Join a Meeting

When hosts schedule Meeting Center meetings, they send an email invitation to invited attendees with the information on how to join.

If you receive an invitation, you can join the meeting from the email message. As an alternative, meetings can be joined from the One-Click panel or taskbar. Refer to the job aid titled "WebEx One-Click Quick Reference" for instructions on using One-Click.

Meeting passwords are required for most meetings. Passwords are included in the email invitation.

Join via Email Invitation

1. Open the invitation email message or the Calendar entry and then click the link to join the meeting.

   - To join the online meeting (Now from mobile devices):
     2. If requested, enter your name and email address.
     3. If a password is required, enter the meeting password: zappy
     4. Click "Join".
     5. Follow the instructions that appear on your screen.

2. The Meeting Information page appears.

   NOTE: If the meeting has not started, and attendees are not allowed to join before the host, the Join button will be inactive.

3. Enter your name, email address and the meeting password. Your email address and meeting password may automatically be populated depending on the meeting settings.

4. Click Join.

5. You are connected to the meeting.

Join From WebEx

1. Login to WebEx at: http://uakron.webex.com
2. Click Attend a Meeting on the left navigation bar
3. Enter the meeting number (from the email message and the Calendar entry) and then click the Join Now button.
4. Enter your name, email address, and the meeting password.