

Join an 8x8 Meeting

Your email invitation or calendar event contains the information you need to join. There are two methods to join meetings:

- a) Via a browser on an internet enabled **Device** such as computer, tablet, or smartphone
- b) Dialling in from your **Phone** for an audio-only experience

When it is time to join the meeting, open the email invitation or calendar event and join either:



By Device

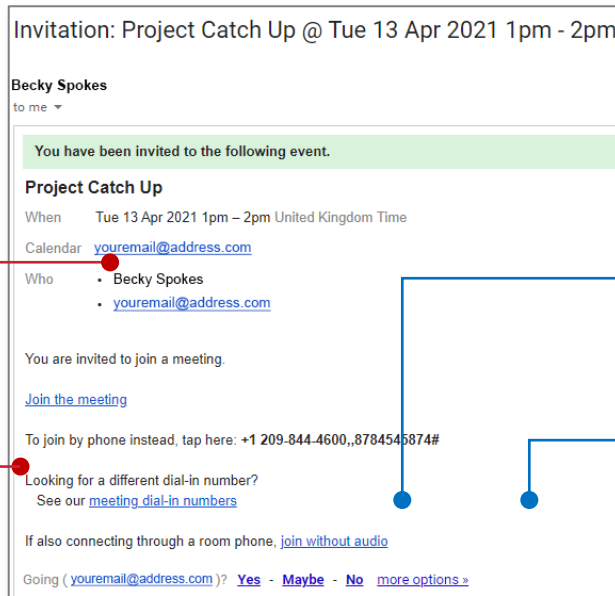
- 1** To join from a Device, you can either:
 - a) Select the **meeting URL**
 - b) Select the **Join the meeting** hyperlink

- 2** Your browser shows the pre-meeting screen. Here you can:
 - a) Enter your name
 - b) Adjust audio and video settings as needed.

- 3** When you are ready, select **Join meeting**.

If the meeting is passcode-protected, enter the passcode provided by the organizer.

Note: Your browser may request access to Audio and/or Camera. Enable these to participate in the meeting.



By Phone

- 1** Dial the phone number shown.
- 2** Listen for the prompt, then **enter the meeting code into your phone keypad** followed by the # key.

if the meeting is passcode-protected, you are also prompted to enter the passcode provided by the meeting organizer into your phone keypad.

Note: If you are the first person to join the meeting, you will be placed on hold until the host joins.

