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.

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.

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.

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 may 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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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.

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	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	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**. 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 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.