How to Join a Webex Meeting by Calling In

1. Visit the City's online meeting calendar (https://www.winchesterva.gov/city-events/month) to get the meeting information.

2. On the online meeting calendar, you have the option to select any of the upcoming events for additional details. Click the blue text on the corresponding event.

3. Then you will be redirected to a page with the meeting information. It should look similar to this:

    *Location subject to change.

    Meeting number (access code): 132 428 2083

    Meeting password: ssab (7722 from phones and video systems)

    Join meeting

    Join by phone
    - Tap to call in from a mobile device (attendees only)
    - +1-408-418-9388 United States Toll
    - Global call-in numbers

    Join by video system, application or Skype for business
    - Dial 1324282083@webex.com
    - You can also dial 173.243.2.68 and enter your meeting number

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

4. Simply follow the steps under "**Join by phone**". Dial in and follow the prompts to enter the access code listed on the event page followed by the # key. If prompted for an Attendee ID, just press #.