



Joining a Meeting

You can join a meeting by selecting the meeting URL, which the host sends you via an invitation email message or an instant message.

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Joining a Meeting From an Email

Procedure

- Step 1** Open your email invitation, then select the link.
The meeting details page appears for the meeting you are joining.
- Note** If you are joining a meeting that is part of a recurring series, the meeting details page may reflect the incorrect date. This is a known issue and will not impact your ability to join your current meeting from this page.
- Step 2** If requested, enter the required information. Details you may need to enter include the following:
- **Your name:** Enter the name you want attendees to use to identify you during the meeting.
 - **Email address:** Enter your email address in this format: name@your_company. For example, msmith@company.com.
 - **Meeting password:** Enter the meeting password. The meeting host may have included the password in the email invitation or, for security reasons, provided it to you in another way.
- Step 3** Select **Join**.
- If you are already signed in or do not have an account on this WebEx site, wait for the meeting client to launch.
 - If you are not signed in but you do have an account on this WebEx site, the system will redirect you to a sign-in page where you can enter your user credentials before joining your meeting.

Note If your site is configured for single sign-on (SSO), the sign-in page will be on your company's SSO site. If your site is not configured for SSO, you will sign in through the WebEx sign in page.

What to Do Next

If you are using Chrome 32* and later or Firefox 27* and later, you may see a prompt to install a Cisco WebEx plug-in. Select **Download** and follow the instructions to install the required plug-in.

*The exact versions of Chrome and Firefox that are impacted by this policy have not been finalized as of the publishing of this document.



Note

After installing the plug-in, you may need to enable it.

- If you are using Chrome, select the plug-in icon that displays on the top right of your page, check the **Always allow plug-ins...** option and select **Done**.
- If you are using Firefox, select the plug-in icon that displays at the beginning of your URL (before https:) and select **Allow and Remember**.

If the meeting doesn't start automatically, refresh the page.

If you are not automatically prompted by the system, select **Audio Conference** to join the audio portion of your meeting.

Joining a Meeting From the Meetings Page

Procedure

Step 1 Sign in to your WebEx site.
The **Meetings** page appears.

Note If you are having sign in issues, make sure that cookies are enabled in your browser. You cannot sign in to Cisco WebEx if cookies are disabled.

Step 2 Locate your meeting in the Today list.
If your meeting is not visible, select the **All Meetings** tab and enter your search parameters to locate it.

Step 3 Select **Join**.

What to Do Next

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If the meeting doesn't start automatically, refresh the page.

If you are not automatically prompted by the system, select **Audio Conference** to join the audio portion of your meeting.

Joining By Meeting Number

You can join a meeting by using the meeting number whether you are signed in to Cisco WebEx or not.

Procedure

Complete one of the following:

If	Do This
You are already signed in to your WebEx site	<ol style="list-style-type: none"> 1 Make sure that you are on the Meetings page by selecting the Meetings tab. 2 Select Join by Number. 3 Enter the meeting number. 4 Enter the meeting password, if requested. 5 Select Join.
You are not signed in to your WebEx site	<ol style="list-style-type: none"> 1 Open your web browser and navigate to your WebEx site. 2 Select the Join by Number link in the top right of the header. 3 Enter the requested information on the Join by Number page. 4 Select Join. <p>Tip You can also access the Join by Number page by entering your public WebEx site URL followed by /orion/join, for example, <code>https://<public site url>/orion/join</code></p>

If you are using Chrome 32* and later or Firefox 27* and later, you may see a prompt to install a Cisco WebEx plug-in. Select **Download** and follow the instructions to install the required plug-in.

*The exact versions of Chrome and Firefox that are impacted by this policy have not been finalized as of the publishing of this document.

Note After installing the plug-in, you may need to enable it.

- If you are using Chrome, select the plug-in icon that displays on the top right of your page, check the **Always allow plug-ins...** option and select **Done**.
- If you are using Firefox, select the plug-in icon that displays at the beginning of your URL (before https:) and select **Allow and Remember**.

If the meeting doesn't start automatically, refresh the page.

Troubleshooting Tips

If you cannot join the meeting by using the meeting number, do the following:

- Make sure that you are entering the correct meeting number.
- Make sure that it is the correct time to join the meeting.
- If your information is correct, search for the meeting on the Meetings page and try to join from the link.