

Start a Scheduled Meeting

You can start a scheduled meeting in **3** ways:



By logging on to EnableX Portal

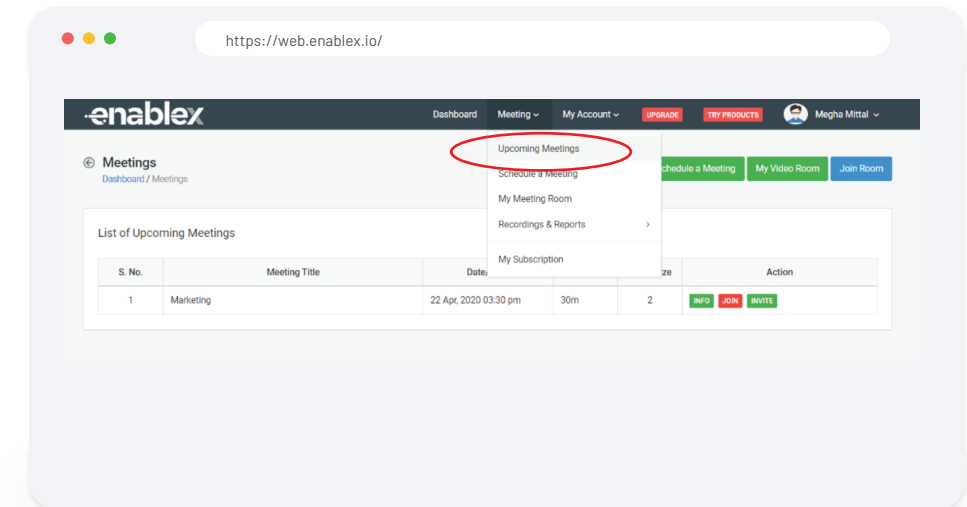
01

Step

Login to view upcoming meetings

Login to <https://web.enablex.io/>, click on the **"Meeting"** tab and select **"Upcoming Meetings"**.

Alternatively, you can look for your upcoming meetings from the Dashboard.



Then, search for your scheduled meeting and click **“Join”**.

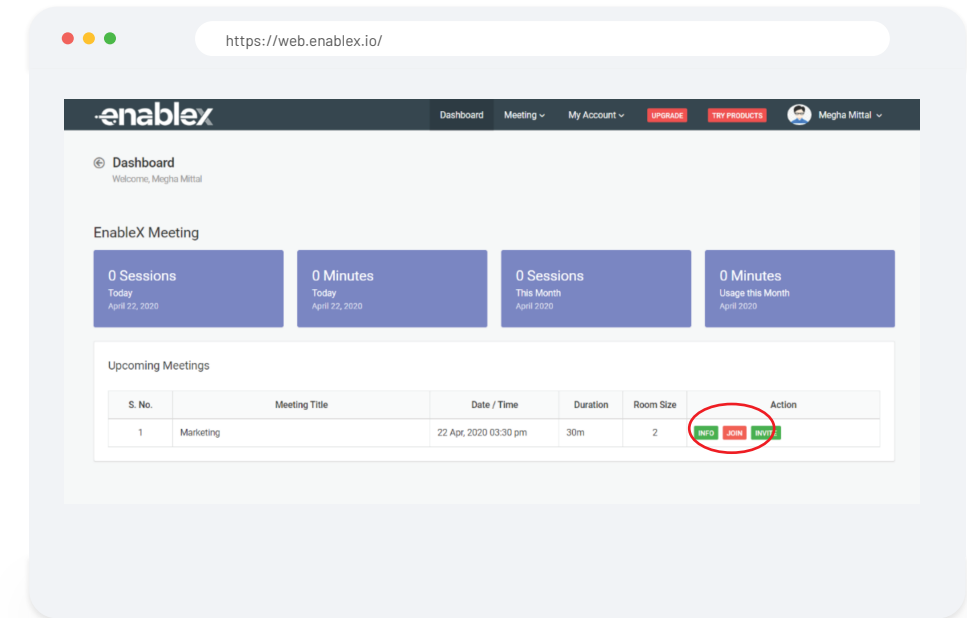
Take note that the Join button will **only appear 15 minutes** before the meeting is scheduled to start.

02

Step

Within the portal, you can do other tasks :

1. Click on the **‘Info’** link to get sign-in details of the meeting.
2. Click on the **‘Reschedule’** link to change the meeting time and date. You will only be able to use this function if your scheduled meeting is more than 15 minutes away. In case your meeting is in 15 minutes or less, the **‘Reschedule’** link will change to the **‘Join’** link that will redirect you to the meeting sign-in portal.
3. Click on the **‘Invite’** link to add more members in the scheduled meeting.

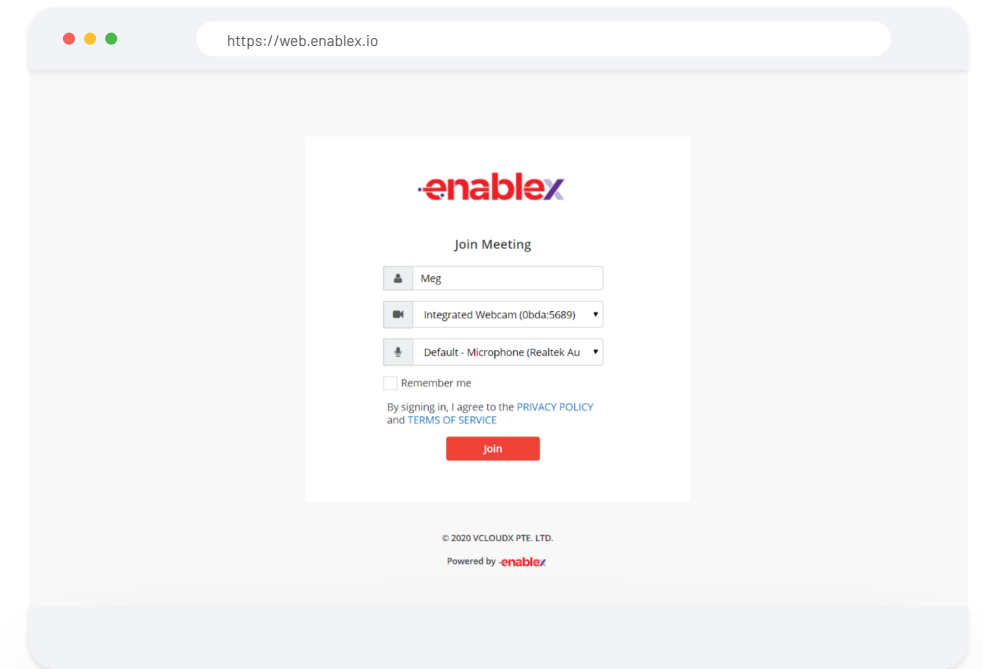


03

Step

Join Meeting

You will be lead to the conferencing sign-in page. Enter your **Name**, & **Moderator Pin (MPIN)** and you are ready to start the meeting.



By logging on to EnableX Web Meeting

01

Step

Go to <https://meeting.enablex.io/> from your browser.

02

Step

Login credentials

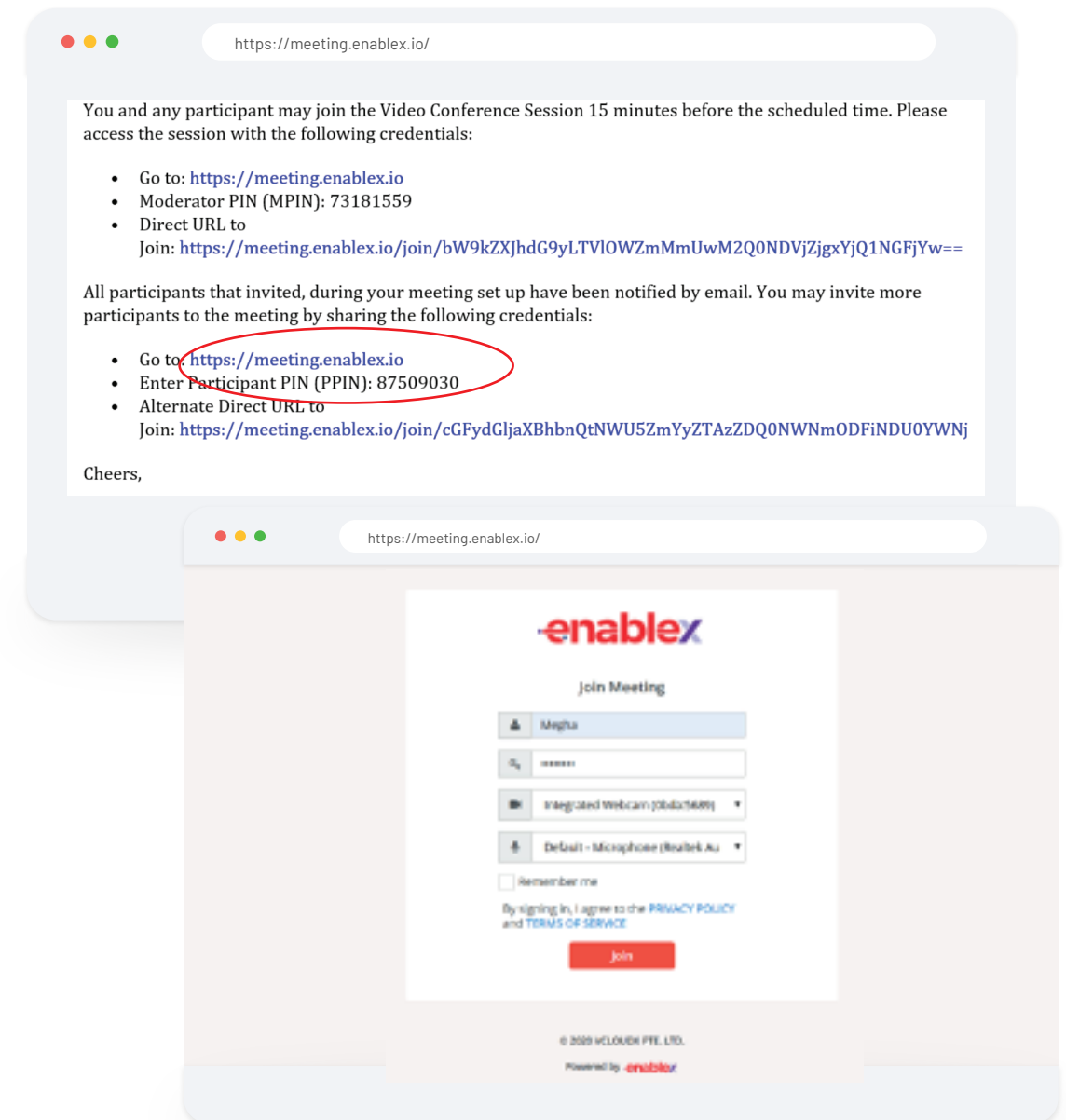
Fill in the login credentials- Enter **Name**, & **Moderator Pin (PPIN)** shared on your mail by EnableX.

03

Step

Join button

Press the **"Join"** button once you are ready to enter the meeting.



By using Alternate Direct URL sent on email

01

Step

Click on the Alternate Direct URL

shared on your mail by EnableX



02

Step

Login credentials

Enter your **Name**. A PIN will not be required here as this is a unique URL assigned to you



03

Step

Join button

Press the **"Join"** button once you are ready to enter the meeting.

