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.