



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. We have blacked out information in this image for security purposes. To join the event, click the green **Join event** button at the bottom of the email.

Wed 7/22/2020 10:41 AM
Laugenour, Debbie
Required DS - Code Enforcement Hearing: [REDACTED]
Accepted on 7/21/2020 8:29 AM.

When Tuesday, August 18, 2020 10:00 AM-12:00 PM | Location WEBEX

10 AM [REDACTED]
WEBEX
Laugenour, Debbie

11

12 PM

CASE NO: [REDACTED]
APN: [REDACTED]
SITE ADDRESS: [REDACTED]
OWNER: [REDACTED]
WITNESSES: [REDACTED]
CEO: [REDACTED]
HEARING OFFICER: [REDACTED]

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

Host: Butte County (dsevents@buttecounty.net)
Event number (access code): [REDACTED]
Event password: Hearing
Panelist password: The Event has no Panelist Password

Tuesday, August 18, 2020 10:00 am, Pacific Daylight Time (San Francisco, GMT-07:00)

[Join event](#)

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.

NOTE: It is imperative that you input the CORRECT information and spelling of your first and last name and email address.

Event Information: MOCK - Nuisance Abatement Hearing

Event status: Not started
Date and time: Tuesday, July 21, 2020 1:00 pm
Pacific Daylight Time (San Francisco, GMT-07:00)
[Change time zone](#)
Duration: 6 hours
Description:

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

Join Event Now as Panelist

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

First name:
Last name:
Email address:

Submit

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](#).

Join Event Now as Panelist

Join

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

Test

12:40 PM - 1:40 PM



Join Meeting

🖥️ Use video system

🔊 Use computer for audio ▾

🔊 Remote Audio