

Join a Meeting from an Email -

https://www.cisco.com/c/en/us/td/docs/collaboration/CWMS/3_0/User_Guide/b_cwms-user-guide-3-0/b_cwms-user-guide-3-0_chapter_011.html

You can join a meeting directly by selecting the meeting URL in your email invitation if

- the meeting has started or you are joining within 15 minutes before the scheduled starting time; and
- you are already signed in to the WebEx site or selected **Remember me** the last time you signed in.

If that does not describe your situation, review the following procedure to learn more.

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.

Note If the email address you enter matches that in a user account on the site, you may also be asked to enter the password for the account.

If your password is not recognized, click on the Login window "Forgot Password" link. WebEx will guide you through the Activate Account process and return you to the Meeting Join page.

Step 3 Join the meeting.

The Cisco Webex Meetings page appears.

Step 4 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.

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What to do next

If you use Chrome 32 and later or Firefox 27² 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 affected by this policy were not finalized as of the publishing of this document.



Note After installing the plug-in, some browsers require that you enable it.

- If you use Chrome, click the plug-in icon that appears on the top right of your page. Select the **Always allow plug-ins...** option and then click **Done**.
- If you use Firefox, click the plug-in icon that appears at the beginning of your URL (before https:) and then click **Allow and Remember**.

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 Chrome. This is a one-time installation.

If you don't receive a prompt from the system, select **Audio Conference** to join the audio portion of your meeting.