeting Invite

UVA Health is now using virtual visitation to connect patients with their families.

- 1 Open your email invite, and click . If this is the first time you're joining a Webex meeting, Webex automatically downloads the app.
 - Click the installer file to install the app. You can also [download the Webex Meetings app](#) manually.

- 2 Enter your name and email address, and click Next.

- 3 If you're asked for a meeting password, enter the meeting password - it's in your email invitation - and click Next.

- 4 Choose how you want to hear
 - a. **Use computer for audio** (default)—Use your computer with a headset or speakers.
 - b. **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.

- 5 By default, your microphone and camera are turned off. The video and microphone buttons are both red.  

- To unmute microphone, click 

- To turn on camera, click  then click

