Scheduling WebEx Meetings with Microsoft Outlook

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About WebEx Integration to Outlook

WebEx Integration to Outlook provides a convenient way for you to schedule or start online meetings using Microsoft Outlook. Using Integration to Outlook, you can perform these activities without the need to use your WebEx site—that is, the site where you normally schedule and join your online meetings.

WebEx Integration to Outlook is a WebEx Productivity Tool for Microsoft Outlook. If your administrator has configured it, you can choose to install Productivity Tools from the Downloads link on your WebEx site. Depending on system configuration, Productivity Tools can automatically update when new versions are available.
Once Productivity Tools are installed, WebEx integration options appear in Microsoft Outlook allowing you to quickly schedule an online meeting.

**Note** Before you use WebEx Integration to Outlook, ensure that:

- You have a user account on your WebEx site
- You are familiar with Microsoft Outlook
- You are using a supported version of Microsoft Outlook:
  - Microsoft Outlook 2007 SP2 and later
  - Microsoft Outlook 2010 (32-bit and 64-bit editions; all Service Packs)
  - Microsoft Outlook 2013

When scheduling a meeting, you can invite people using any of your Outlook address lists, including the Global Address List, Personal Address List, or Contacts folder. People whom you invite to a meeting do not need to use Integration to Outlook to join the meeting.

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**Scheduling a WebEx Meeting from Microsoft Outlook**

To schedule an online meeting using WebEx Integration to Outlook, open a new Meeting Request or Appointment window in Outlook, and then specify information and settings for the meeting.

**Before You Begin**

Be aware of the following:

- Integration to Outlook does not support all of the recurrence options that are available in Microsoft Outlook.
- In any meeting invitations that you send from Microsoft Outlook, the meeting's starting time appears in the time zone that is set on your computer, not in your WebEx account preferences.

On your WebEx site, all meeting times appear in the time zone that you set in your site preferences, regardless of the time zone that is set on your computer.

- Since you are scheduling the meeting from Microsoft Outlook, any users you invite as alternate hosts will receive two meeting notifications:
  - one inviting them as an invitee with the Join the Meeting link
  - one inviting them as an alternate host with the Start the Meeting link

Your invitees can use either link to enter the meeting. If you schedule the meeting from the web, users you invite as alternate hosts will receive just one email notification with a link to start the meeting.

**Procedure**

**Step 1** From your Microsoft Outlook client, open a new meeting request by doing one of the following:
Choose New > Meeting Request or New > Appointment.

Select Schedule Meeting from the WebEx menu.

A Meeting scheduling window appears with the Add WebEx Meeting ball in the WebEx menu.

Step 2 Enter your meeting details, such as the meeting subject and start and end times, and invite attendees. To specify a recurrence pattern for your meeting, click Recurrence, and then select recurrence options.

Step 3 Select Add WebEx Meeting from the WebEx menu. The WebEx Settings dialog box appears.

Note If the WebEx Settings dialog box does not appear, sign in to WebEx Assistant and select the Add WebEx Meetings icon again.

Step 4 (Optional) If you want to change the meeting type, select it in the Meeting Information section. Setup by your administrator, the meeting type determines the various conferencing features and options enabled for the meeting. For example, recording may or may not be available for a given meeting type.

Step 5 (Optional) If you want to include a password for your meeting, enter it in the Meeting Information section.

Step 6 (Optional) If you want to grant other users the permission to start your meeting on your behalf, select the Alternate Host tab and select them from the list. You must first add them to your list of attendees before selecting them.

Note If your organization relies on single sign-on (SSO) and your administrator changes the email address of your alternate host, you may get a message that the email address is not found. Until the new email address is propagated during the daily synchronization between Exchange, Outlook, and CWMS, you will not be able to designate an attendee with a modified email address as an alternate host or to schedule a meeting as a delegate.

Step 7 (Optional) On the Audio Conference tab select your audio conference type.

Note The audio options can be changed only by changing the meeting type. The available options are indicated by a green checkmark. Unavailable options are indicated with a red cross.

• WebEx Audio - This audio connection mode lets meeting hosts and participants join the online portion of the meeting using the link provided in the meeting email invitation message. Once connected to a meeting, users can either call in to the meeting or use the Call Me feature to receive a call at a number they have provided. This option requires a host to schedule a meeting with either the Meet Now feature or the scheduler.

• Personal Conferencing - This audio connection mode lets a meeting host quickly start the audio portion of a Cisco WebEx meeting at any time. The meeting host and participants simply dial the same call-in number, enter access codes, and the audio portion of the meeting begins. The system then sends an email to the meeting host with a link to the online portion of the meeting. If the host chooses to start the online meeting, participants can then use it to share information or collaborate on an idea. The meeting host is not required to schedule Personal Conferencing meetings in advance, and once generated, the access codes do not change.

Note You must have a Personal Conference account and a host PIN to use the Personal Conferencing option.

Step 8 Select OK to close the WebEx Settings dialog box. WebEx information displays in your Microsoft Outlook appointment form.

Step 9 Select Send to save your meeting information and send email invitations to invitees.
Starting a Scheduled Meeting from Microsoft Outlook

**Procedure**

**Step 1** In Microsoft Outlook, double-click the meeting entry from the Outlook calendar. The meeting notification appears.

**Step 2** Select the link to start your meeting.

**What to Do Next**

If you are using Chrome 32 and later or Firefox 27 and later, you might 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, it might be necessary 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 does not start automatically, refresh the page.
Recurrence Pattern Support in WebEx Integration to Outlook

**Note**

If you use WebEx Integration to Outlook to modify meeting settings for a recurring meeting, you must apply the changes to the entire series of the meeting. If you apply the changes to just a single occurrence of the meeting, the changes will show only in Outlook, not on your WebEx site.

Invitees attempting to join meetings tied to the changed single occurrence can incorrectly be notified that the meeting has not yet started unless the host of that meeting occurrence explicitly joins the meeting to start at the scheduled time.

There is a known issue whereby the system skips recurring meeting instances that were not attended. For details, see [Meeting Details Page Displays Incorrect Information](#).

The following table shows how Outlook recurrence patterns are handled in WebEx:

<table>
<thead>
<tr>
<th><strong>Type</strong></th>
<th><strong>Outlook Option</strong></th>
<th><strong>Converted to WebEx Meeting Option</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily</td>
<td>Every [x] days</td>
<td>Every [x] days</td>
</tr>
<tr>
<td></td>
<td>Every weekday</td>
<td>Every weekday</td>
</tr>
<tr>
<td>Weekly</td>
<td>Every [x] weeks on: [Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday]</td>
<td>Every [x] weeks on: [Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday]</td>
</tr>
<tr>
<td>Monthly</td>
<td>Day [x] of every [y] months</td>
<td>Day [x] of every [y] months</td>
</tr>
<tr>
<td></td>
<td>The [first, second, third, fourth, last] day of every month</td>
<td>Day [1,2,3,4,31] of every month</td>
</tr>
<tr>
<td></td>
<td>The [first, second, third, fourth, last] weekday or weekend day</td>
<td>Not supported</td>
</tr>
<tr>
<td></td>
<td>The [first, second, third, fourth, last] Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday of every [x] months</td>
<td>The [first, second, third, fourth, last] Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday of every [x] months</td>
</tr>
<tr>
<td>Yearly</td>
<td>Every [January....December] [1,...,31]</td>
<td>Not supported</td>
</tr>
<tr>
<td></td>
<td>[first, second,third, fourth, last] [day,weekday,weekend day] of [January....December]</td>
<td>Not supported</td>
</tr>
</tbody>
</table>
About Delegates

WebEx Integration to Outlook supports the concept of having one user, a delegate, complete scheduling activities on behalf of another user. These activities can include scheduling, editing, canceling, and starting meetings. For example, if you must host WebEx meetings on a regular basis, you can give your assistant permission to complete these activities for you by assigning this person as your delegate.

Things to Know Before Assigning a Delegate

- If you do not see the option to assign a delegate on your WebEx site, enable the Scheduling Permission option on your My Account page.
- Your delegate must also have an active WebEx host account on your WebEx site.
- The email addresses for both your and the delegates’ accounts on your WebEx site must match those in Microsoft Outlook.
- Meetings that your delegate schedules appear in your calendar. If you want to edit them, you must have WebEx Integration to Outlook installed on your computer.
- You can remove scheduling permission from your delegate at any time.
- The Scheduling Permission option applies only to WebEx Audio meetings. Another user cannot schedule Personal Conference meetings on your behalf.

Things to Know If You Are Assigned to Be a Delegate

Before you schedule a meeting for another host, ensure that:

- You have a WebEx host account. To obtain a WebEx host account, contact your administrator.
- The WebEx Integration to Outlook add-in is installed.
- The actual host does the following:
  - Gives you scheduling permission on the WebEx site.
  - Selects you as a delegate in Microsoft Outlook and shares his or her calendar with you.

<table>
<thead>
<tr>
<th>Type</th>
<th>Outlook Option</th>
<th>Converted to WebEx Meeting Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>End date</td>
<td>No end date</td>
<td>No end date</td>
</tr>
<tr>
<td>End after [x] occurrences</td>
<td>End after [x] occurrences. This will convert to end by date on the page.</td>
<td></td>
</tr>
<tr>
<td>End by [date input]</td>
<td>End by [date input]</td>
<td></td>
</tr>
</tbody>
</table>
After scheduling a meeting on behalf of another host, you can also start the meeting for that host, if necessary.

At any time, the actual host can remove scheduling permission from you.

Related Topics
Assigning a Delegate on the WebEx Site, on page 7
Assigning a Delegate in Microsoft Outlook, on page 8
Scheduling a Meeting or an Appointment for Another Host, on page 8
Starting a Meeting for Another Host, on page 9

Assigning a Delegate on the WebEx Site
The following task describes how to grant scheduling permissions to your delegate on the WebEx site.

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 Select My Account in the top right.
The My Account page appears.

Step 3 Scroll down to the Session Options section.

Step 4 For Scheduling Permission, enter the email addresses of users you are assigning as a delegate.

Note Users must have host privileges in Cisco WebEx before you can assign them as delegates.

Step 5 Click Update.

What to Do Next
In Microsoft Outlook, select the delegate and share your calendar with him or her.

Related Topics
Assigning a Delegate in Microsoft Outlook, on page 8
About Delegates, on page 6
Assigning a Delegate in Microsoft Outlook

The following task describes how to share your Microsoft Outlook calendar with your delegate. These steps assume that you are using Microsoft Outlook 2010. Since the exact steps for this task may vary based on your version of Outlook, refer to your Outlook Help documentation for details.

Before You Begin

• Make sure that you have granted scheduling permission to your delegate from your WebEx My Account page.
• Ensure that the calendar you share does not reside in your personal folder in Microsoft Outlook. Your delegate can access your calendar only if it resides in a public folder.
• The name of the delegate you want to assign must be in the Global Address List in your Microsoft Outlook.

Procedure

Step 1 From Microsoft Outlook, select File > Account Settings > Delegate Access. The Delegates window appears.
Step 2 Select Add. The Add Users window appears.
Step 3 Select the delegate's name, then click Add.
Step 4 Click OK. The Delegate Permissions dialog box appears.
Step 5 For Calendar, select Editor then click OK.
Step 6 Select OK to close the Options dialog box.

Related Topics

Assigning a Delegate on the WebEx Site, on page 7
About Delegates, on page 6

Scheduling a Meeting or an Appointment for Another Host

Before You Begin

This task assumes the following:

• You are a delegate of the host on whose behalf you are scheduling.
• The other host has shared his or her calendar with you.
• You are scheduling a WebEx Audio meeting on behalf of your host.
Procedure

**Step 1** Open the other host's calendar in Microsoft Outlook by doing the following:

a) Select File > Open > Other User's Folder. The Open Other User's Folder dialog box appears.

b) Type the name of the actual host or click Name to select his or her name.

c) For Folder type, select Calendar, then click OK. The shared calendar appears.

**Note** There are multiple ways of opening another user's calendar depending on how you customize your views in Microsoft Outlook. For details, see the Microsoft Outlook Help.

**Step 2** If you are viewing multiple calendars side by side, ensure that you select the actual host's calendar by clicking it once.

**Step 3** Open a new meeting request in Outlook, and then specify information and settings for the meeting.

Related Topics

- Scheduling a WebEx Meeting from Microsoft Outlook, on page 2
- About Delegates, on page 6

**Starting a Meeting for Another Host**

Once you schedule a meeting for another host, the other host receives a confirmation email message in his or her Microsoft Outlook. Complete this task to start the meeting from the other host's calendar.

**Before You Begin**

This task assumes that you have access to the other host's Microsoft Outlook calendar.

**Procedure**

**Step 1** Open the other host's calendar in Microsoft Outlook by doing the following:

a) In Microsoft Outlook, select File > Open > Other User's Folder. The Open Other User's Folder dialog box appears.

b) Type the name of the other host or click Name to select his or her name.

c) For Folder type, select Calendar, then click OK. The shared calendar appears.

**Note** There are multiple ways of opening another user's calendar depending on how you customize your views in Microsoft Outlook. For details, see the Microsoft Outlook Help.

**Step 2** Double-click the meeting item in the other host's calendar. The confirmation email message appears.
What to Do Next

To start the meeting, follow the instructions in the email message and ensure that you sign in to your own WebEx host account on the WebEx site.

If you are using Chrome 32 and later or Firefox 27 and later, you might 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, it might be necessary 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 does not start automatically, refresh the page.

Editing a Scheduled Meeting

Once you schedule a meeting using WebEx Integration to Outlook, you can use Outlook to edit it at any time. For example, you can change its starting time, specify a new password, or choose an alternate host. Once you edit a scheduled meeting, Integration to Outlook sends an updated meeting invitation to any invitees and also updates the meeting information on your WebEx site.

If you edit a recurring meeting, the following limitations apply:

- If you update a single occurrence of a meeting series, you can not select **Add WebEx Meeting**. We recommend that you schedule a new meeting or change the entire recurring meeting series so that you can select **Add WebEx Meeting**.

- If you reschedule or cancel a single occurrence of a recurring WebEx meeting using Microsoft Outlook, the changes show only in Outlook, not on your WebEx site. For example, if you change the starting time of a single occurrence of a recurring WebEx meeting in Outlook, attendees can still join the meeting at the old starting time. Therefore, if you want to modify a recurring meeting using Outlook, we recommend that you apply the changes to the entire series of the meeting.

- When you edit a single occurrence of the meeting series by changing the meeting topic, list of attendees, or location, then edit the meeting content in the entire recurring meeting series, any changes made to the series are not reflected in the meetings that were edited separately.

- If you schedule a WebEx meeting from Microsoft Outlook and the meeting time passes. Then you drag one instance of the series to a time in the past and update it to reflect a time in the future, the WebEx component of the meeting remains the same. It cannot be updated to reflect a future time.

- If you edit a single occurrence of a meeting series, this occurrence is assigned a new meeting ID from the server. It is important that you send an updated meeting notification, with the new meeting ID and link, to all your invitees.
Before You Begin

- If you edit a WebEx meeting from the WebEx site, your changes won't show in Microsoft Outlook. Make sure that you use the same scheduling interface for both scheduling and editing WebEx meetings.

- If you reschedule or cancel a single occurrence of a recurring WebEx meeting using Microsoft Outlook, the changes show only in Outlook, not on your WebEx site. For example, if you change the starting time of a single occurrence of a recurring WebEx meeting in Outlook, attendees can still join the meeting at the old starting time. Therefore, if you want to modify a recurring meeting using Outlook, we recommend that you apply the changes to the entire series of the meeting.

Procedure

**Step 1**
On your Microsoft Outlook calendar, open the item for the scheduled meeting.

**Step 2**
Edit the meeting information or change options on either the toolbar or on the Appointment tab. For example:

- To change the WebEx meeting settings, select **Change Settings**.
- To remove the WebEx meeting settings previously set, select **Cancel WebEx Meeting**.
- To add or change a recurrence pattern, select **Recurrence**.
- To edit the text in the meeting invitation email message, do it on the Appointment tab.

**Step 3**
Do one of the following, as appropriate:

- To send the updated meeting invitation to invited attendees and save the updated meeting in your Outlook calendar, select **Send Update**.
- To save the updated meeting to your Outlook calendar, select **Save and Close**.

Your meeting is updated in both your Microsoft Outlook calendar and the WebEx site.

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Canceling a Meeting in Microsoft Outlook

**Procedure**

**Step 1**
Open the meeting item in Microsoft Outlook.

**Step 2**
Select **Delete**.

**Step 3**
Choose whether to notify invitees or not, and then click **OK**.

**Step 4**
Click **OK** in the confirmation box.
The meeting is removed from your Outlook calendar and your WebEx site. A message appears confirming that your meeting was removed from the site.
Before You Join a Meeting

This section describes some of the things you might experience when you join a meeting.

The size of your system determines the maximum number of people who can join a meeting. When number of meeting participants reaches the maximum size, users who try to start new meetings or join meetings see an error message and the system prevents them from starting or joining a meeting. Users who dial into the meeting hear an audio prompt indicating that he or she cannot start or join a meeting because the system has reached the maximum participant capacity.

For any meeting, only half of the maximum number of participants can use video. Video is defined as sending or receiving, meaning users are using their WebEx webcam video or the video file share option which allows them to share a video.

If your WebEx site uses self-signed certificates instead of certificates from a well-known Certificate Authority, after your data center is joined to another data center users must install a certificate for each data center in the Trusted Root Certification Authorities store before they start or join a meeting.

If you are using Chrome 32 and later or Firefox 27\(^1\) and later, you might see a prompt to install a Cisco WebEx plug-in. Select Download and follow the instructions to install the required plug-in.

Note

After installing the plug-in, it might be necessary 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 does not start automatically, refresh the page.

If you are using the Chrome 38 browser and later to start a WebEx meeting or play a WebEx recording, you might be required to complete the following one-time installation to add the Cisco WebEx extension to your Chrome browser:

1. Select Add WebEx to Chrome.
2. Select Free on the Cisco WebEx Extension dialog.
3. Select Add to add the Cisco WebEx extension to your Chrome browser.
4. Open the Cisco_WebEx_Add-on.exe file and select Run.
5. The page refreshes when the installation has finished. If the meeting does not start automatically, refresh the page.

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\(^1\) The exact versions of Chrome and Firefox that are impacted by this policy have not been finalized as of the publishing of this document.
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 might 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.

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2 The exact versions of Chrome and Firefox that are impacted by this policy have not been finalized as of the publishing of this document.
After installing the plug-in, it might be necessary 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 does not start automatically, refresh the page.

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1. Select *Add WebEx to Chrome*.
2. Select *Free* on the Cisco WebEx Extension dialog.
3. Select *Add* to add the Cisco WebEx extension to your Chrome browser.
4. Open the Cisco_WebEx_Add-on.exe file and select *Run*.
5. The page refreshes when the installation has finished. If the meeting does not 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**

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

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

After installing the plug-in, it might be necessary 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 does not 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:

<table>
<thead>
<tr>
<th>If You are already signed in to your WebEx site</th>
<th>Do This</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 Make sure that you are on the Meetings page by selecting the <strong>Meetings</strong> tab.</td>
</tr>
<tr>
<td></td>
<td>2 Select <strong>Join by Number</strong>.</td>
</tr>
<tr>
<td></td>
<td>3 Enter the meeting number.</td>
</tr>
<tr>
<td></td>
<td>4 Enter the meeting password, if requested.</td>
</tr>
<tr>
<td></td>
<td>5 Select <strong>Join</strong>.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If You are not signed in to your WebEx site</th>
<th>Do This</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 Open your web browser and navigate to your WebEx site.</td>
</tr>
<tr>
<td></td>
<td>2 Select the <strong>Join by Number</strong> link in the top right of the header.</td>
</tr>
<tr>
<td></td>
<td>3 Enter the requested information on the Join by Number page.</td>
</tr>
<tr>
<td></td>
<td>4 Select <strong>Join</strong>.</td>
</tr>
</tbody>
</table>

**Tip**

You can also access the Join by Number page by entering your public WebEx site URL followed by /orion/join, for example, https://<public site url>/orion/join.
If you are using Chrome 32 and later or Firefox 27 and later, you might 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, it might be necessary 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 does not 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.