How Do I Join A Meeting When I Have Received An Invite?

INFO: Due to updated security settings by default when you join a meeting you will be placed in a Waiting Room until the host allows you into the meeting. See the How Do I Use Waiting Rooms?documentation.

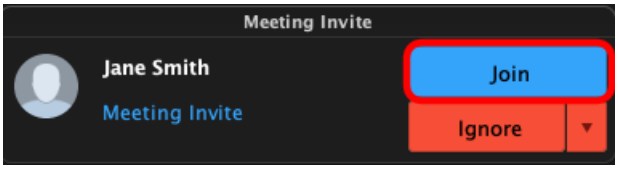
Joining a meeting is straight forward. Their are several ways this can be done:

- From the Pod Connect Application (Desktop/Android/iOS).
- From the meeting link (URL).
- From a phone

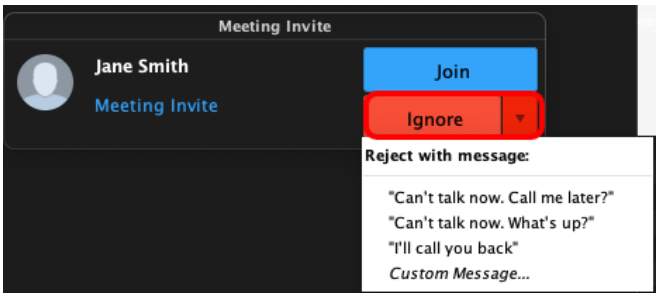
Users Within Your Business Group

If the meeting invite from somebody within your Business Group and you are currently online at the time of the meeting a pop will appear on screen asking you Join or Ignore the meeting invite.

Click on **Join**.



Or click **Ignore**, you can choose to reply back with a message.

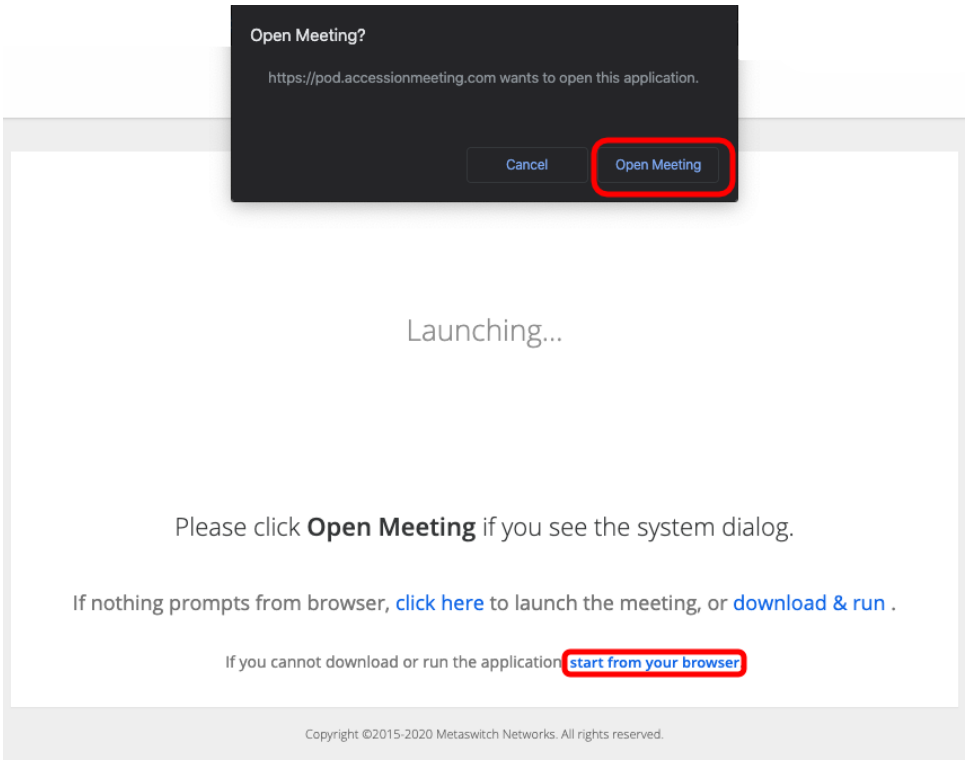


If you have received a Meeting Link by email or other means and you also use the Pod Connect application (Desktop/Android/iOS)

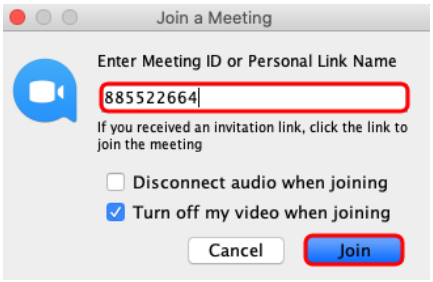
The email will look like this:

Jane invites you to attend this Accession Meeting.
Join by URL:
https://pod.accessionmeeting.com/j/1162333251
Or join by phone:
08000221663
Meeting ID: 1162333251

To join from Pod Connect for Desktop you can either click on the link which will open in your default web browser giving you the option to either **Open Meeting** or **Download & Run** or **start from your browser.** Click on **Open Meeting** will launch the meeting directly from the Pod Connect for Desktop application.



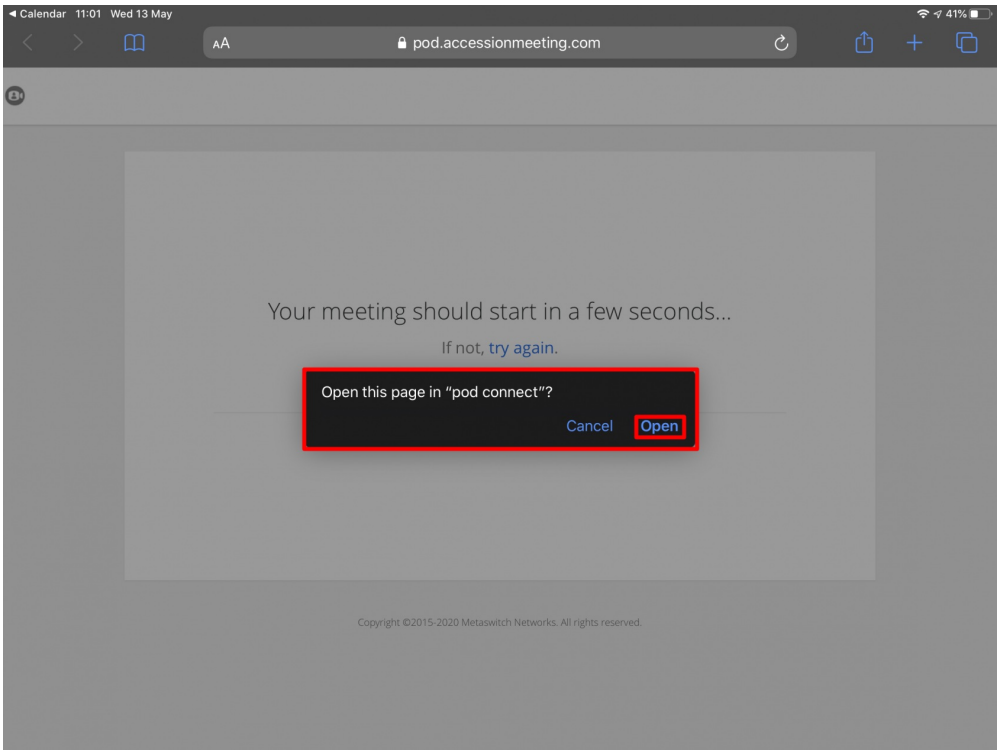
Within Pod Connect for Desktop you can also join the meeting using the Meeting ID click on **File > Join Meeting** enter the **Meeting ID** and click on **Join**.



To join from Pod Connect for Android/iOS on the same Business Group and you are online then you will have the option to either **Join** or **Ignore** the meeting invite as mentioned previously.

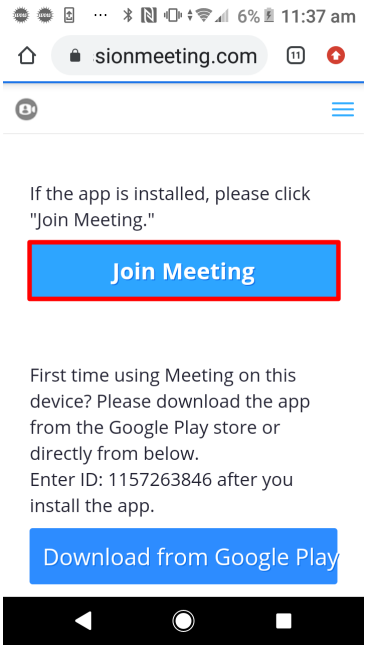
If you have received the Meeting Link via email on you mobile device and have **Pod Connect installed on this device** you can click on the Meeting URL (link) within the email:

For iOS devices this will open Safari by default and it will ask you to **Open this page in "pod connect"** click on **Open** to join the Meeting.



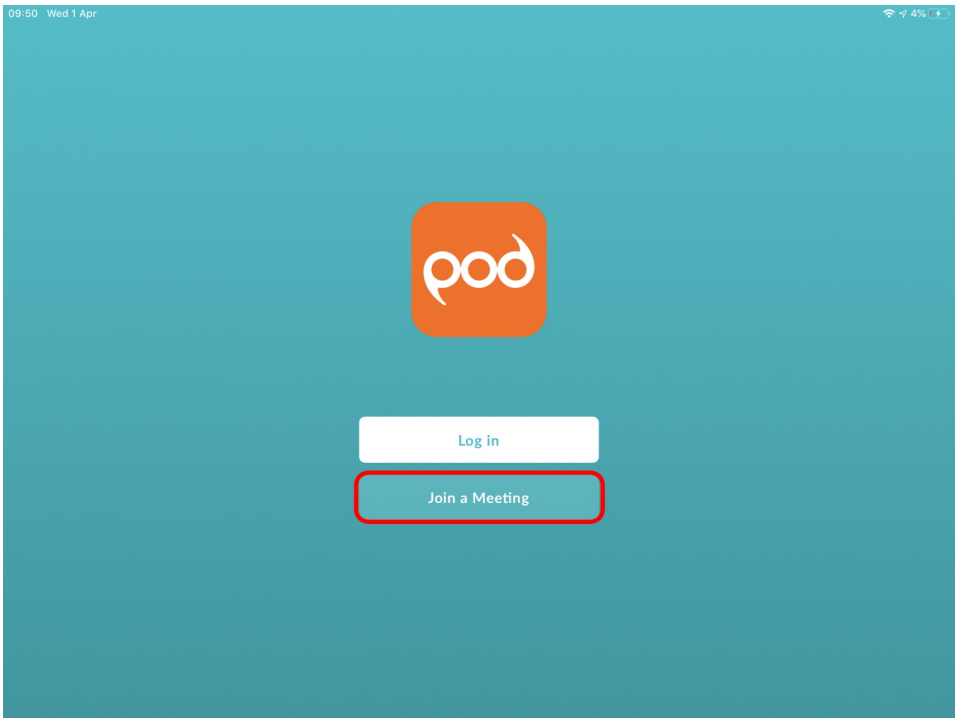
For Android devices you may see a pop up asking to Open in pod connect or Chrome. Choose **pod connect**.

If you choose **Chrome** you will see the following web page tap on **Join Meeting**

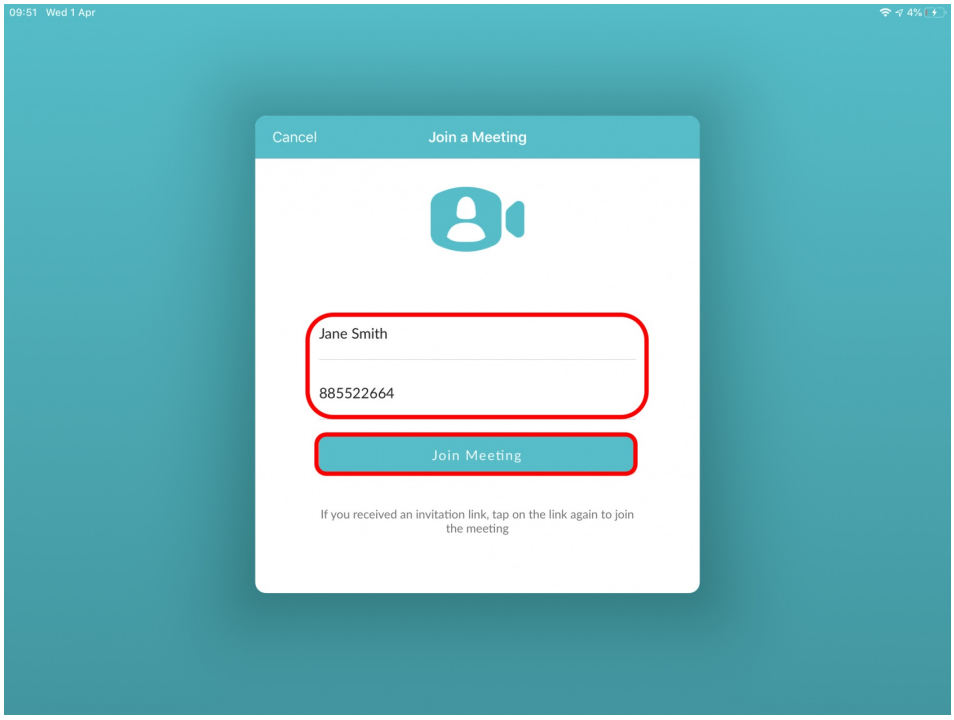


You can also join a Meeting by using the **Meeting ID** you will first need to log out of pod connect.

On the main screen tap on **Join a Meeting** instead of Log in.



Next enter your **Name** and the **Meeting ID**, tap on **Join Meeting**



Finally you can also join a meeting by phoning in. Call the phone number within the invite email, when prompted enter the Meeting ID. This will only allow you to listen and talk within the meeting.

INFO: The above guide is directed for users that do not have the option to create meetings. If you have the option to create Meetings then joining Meetings is slightly different.

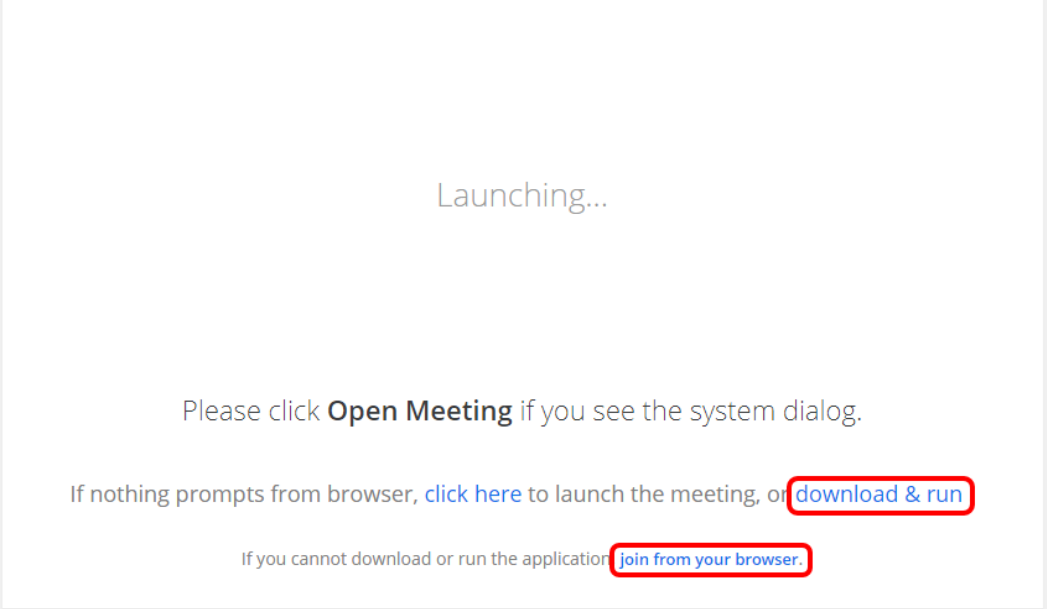
For Pod Connect For Desktop - You can join via the Meeting Link as mentioned above or within the application click on **Meetings > Join Meeting...**
For Pod Connect for Android/iOS - Tap on the**Meetings** tab at the bottom then tap on **Join a Meeting**

Users Not Within Your Business Group

If you are inviting someone outside of your Business Group, they will have received the Meeting Link via email or other means.

Accessing the Meeting from a Laptop/PC The invitee can click on the Meeting Link this will open a web page with the

following options:



The first time you join a meeting you will have the option to Download & run will download the AccessionMeetingLauncher (this will be same on both Windows and MAC) install the launcher and the Meeting will start. Enter you name in the popup box and click **Join.**

Installing this application on to your computer will make joining any future meetings quicker, easier and allow full access to all features. As a pop up will appear to **Open Meeting**.

INFO: To use all the Meeting features you MUST install the AccessionMeetingLauncher for MAC or Windows. Note that the meeting experience from the join from browser is limited.

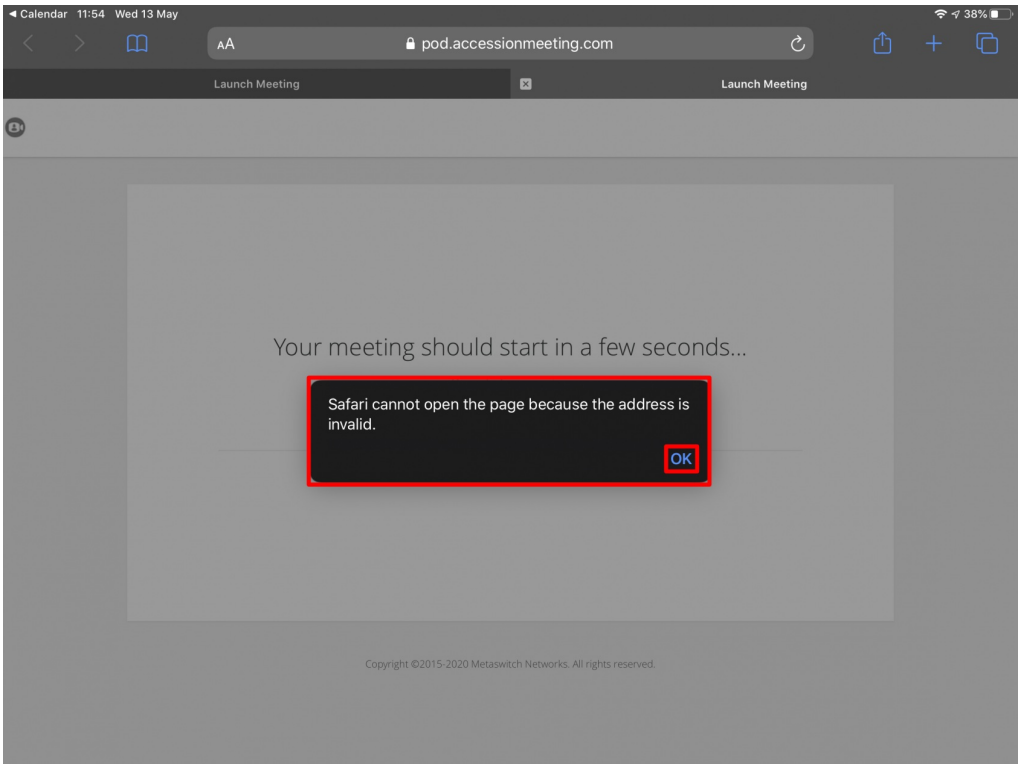
If you prefer not to install the Meeting application and if the option is available you can choose **join from your browser**.

INFO: Depending on your computer/laptop settings your web browser may prompt you to allow access to your WebCam and Microphone and/or folders is you are sharing any documents. Please click on **Allow**.

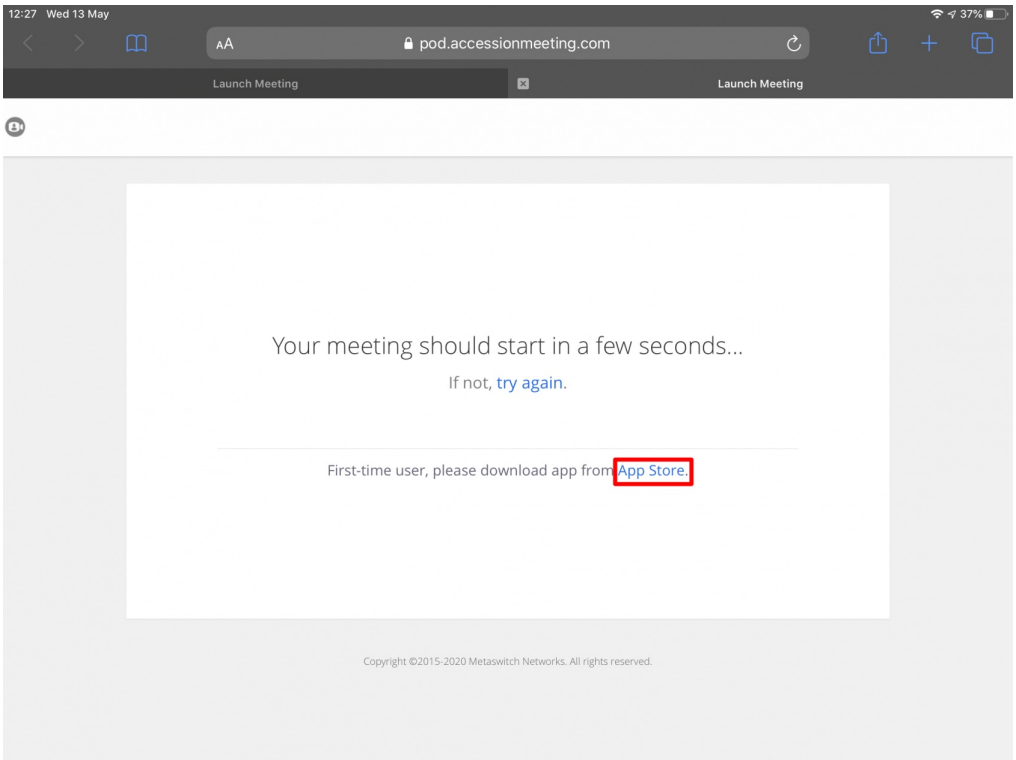
Mobile users that do not have pod connect installed

If are using an iOS device when you receive the meeting invite and tap on the meeting url you will see the following page:

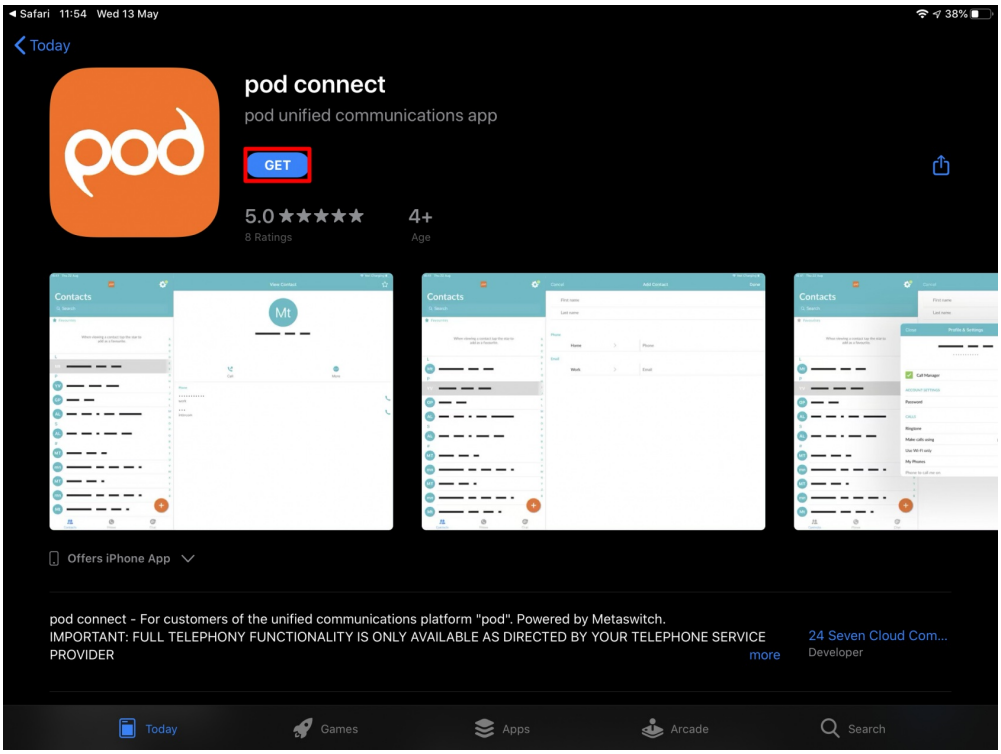
This is not a fault, tap OK.



As pod connect is not installed tap on**App store**

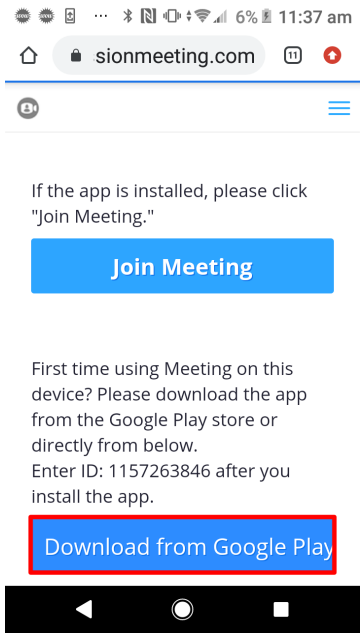


This will take you directly to the App store to download pod connect tap on**Get** to download and install **pod connect**

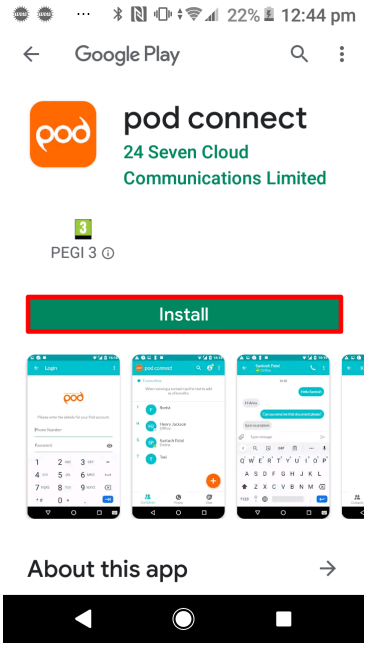


If are using an Android device when you receive the meeting invite and tap on the meeting url you will see the following page:

Tap on **Download from Google Play**



This will take you directly to the Play store to download pod connect tap on**Install** to download and install **pod connect**



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