Webex Meetings
Windows/MAC

1. Select the “Webex” button to launch the Webex Portal.

2. Select, “Sign In”.

3. Type in your username in the format username@browardhealth.org. (This is typically the same as your Broward Health email address.

4. Type in your password and select the “Sign In” button.
How to Schedule a meeting:

From the Personal Room section of your dashboard, you can start or schedule a meeting.

Selecting **Start a Meeting** will start a meeting in your Personal Room right now. Choose how you want to access the meeting by mousing over the dropdown arrow and selecting **Use desktop app** or **Use web app**.

Select **Schedule** to go to the scheduling page and enter your meeting and attendee information. Then, select the date, time, and duration of your meeting.

At the bottom of the page, select **Start** to start your meeting right away or **Schedule** to schedule your meeting for later. For more information, see **Schedule a Cisco Webex Meeting in Modern View**.
How to Join a meeting:

From the Search for meetings and recordings textbox, you can enter the number or Personal Room ID for the meeting, event, training session or room that you want to join. After you enter the meeting, event, or training session number or Personal Room ID in the textbox, you can select the Join button.

You can find the host's Personal Room host ID in the Personal Room link. For example, if the Personal Room link is company.webex.com/meet/jparker, the Personal Room ID is jparker.

You can find the 9-digit meeting number in your email invitation.

In the Recent Personal Rooms list, you can select one of the profile pictures to enter a room you've recently joined.

You can also customize your Recent Personal Rooms list by pinning the most important Personal Rooms to your list. To pin a Personal Room, place your mouse over the profile picture that you want to pin in place, and select the pin icon that appears over the profile picture. The pin icon changes to solid orange after clicking it.

If you're joining a meeting that you weren't invited to but have the meeting information for, you'll need to enter the meeting password before you can join.

After joining the meeting, the meeting details should open in the Meetings page of your Webex site. For additional ways to join a meeting, see Join a Cisco Webex Meeting.

For instructions and videos on using the Webex Site, access https://help.webex.com/en-us/n0s3esu/Use-Your-Cisco-Webex-Site-in-Modern-View

If you need assistance, please call our Service Center at (954) 847-HELP (4357)