

Joining a Meeting in 3CX

1. Prior to the meeting taking place you will receive a calendar invite from the member staff
2. If you anticipate attending the meeting on your Apple or Android smartphone (or tablet device), please follow the links contained in the calendar invite to install the 3CX Web Meetings app prior to the start of the meeting.

Hi,

You have been invited to join "Meeting with Mr Jones" by "3CX Demo User"

Joining info: <https://3cxunip-torchacademy-co-uk.3cx.net/webrtc/open/e174779024f0511c75de91950ebaf32dab7>
from Chrome or Firefox Or dial 70000 from your extension and enter the PIN 9211653

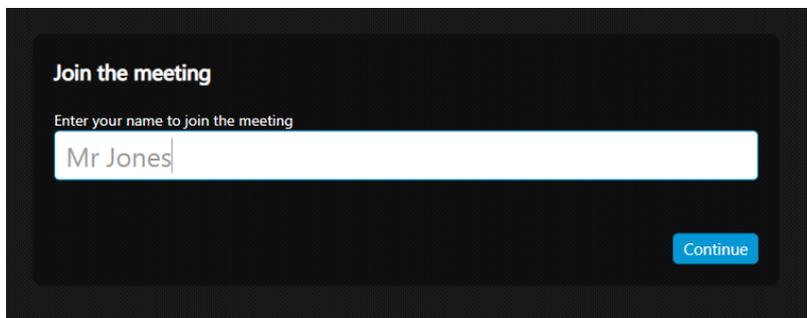
On your smartphone: Download the Android <https://play.google.com/store/apps/details?id=org.tcx.webmeeting>
or iOS <https://itunes.apple.com/app/3cx-webmeeting/id1039756959> app and click on the meeting link to join.

3. Once the 3CX Web Meeting App is installed on your smartphone you will be able to tap the joining link on your smartphone to join the meeting.

Note – you may be prompted to allow the link to open in the 3CX Web Meeting app

Note – you may also be prompted to allow access to your camera and microphone

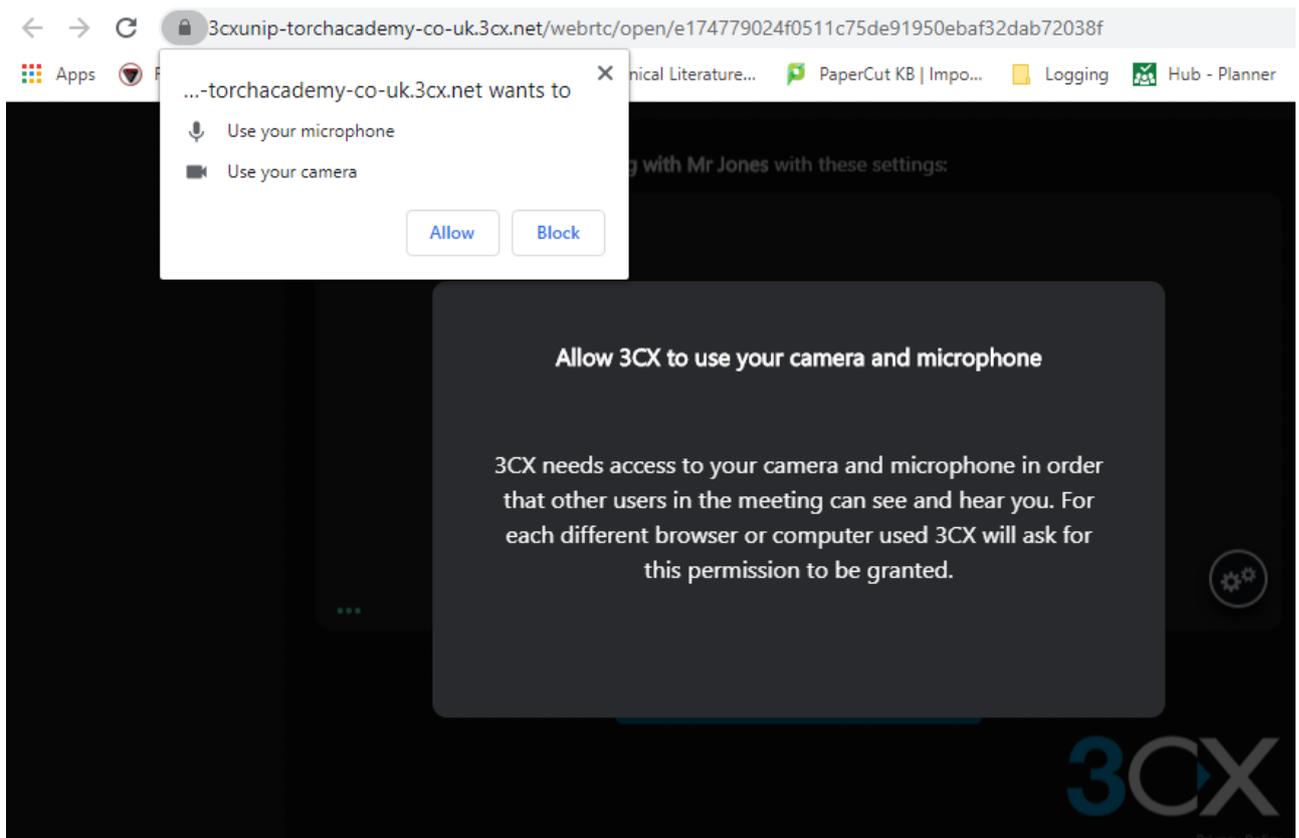
4. If you are using a laptop or desktop device, you will need to use either Google Chrome or Firefox.
5. When you enter a meeting, you will be asked to provide your name, then click continue.



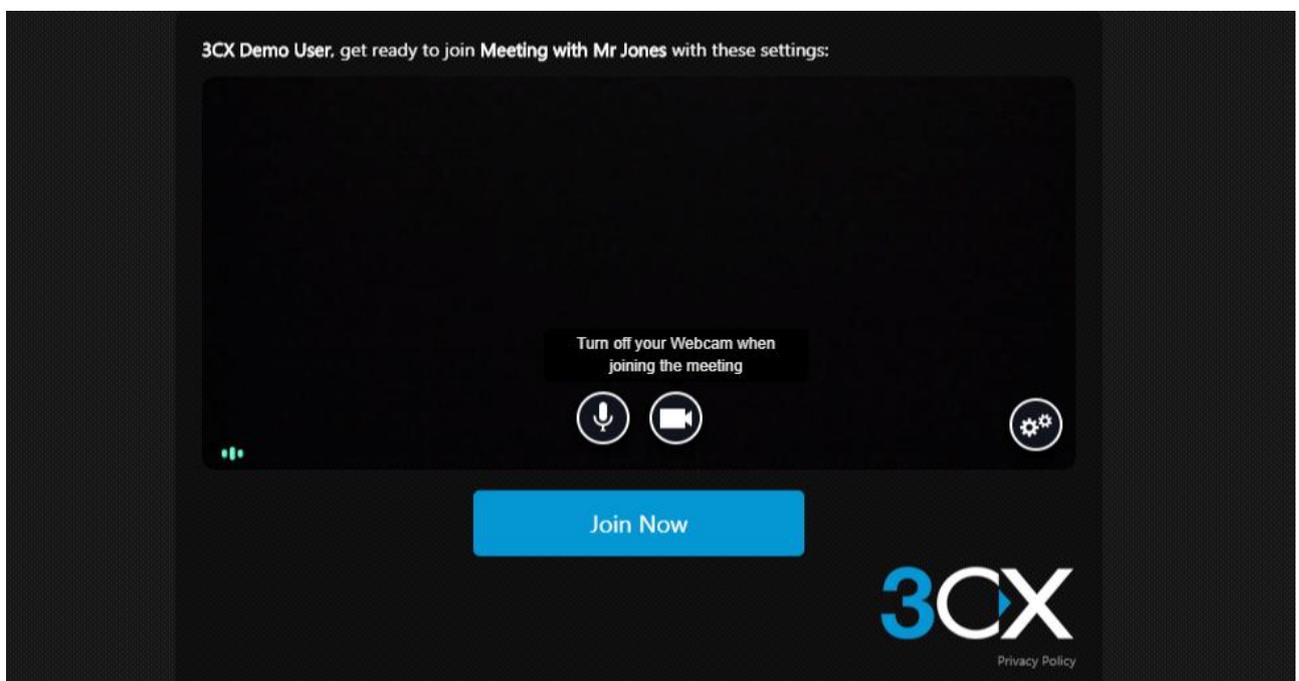
Join the meeting

Enter your name to join the meeting

6. On the next screen you will be prompted to allow access to your Camera and Microphone. Click the Allow button when prompted.



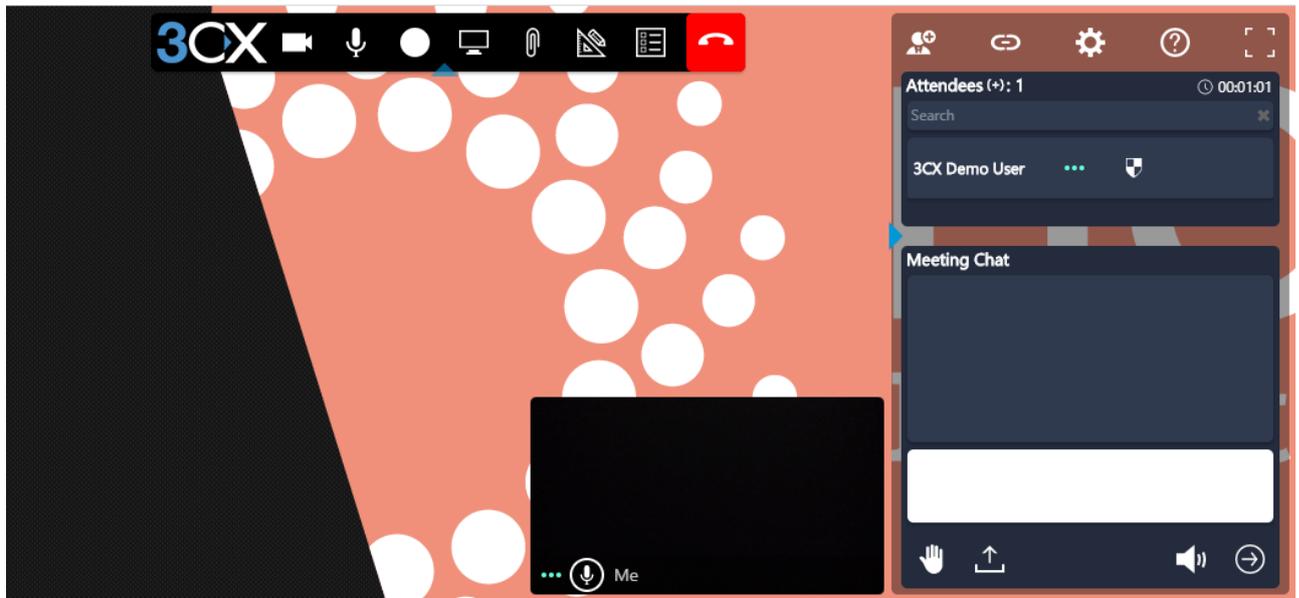
7. After allowing access you will also be able to turn your microphone and camera on or off before entering the meeting. If your camera is turned on you will also get a preview of the picture to check everything is correct.



Note – if your camera is unavailable it may be 'locked' in another application such as Microsoft Teams, Zoom or other video conferencing software. Try closing applications and retry with 3CX

8. When you are ready to join the meeting click Join Now

9. You will then be taken to the meeting console that will look like this



10. On the right-hand side is the list of attendees currently in the meeting and the meeting chat box
11. When the member of staff enters the meeting, they will manage the meeting and end the meeting when completed.
12. If you experience any difficulties in accessing the meeting, please reply to the calendar invite you received, and we will do our best to assist you.