



Join a Meeting

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Before You Join a Meeting

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

When a meeting host schedules a meeting or starts an instant meeting by using the **Meet Now** option, the host and all invitees receive an email invitation with the meetings details. When it's time to join a meeting, invitees select the meeting URL in the email invitation or in an instant message.

The size of your system determines the maximum number of simultaneous users. If the number of users reaches the maximum, you cannot join or start a meeting. If you dial in to a meeting, an audio message plays to inform you that the system is at maximum capacity.

For any meeting, only half of the maximum number of participants can use video. Video is defined as sending or receiving, by using your Webex webcam video or the video file share option.

If you see a prompt to install a Cisco Webex plug-in. Select **Download** and follow the instructions to install the required plug-in. After installing the plug-in, some browsers require that you enable it. For more information about how to enable plug-ins, see the documentation for your browser.

If the meeting does not start automatically, refresh the page.

If you use the Chrome browser to start a Webex meeting or to play a Webex recording, you might need to add the Cisco Webex extension to your Chrome browser. This is a one-time installation.

Join 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.

Step 2 If requested, enter the required information.

Details that 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 application 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 is the company SSO site. If your site is not configured for SSO, sign in through the Webex sign in page.

What to do next

When the meeting window opens, the **Audio and Video Connection** dialog appears for you to select how you want to connect.

Join from the Meetings List in Modern View

Procedure

	Command or Action	Purpose
Step 1	Sign in to your Webex site.	
Step 2	Locate your meeting in the Upcoming Meetings tile.	You can also click the Meetings link to see your meetings list.
Step 3	Select Join next to the meeting title.	

Join from the Meetings Page in Classic View

Procedure

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- Step 1** Sign in to your Webex site, and then click **Classic View**.
- Note** If you have sign-in issues, ensure 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**.
When the meeting window opens, the **Audio and Video Connection** dialog appears and you can select how you want to connect.
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Join a Meeting Using the Meeting Number

You can join a meeting using the meeting number, even when you are not signed in to Cisco Webex.

Procedure

Complete the steps that correspond to your scenario, as described in the **If** column:

If	Do This
You are already signed in to your Webex site in Modern View	<ol style="list-style-type: none"> In the search bar, enter the meeting number and select the green Join arrow. Enter the meeting password, if requested. Select Join Meeting.
You are already signed in to your Webex site in Classic View	<ol style="list-style-type: none"> Ensure that you are on the Meetings page by selecting the Meetings tab. Select Join by Number. Enter the meeting number. Enter the meeting password, if requested. Select Join.

If	Do This
You are not signed in to your Webex site in Modern View	<p>a. Open your web browser and navigate to your Webex site.</p> <p>b. In the Join a Meeting field, enter the meeting number or Personal Room ID, and then select Join.</p>
You are not signed in to your Webex site in Classic View	<p>a. Open your web browser and navigate to your Webex site.</p> <p>b. Select Join by Number.</p> <p>c. On the Join by Number page, enter the requested information.</p> <p>d. Select Join.</p> <p>Tip You can also access the Join by Number page by entering your public Webex site URL followed by <code>/orion/join</code>.</p> <p>Example: <code>https://<public site url>/orion/join</code></p>

Troubleshooting Tips

If you cannot join the meeting using the meeting number, try the following steps:

- Ensure that you are entering the correct meeting number.
- Ensure 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.

Join a Personal Room Meeting in Modern View

You can join a meeting in someone's Personal Room from the Webex site in Modern View.

Procedure

- Step 1** In the search bar, enter the host's Personal Room ID and then select **Join** arrow. As you type, the search feature presents possible matches.
- Step 2** Select the corresponding **Join** button.

Tip If the host has not joined the meeting or if the meeting is locked, you must wait in the lobby until the host arrives. You can select **Notify Host** to send an email to the host to let them know you are waiting.
