WebEx– First Time Joining Instructions

WebEx is the districtwide supported web conferencing platform for Maricopa Community Colleges.

These instructions are for non-MCCCD individuals on how to join a WebEx Meeting from a PC or laptop with steps on downloading the desktop app.

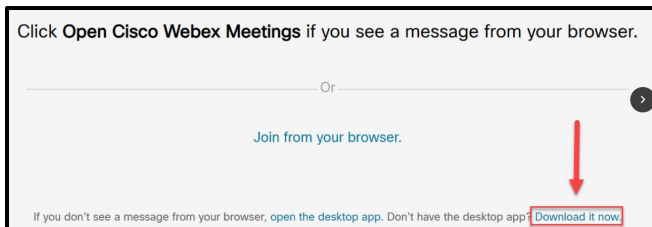If you join by phone, you must dial 1 and then the 10-digit number.

For further assistance with WebEx, please contact Technology Training Services at Training.services@domail.maricopa.edu or 480-731-8287.
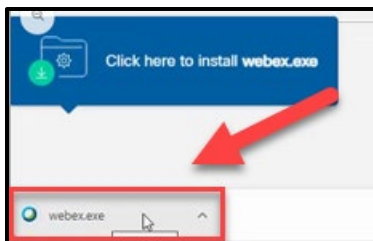
Joining a WebEx Meeting
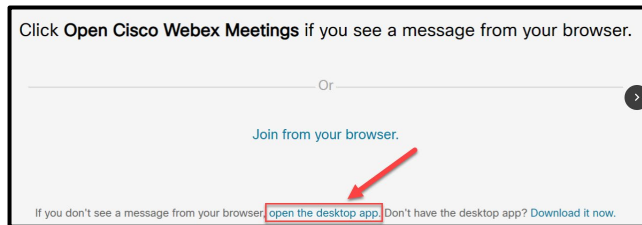
1. Click the meeting link.

2. At the bottom, click the Download it now link to download the WebEx Desktop app.


3. On the bottom left, click WebEx.exe, and follow your computer's instructions to install the desktop app.

4. The desktop app should automatically open, if it does not, click the Open the desktop app link.

5. Enter your Full Name and Email Address, and click Next.

6. Use the Mute and Start Video buttons to ensure your microphone and camera are connected.

- You can test your microphone and speakers by clicking the Test Microphone and Speakers on the right.

- You can select to call-in for audio by clicking the Audio drop down and selecting the by phone.
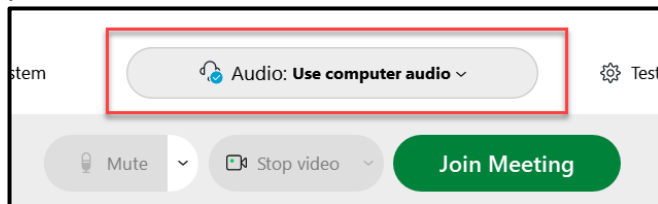
7. Click Join meeting.

- If you are calling in for audio, a number will display for you to dial.

- You have now joined your WebEx meeting!

8. To leave the meeting, at the bottom, click the **x** button, or close out of the window.