Your Guide To: Using Teleconferencing Software for Webinars

How to Use Teleconferencing Software for Webinars

If you want to attend a SimplePart demo, informational webinar or a meeting with one of our Dealer Strategists, you'll want to know how to navigate teleconferencing software. The three programmes we use for these meetings include **Google Meet**, **Microsoft Teams** and **Webex**.

While you might already have these programmes downloaded onto your computer, there's a good chance you might not. If you fall into the latter category, don't sweat it. There are simple ways to join our webinars and demos **without having to download anything**. All you have to do is join via your browser (like Google Chrome or Microsoft Edge).

These instructions in this article will guide you step-by-step of joining a meeting on Google Meet, Microsoft Teams or Webex in your internet browser.

How to join a Google Meet meeting

You can join a meeting from the Google Meet page, Google Calendar, Gmail or any other link in an email message. You can also dial-in to a meeting from a phone or a meeting room.

Open the email message with the meeting link. When you're ready to join the meeting, click **Join with Google Meet**.

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Other options

If you don't have the Google Meet application downloaded on your computer, there are still other ways to join! In the email message, you'll see other options, including joining by clicking the **direct meeting link** or **joining by phone**.
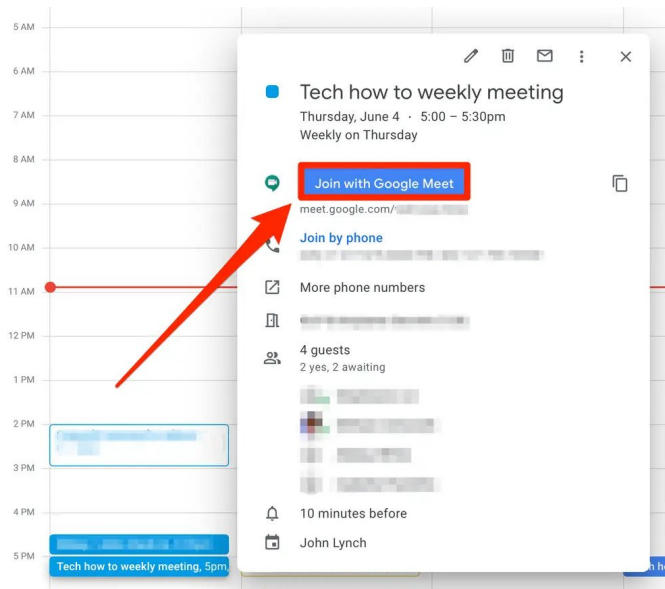
Note: Before you join your first meeting, you'll be prompted to allow access to your microphone and camera. Make sure to allow these permissions so you can communicate during the meeting.

Once you grant permission:

- To turn your microphone on or off, click the microphone icon button.
- To turn your camera on or off, click the camera icon button.
- To join the call, click **Join now**.
- To end the call, click the **Leave call** icon button.

You can turn your microphone and camera on and off during the course of the meeting as needed.

How to join a Microsoft Teams meeting

Open your email.

Go to the meeting invite link in your email and select **Click here to join the meeting**.

That'll open a new page where you'll observe two options: **Continue on this browser** and **Join on the Teams app**.

Much like Google Meet, you don't need to install the Teams app to join the meeting–unless you want to!
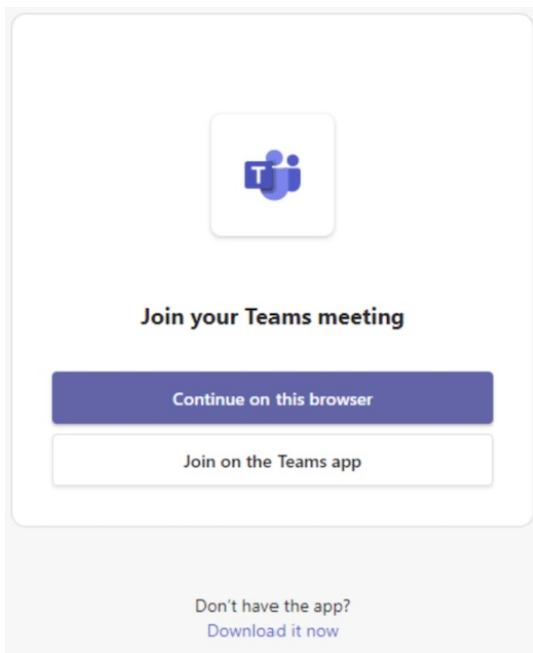
Your internet browser may give you a prompt for permission to use your computer mic and camera; it's important to select **Allow** so that you can be seen and heard in the meeting.

The Join now page

If you'd like to opt out of others seeing or hearing you in the meeting, you can always turn off your camera or microphone using the purple toggles on the Join now page. Otherwise, when you're ready, select **Join now**.
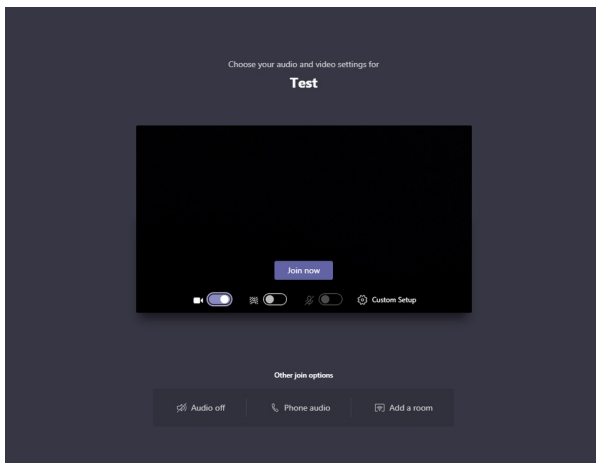
If you enter the meeting lobby, wait for someone in the meeting to admit you, otherwise you will be brought into the webinar.

How to join a Webex meeting

Open your email invite and click **Join meeting**.
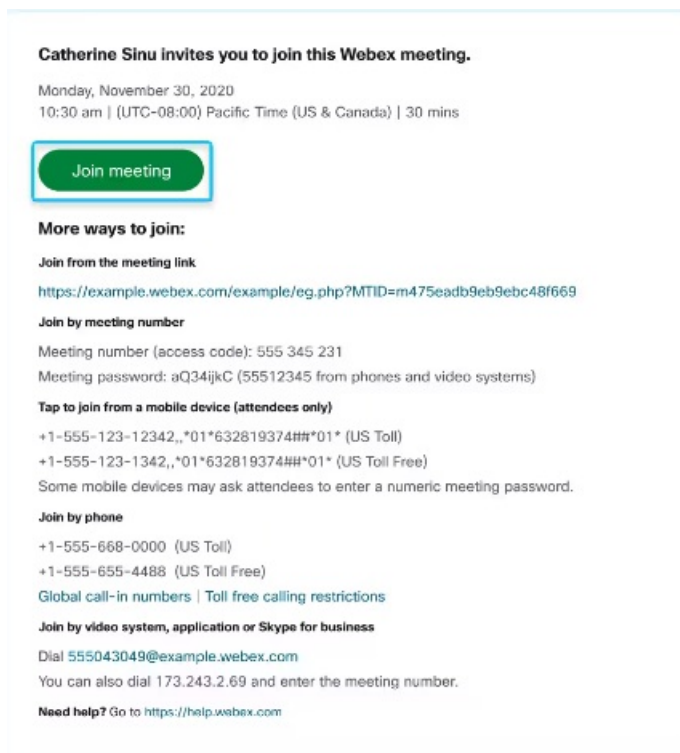
If you join from a Windows computer or Mac, click **Join** from your browser.

Note: You may get a prompt during this time asking you if you'd like to open the Webex app if it is already installed on your computer. If you want to continue in the browser, select **Cancel**. Otherwise click the **Launch meeting** button to join the webinar.
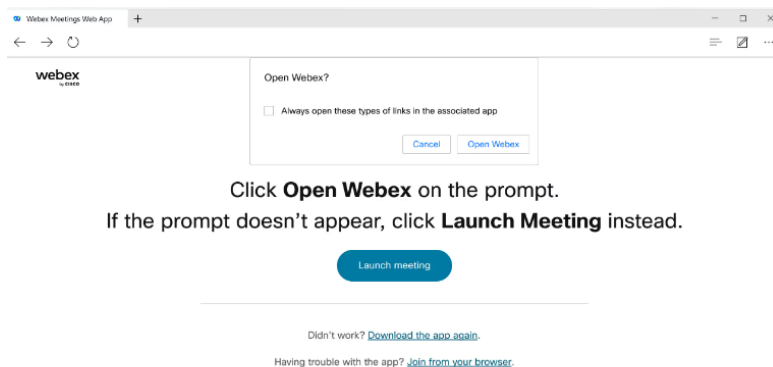
Click **Open Webex** on the prompt.
If the prompt doesn't appear, click **Launch Meeting** instead.

Two options: Full sign in or joining as a guest

You'll be prompted to edit your name as you want it to appear in the meeting. Then, check**Remember me**, and 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**.

Passwords

If you're asked for a meeting password, **enter the meeting password** - it's in your email invitation - and click **Continue**. See screenshot below:

Catherine Sinu invites you to join this Webex meeting.

Monday, November 30, 2020
10:30 am | (UTC-08:00) Pacific Time (US & Canada) | 30 mins

Join meeting

More ways to join:

Join from the meeting link

https://example.webex.com/example/eg.php?MTID=m475eadb9eb9ebc48f669

Join by meeting number

Meeting number (access code): 555 345 231

Meeting password: aQ34ijkC (55512345 from phones and video systems)

Tap to join from a mobile device (attendees only)

+1-555-123-12342,,*01*632819374##*01* (US Toll)

+1-555-123-1342,,*01*632819374##*01* (US Toll Free)

Some mobile devices may ask attendees to enter a numeric meeting password.

Join by phone

+1-555-668-0000 (US Toll)

+1-555-655-4488 (US Toll Free)

Global call-in numbers | Toll free calling restrictions

Join by video system, application or Skype for business

Dial 555043049@example.webex.com

You can also dial 173.243.2.69 and enter the meeting number.

Need help? Go to https://help.webex.com

The preview window

In the preview window, you can make sure your audio and video sound and look good before you join the meeting. There are a few options you can choose from depending upon what's easiest for you.

Use computer audio (default)

Use your computer with a headset or speakers.

Call me option

Enter a phone number and Webex calls you.

Note: Depending on your host's Webex plan, you may or may not see this option.

Call in option

If you prefer to use your phone for audio, dial in when the meeting starts.**Select one of the available numbers to join the meeting** and when prompted, enter the access code or meeting number and the attendee ID.

Note: If you don't have your attendee ID, press # to wait on the lobby page until someone in the meeting lets you in.

Your attendee ID connects your name in the meeting to your audio. If you don't enter your attendee ID, you won't be able to control audio from the application.

Don't connect to audio

Use this option if you don't need audio. Like if you're in a conference room with your team, or someone already connected to the meeting from a video device. If prompted, allow access to your camera and microphone to see and hear the meeting.

Click the **Unmute** button if you want to speak in the meeting.

Click the **Start video** button to show yourself onscreen in the meeting.

Click **Join meeting** to join the meeting room where the webinar is taking place.

Note: If you are having difficulty joining meetings, touch base with your IT department to ensure that settings are turned on to allow for teleconferencing software to work on your computer network.

Got questions?

If you have questions about connecting to a demo, webinar or Dealer Strategy session, reach out to us at support@simplepart.com or call us at 1-888-843-0425.

Additional Resources

- Google Meet
- Microsoft Teams
- Webex