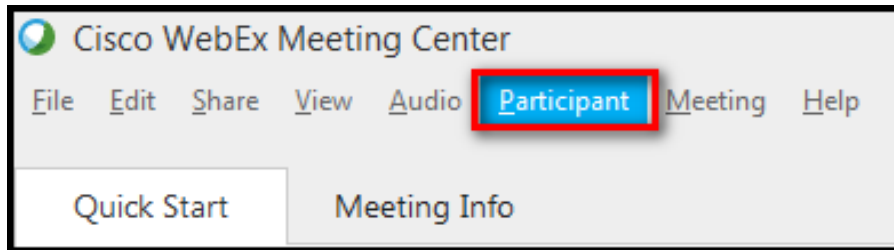
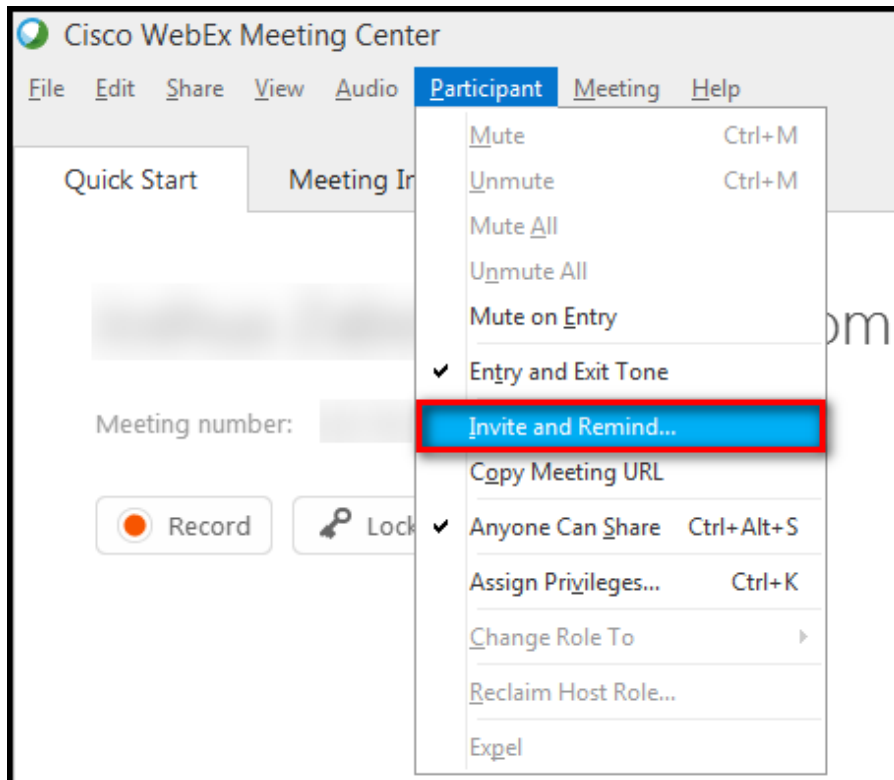


## Add Someone to a Currently Active WebEx Meeting

1. Click on the **Participant** menu.



2. Click **Invite and Remind...**



3. Click the **Invite with your local email** link.

Invite & Remind

Email Phone SMS Remind

Invitees:

Separate addresses with commas or semicolons.

[Invite with your local email](#)

Send

4. Add the individual(s) you want to add to the meeting and click **Send**. You can use their email address, your Outlook Address Book or the Global Address List (GAL). **Note:** The email that is sent to the individual (s) contains the meeting information, including the link to the meeting.



Hello,

Join me now in my Personal Room.

**Join WebEx meeting**

<https://nih.webex.com/join/> [redacted]

**Join by phone**

[redacted] Call-in toll number (US/Canada)

[redacted] Call-in toll-free number (US/Canada)

Access code: [redacted]

[Global call-in numbers](#) | [Toll-free calling restrictions](#)

Can't join the meeting? [Contact support](#).