

# Test document 10/6/2025

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## Introduction

This document describes how to enforce email entry for guests before they can join meetings on a specific Webex site.

## Prerequisites

### Requirements

- Full administrator access to Control Hub.

### Components Used

The information in this document does not require specific hardware or software.

The information in this document was created from the devices in a specific lab environment. All of the devices used in this document started with a cleared (default) configuration. If your network is live, ensure that you understand the potential impact of any command.

## Configuration

### Step 1. Sign in to Control Hub

- Navigate to [admin.webex.com](https://admin.webex.com) and sign in with an administrator account.

### Step 2. Select the Meetings Site

- From **Services**, select **Meeting**.

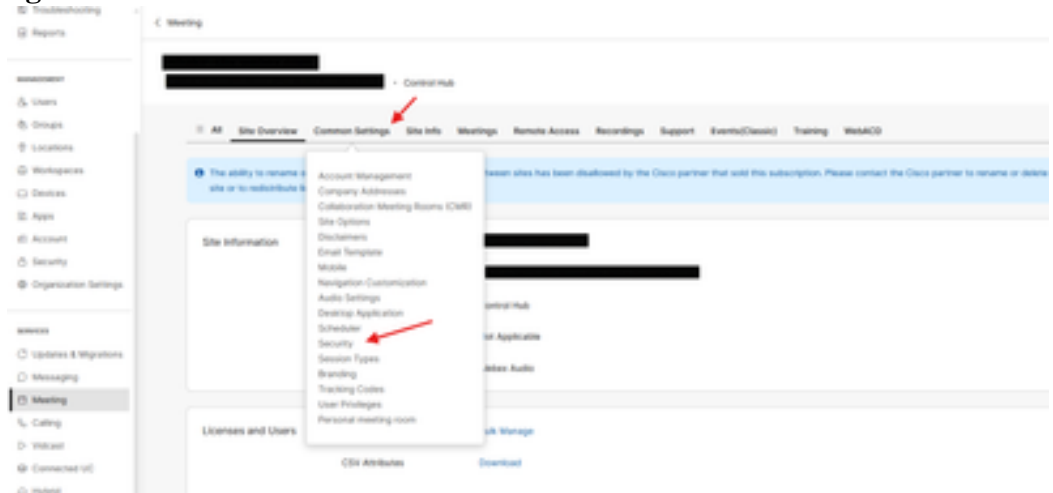


- Select the **Select the Meetings site** you want to enforce this rule to.

*Control Hub Site Selection*

### Step 3. Navigate to Security Settings

- Click **Common Settings** tab.

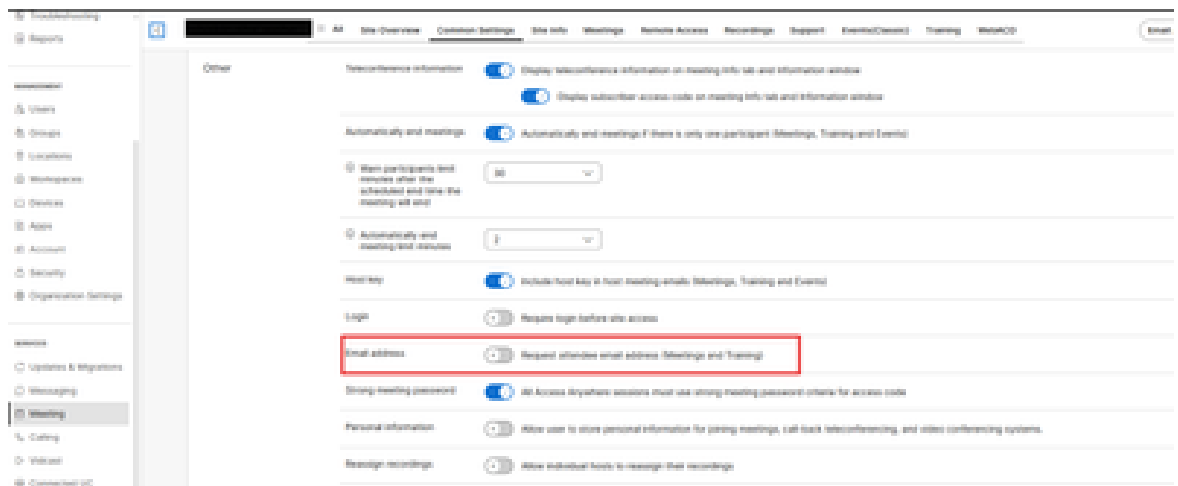


- Then, click **Security**.

*Control Hub - Common Settings*

### Step 4. Enable the Option To Require Email Address From Guests

- Scroll down to **Other** section.
- Enable the **Email Address** option.



- Click **Save**.

*Control Hub - Security Option*

### Step 5. Refresh Settings

- Ask the user to sign out of the Webex application (desktop, mobile, or web) and sign back in to implement the changes.

## Verification

- Schedule a test meeting on the selected site.
- Confirm by joining as a guest or checking the participant report for guest email enforcement.