

Resource Library


# WEBEX SESSION PASSWORDS & INFO

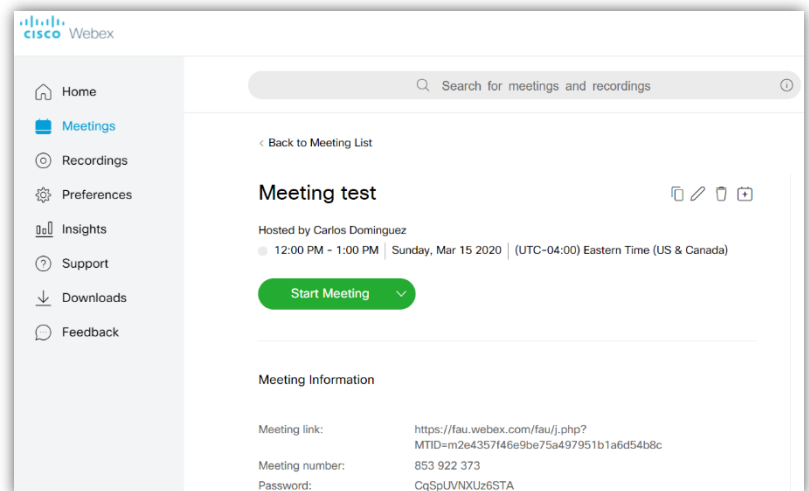
In certain cases (e.g., **users joining with iPads/Chromebooks/Pixelbooks**), it will be necessary to find and send Webex meeting passwords and information to your students/colleagues. Any user can join your session if they have two things: a **Webex Meeting Number** and the **Password** for the session. You can also send the **Webex Meeting Link** to these users. Note, that every Webex session has a different number and password.

## BEFORE WE START...

- ✓ This document assumes that you have already scheduled sessions either through Canvas or through <https://fau.webex.com>

## INSTRUCTIONS FOR FINDING WEBEX MEETING INFORMATION & PASSWORDS

1. Go to <https://fau.webex.com> and click the **Sign In** button. You may see an FAU login screen after this. If so, enter your FAU NetID and password to continue.
2. Click on the  **Meetings** button to the left. Your upcoming meetings will now load. If you do not see them, ensure that the date range is set to include the date of your meeting(s).
3. Click on the title of the meeting whose information you are trying to find.
4. Find and copy the information in the **Meeting Link**, **Meeting Number** and **Password** fields.
  - a. If you created **Training** sessions, the meeting number is in the **Session Number** field.
5. Send this information to anyone who needs it (e.g., via email to students using Chromebooks, extra users outside of the attendee list, or post it as an announcement in your Canvas course, etc.).



*Webex Meeting Info Screen at [fau.webex.com](https://fau.webex.com)*

In order to access your session, all a user needs is the specific meeting number and password for the session. If they go to <https://fau.webex.com>, they'll see a field to search for meetings. If they enter the meeting number into this field, they'll find the session, enter the password, and click the **Join** button to launch Webex. Furthermore, if they have the **Webex Meetings app**, the app features a field where you can enter the meeting number and join through there. The **Webex Meetings app** is available here: <https://webex.com/downloads>.

If you experience issues or have questions regarding this process, please let us know by filling out the [Help Desk request linked here](#).