Configure Guest Email Requirement for Webex Meetings

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Introduction

This document describes how to enforce email entry for guests before they can join meetings on a specific Webex site.

Prerequisites

Requirements

- Full administrator access to Control Hub.

Components Used

The information in this document does not require specific hardware or software.

The information in this document was created from the devices in a specific lab environment. All of the devices used in this document started with a cleared (default) configuration. If your network is live, ensure that you understand the potential impact of any command.

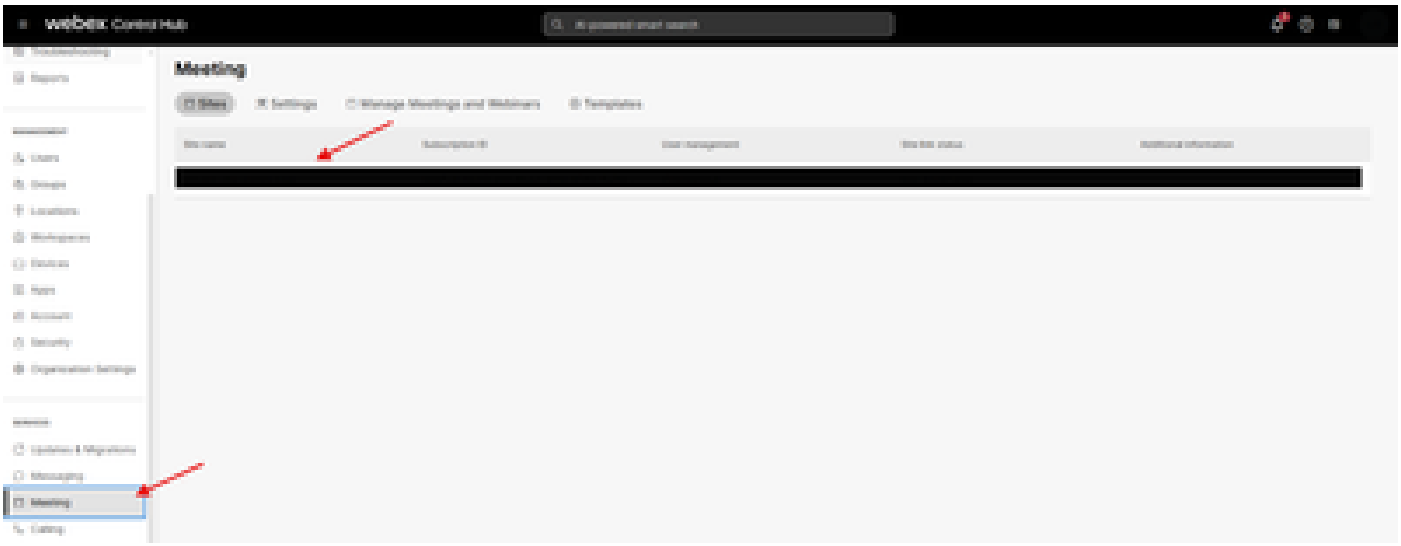
Configuration

Step 1. Sign in to Control Hub

- Navigate to admin.webex.com and sign in with an administrator account.

Step 2. Select the Meetings Site

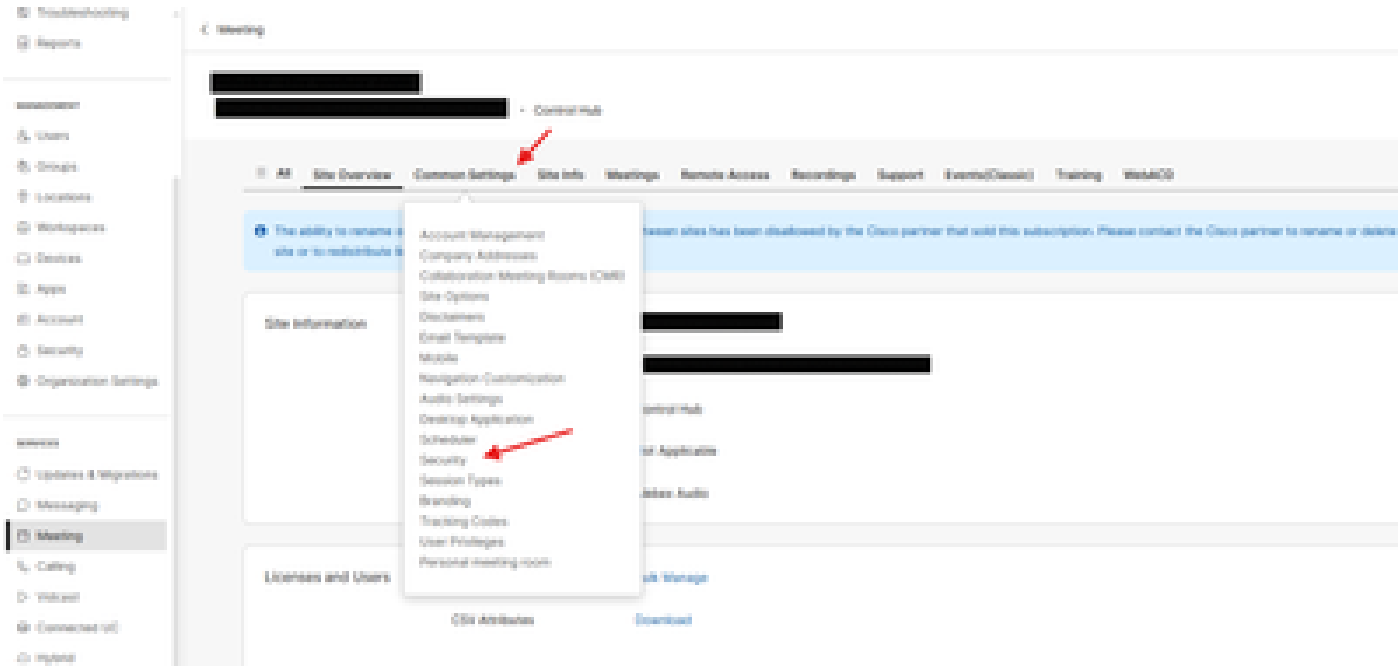
- From **Services**, select **Meeting**.
- Select the **Select the Meetings site** you want to enforce this rule to.



Step 3. Navigate to Security Settings

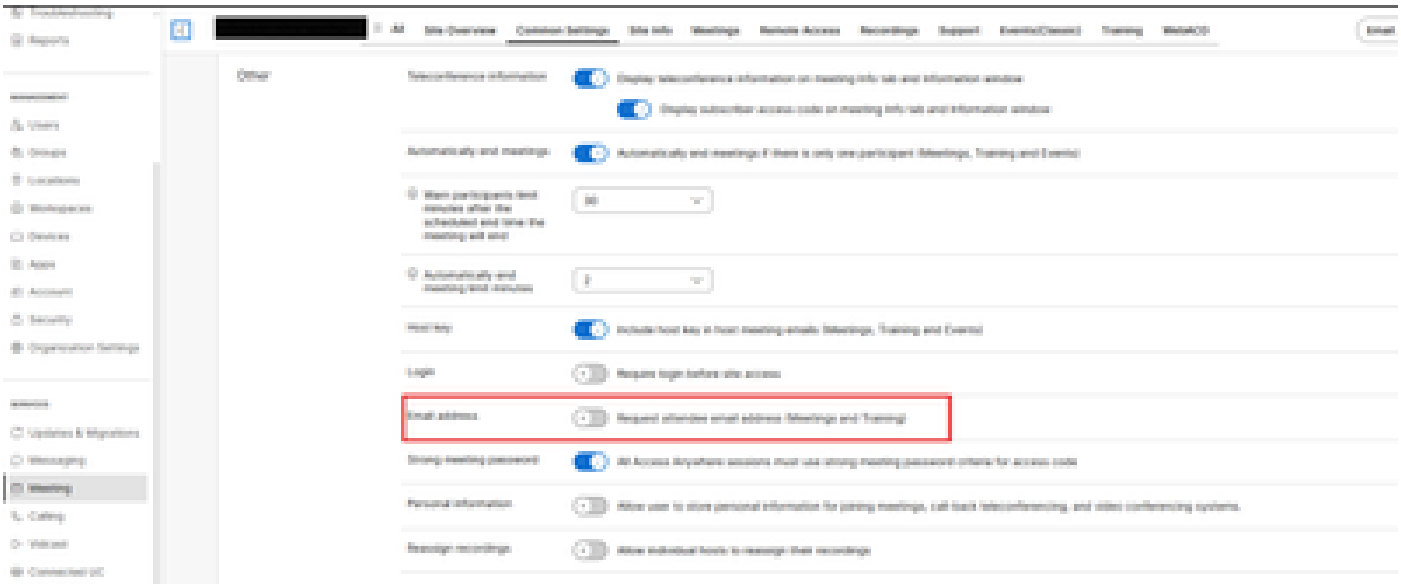
- Click **Common Settings** tab.

Then, click **Security**.



Step 4. Enable the Option To Require Email Address From Guests

- Scroll down to **Other** section.
- Enable the **Email Address** option.
- Click **Save**.



Step 5. Refresh Settings

- Ask the user to sign out of the Webex application (desktop, mobile, or web) and sign back in to implement the changes.

Verification

- Schedule a test meeting on the selected site.
- Confirm by joining as a guest or checking the participant report for guest email enforcement.