

Register for a webex meeting

If a meeting host invites you to a meeting, you receive an invitation email message that includes information about the meeting, instructions for joining the voice conference, and **a link that you can click to join the meeting**.

This example of a meeting invitation shows the level of detail included:



Hello Ellen Dunlap,

You scheduled the following Web seminar using WebEx.

Topic: Tester of Board Mtg 10/11/11

Date and Time:

October 11, 2011 11:30 am, Eastern Daylight Time (New York, GMT-04:00)

Event number: 646 108 251

Event password: pennvest

Panelist password: The Event has no Panelist Password

Host key: 280964 (Use this to reclaim host privileges.)

Event address for attendees: <https://copa.webex.com/copa/onstage/g.php?d=646108251&t=a>

Event address for panelists: <https://copa.webex.com/copa/onstage/g.php?d=646108251&t=p>

Select the Register button.

PA pennsylvania

Event Information: Tester of Board Mtg 10/11/11

Registration is required to join this event. If you have not registered, please do so now.

English : New York Time

Event status: Not started **Register**

Date and time: Tuesday, October 11, 2011 11:30 am
Eastern Daylight Time (New York, GMT-04:00)
[Change time zone](#)

Duration: 1 hour

Description:

Join Event Now

If you have registered for this event, provide the following information to join now. If you have not, click Register.

Registration ID:

Event password:

Join Now

Please see your registration confirmation for the registration ID and event password. If you lost your registration ID, [click here](#) to have it sent to you again.

Register

OR you can also join a meeting directly from your Meeting Center Web site.

1. Go to the Meeting Center Web site at <https://copa.webex.com>
2. Select the Event Center from the top navigation.
3. Select the Register button to the right of the Event title.
4. Fill out the form ensuring you provide information in the required fields. (Sample on next page of registration form.)
5. Select the **Submit** button when information has been completed.

SAMPLE REGISTRATION FORM

Complete required fields and then select the **Submit** button.



Please complete this form to register for the event. An asterisk (*) indicates required information. [English](#) : [New York Times](#)

Please answer the following questions.

* First name:	<input type="text" value="Ellen"/>	* Last name:	<input type="text" value="Dunlap"/>
* Email address:	<input type="text" value="Snickers32d@yahoo.com"/>	Phone number:	<input type="text" value="1"/> <input type="text" value=""/>
* Confirm email address:	<input type="text" value="Snickers32d@yahoo.com"/>	Title:	<input type="text" value=""/>
Company:	<input type="text" value="Yahoo"/>	State/province:	<input type="text" value="pa"/>
Address 1:	<input type="text" value="Blake Street"/>		
Address 2:	<input type="text" value=""/>		
City:	<input type="text" value="harrisburg"/>		
ZIP/postal code:	<input type="text" value="17120"/>		
Country/region:	<input type="text" value="United States of America"/>		
Number of employees:	<input type="text" value="1-99"/>		

Would you like to receive information about future seminars?
 Yes No

[\(Clear my information\)](#)

A confirmation message will display after the data has been submitted.



Registration Confirmed

Thank you for registering.

You are now registered for the event: **Tester of Board Mtg 10/11/11**

You will receive a confirmation email message that contains the event password and instructions for joining the event.

The event has started. You can join it now.

Invite a Friend

To invite a friend to this event, enter your friend's email address.

REGISTERING DAY OF = Select the Join Now button to be directed to the meeting.

PRE-REGISTRATION = An email reminder will be sent to you ahead of the meeting time. There will be a direct link to the meeting in the email.