How to Enter a Meeting Room

Participants can enter the meeting room as a **Registered User** or a **Guest**.

**To Enter a Meeting Room as a Registered User:**

- Visit the Meeting room link supplied by the host.
- Once you open the link, you will see this page. If you are affiliated with JHU, click the **Login in using JH Enterprise Authentication link** to enter the meeting as a **Registered User**.

- The following link prompts you to enter your **JHED** and **Password**.
- Click **Login**.

- After you have logged in, an informational screen will appear.
- If you accept the meeting conditions, click **OK** to enter the meeting room.

**How to Enter a Meeting Room as a Guest:**

You can only enter a room as a guest if the host has allowed guests.

- Click on the **meeting room link**.
- The Host, (or the professor in most cases), should have provided you with this link.
- To enter as a guest, enter your name in the **Type your name** box and click **Enter Room**.

Enter a name that is easy enough for the Host to identify you.

- After you clicked **Enter Room**, an informational screen will appear.
- If you accept the meeting conditions, click **OK** to continue.

- At this point, one of two things will happen to the guest trying to enter the room:
  - **If the meeting is private**, the Host will receive the guest request and will either accept or deny the request.
  - If the request is denied, you will receive a notification. If the request is accepted, you will then enter the meeting room.