Introduction

Once you have scheduled your meeting, you must start the meeting. Your attendees will not be able to enter the meeting until you start it. This self-help document will take you through the steps required to start your WebEx meeting.

Starting a Meeting From WebEx

1. In your web browser, navigate to towson.webex.com.
2. Click the Log In button in the top-right corner of the screen.
3. Type your Username (NetID) and Password in the designated fields and then click the Log In button.
4. Click the Meeting Center tab.
5. In the left-side navigation menu beneath Host a Meeting, click the My Meetings link.
6. In the My WebEx Meetings screen, use the Daily, Weekly, Monthly or All Meetings tabs to navigate to the specific meeting you wish to start.
7. Click the **Start** button for the meeting you wish to begin.

![Image of WebEx Meeting page](image)

**Figure 5**

8. Your WebEx meeting will begin.

### Starting a Meeting From Your Outlook Calendar

1. Open **Microsoft Outlook**.
2. Switch to the **Calendar** view and double-click on your scheduled WebEx meeting. The **Meeting Details** window will open.
3. Click the link beneath **JOIN WEBEX MEETING**. If you are already signed into WebEx, your meeting will start.

![Image of Outlook Calendar with WebEx Meeting](image)

**Figure 6**

4. If you are not already signed into WebEx, your browser will open.
5. In the browser window, click the **start your meeting** link.

![Budget Review](image)

Figure 7

6. Type your **Username** (NetID) and **Password** in the appropriate fields and then click the **Login** button.

![Towson University Authenticated Login](image)

Figure 8

7. Your WebEx meeting will start.

### Starting a Meeting from Your Email

1. Find and open the WebEx meeting invitation in your inbox.

2. Click the link beneath **To start or join the online meeting**. If you are already signed into WebEx, your meeting will start.

   ![To start or join the online meeting](image)

Figure 9
WebEx: Starting a Meeting

3. If you are not signed into WebEx, a browser window will open.

4. In the browser window, click the **start your meeting** link.

![Budget Review](image1)

**Figure 10**

5. Type your **Username** (NetID) and **Password** in the appropriate fields and then click the **Login** button.

![Towson University Authenticated Login](image2)

**Figure 11**

6. Your WebEx meeting will start.