

Webex How to Join an Event from an Email Invite

Summary

This tutorial will guide you in joining a meeting using an email Webex Event invitation. This process will only take a few steps.

Steps

1. Open your email and locate the **Webex Event invitation**. Below is an example of what the Webex invitation will look like. To join the event, click the green **Join event** button at the bottom of the email.

You're a panelist for this Webex event. When it's time, join the Webex event here.

Host:

Event number (access code):

Event password: Example

Panelist password: The Event has no Panelist Password

Thursday, September 17, 2020 10:00 am, Pacific Daylight Time (San Francisco, GMT-07:00)

Join event

If you experience a problem joining the event as a panelist, you can join as an attendee.

Join as an attendee:

Join the audio conference only

+1-408-418-9388 United States Toll

1-844-992-4726 United States Toll Free

2. A new window will appear with information about the current meeting. Your browser may ask you to add the **Webex extension** as this is a web browser based application. You will also see an information section for you to fill out so that you may successfully register for the event under, "Join Event Now as Panelist".

NOTE: It is imperative that you input the CORRECT information and spelling of your email address as it appears on the invite.

Event Information: Test Event

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Event status: ● Started
Date and time: Thursday, September 17, 2020 10:00 am
Pacific Daylight Time (San Francisco, GMT-07:00)
[Change time zone](#)
Duration: 6 hours
Description:

Join Event Now as Panelist

To join this event as a panelist, provide the following information.

First name:
Last name:
Email address:

Submit

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and

3. Once you have submitted your registration information you will be presented with additional **Event material** which will be downloadable. Two test documents are provided as an example below. Once the event has been started by the host the join button to the right on this very same page will turn blue. Click the blue **Join** button.

Event Information: Test Event document upload

Event status: Not started
Date and time: Tuesday, July 21, 2020 11:15 am
Pacific Daylight Time (San Francisco, GMT-07:00)
[Change time zone](#)
Duration: 6 hours
Description:
Event material: [Test PDF Doc.pdf](#) (98.9 KB)
[Test Word Doc.docx](#) (11.5 KB)

By joining this event, you are accepting the Cisco Webex [Terms of Service](#) and [Privacy Statement](#).

4. A new window will appear allowing you to test your audio/video equipment prior to joining the event room. Click **Join Meeting** to continue to the meeting room.

Test

12:40 PM - 1:40 PM



Join Meeting

Use video system

Use computer for audio

Remote Audio