Start a Scheduled Meeting

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





By logging on to EnableX Portal

Login to view upcoming meetings

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

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

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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.



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.



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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



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



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Login credentials

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



Join button

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

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By using Alternate Direct URL sent on email



Click on the Alternate Direct URL

shared on your mail by EnableX



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Login credentials

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



Join button

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



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