



# HOW TO LOGIN AND START A MEETING

## Using an ASHRAE Webex Account

If you requested an ASHRAE Webex account to host your meeting, you should receive an email the week before your meeting with login credentials including an email address and password. You will need these credentials to login and start your meeting.

Follow these instructions to login and host your meeting. **DO NOT SEND THIS INFORMATION TO YOUR COMMITTEE.** This information is **only for you** as the host:

1. Go to [webex.com](https://webex.com)
2. On the top right of your screen click on "Sign In"
3. Enter the email address that was sent to you and click "Sign In" and on the next screen click "Next."

*If you receive a "Single Sign On failed" error when logging in with the ASHRAE Webex credentials provided, open your [browser's private browsing mode](#) before following the login steps outlined above.*

4. Enter the case sensitive password that was sent to you and click "Sign In"
5. When prompted to "Stay signed in?" click "No"
6. Click "Meetings" on the left-hand tab then find your committee's name and press the "Start" button
7. Once Webex has launched, click the green "Start Meeting"
8. When your meeting has ended, please make sure go back to Webex and **logout of the account** by clicking on the "Webex..." drop down near the top right corner and select "Sign Out."

Here is a [short video](#) to show you how to do this for Webex meetings.