Joining a Meeting

When hosts schedule Meeting Center meetings, they send an email invitation to invited attendees with the information on how to join and, if necessary, register for the meeting.

If you receive either an invitation or registration confirmation email, you can join the meeting from the email message. If you do not have an invitation or registration confirmation email, you can join the meeting from the Meeting Center site.

Meeting passwords are required for most meetings. Passwords are included in invitations and registration confirmations. If the meeting requires a higher security level, the host may relay the password to you by means other than email messages.

Join from an Email Message

If you received an invitation or registration confirmation email, you can join the meeting from the email message.

To join a meeting from an email message:

1. Open your invitation or registration confirmation email, and then click the link to join the meeting. The Meeting Information page appears.

   Note: If the meeting has not started, and attendees are not allowed to join before the host, the Join Meeting fields will be inactive.

2. Under Join Meeting Now, enter your name, email address and the meeting password. Your email address and meeting password may be automatically populated depending on meeting and site settings.

3. Click Join Now. You are connected to the meeting.

Join from a Meeting Center Site

To join a meeting from a Meeting Center site:

1. Open a web browser and navigate to the Meeting Center site. The URL will be in the form http://[OrganizationName].webex.com. If you do not know the URL for the Meeting Center site, contact the meeting host.

2. Locate the meeting on the Welcome page, or in the left navigation bar click Attend a Meeting > Browse Meetings to view the meetings listed on the site.

   Note: To join an unlisted meeting, in the left navigation bar, click Unlisted Meeting. Enter the meeting number, then click Join Now.

3. Click the Join link for the meeting you want to attend. The Meeting Information page appears.

4. Under Join Meeting Now, enter your name, email address and the meeting password.

   Note: Check your invitation or registration confirmation email for the password. Contact your host if you cannot find it.

5. Click Join Now. You are connected to the meeting.

To learn more about how to schedule, join, or conduct a meeting, or manage registration, visit:

http://university.webex.com

or

http://howdoi.webex.com