

# Cisco Webex Meetings

## Cisco Webex Meetings Desktop App

**Set Up the Cisco Webex Meetings Desktop App**

**Use the Cisco Webex Meetings Desktop App**

**Integration to Microsoft Outlook Using the Webex Meetings Desktop App**

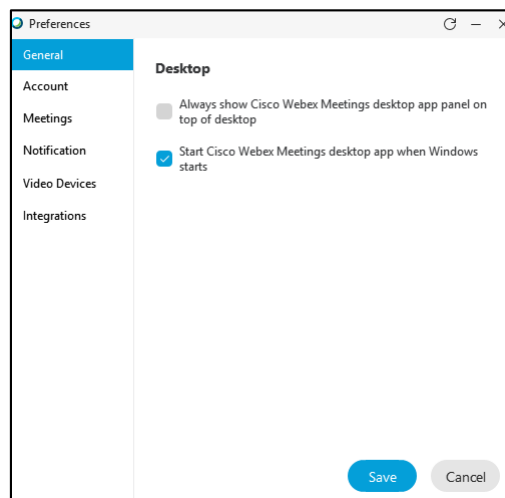
**Start a Meeting in Microsoft Outlook Using the Webex Meetings Desktop App**

**Schedule a Meeting in Microsoft Outlook Using the Webex Meetings Desktop App**

With the Cisco Webex Meetings desktop app you can also add integrations to join meetings from other apps and detect nearby video devices.

### Set Up the Cisco Webex Meetings Desktop App

1. In the top right corner of the Cisco Webex Meetings desktop app, select the gear icon.
2. In the drop-down list, select Preferences.
3. Use the tabs to navigate through your preferences. You can change the following:
  - General - Enable your app to always open on your desktop when you turn on your computer.
  - Account - View your username, Webex site URL, and email address that is being used in the app.
  - Meetings - Choose your calendar and meet now settings. Also copy your Personal Room or Video.
  - Notifications - Enable notifications for your meetings and choose when you receive them.
  - Video Devices - Enable auto detect to pair with nearby devices.
  - Integrations - Choose which programs you want to enable as integrations.
  - When you are done changing your preferences, select Save.



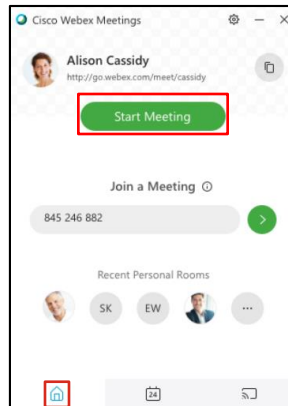
## Use the Cisco Webex Meetings Desktop App

You can use the Cisco Webex Meetings desktop app to easily start and join your meetings. The Cisco Webex Meetings desktop app allows you to access your most commonly used Webex Meetings site controls all in one place.

### Desktop App

With the Cisco Webex Meetings desktop app, you can start and join meetings, view your meeting list, and pair to a video device with Cisco Proximity.

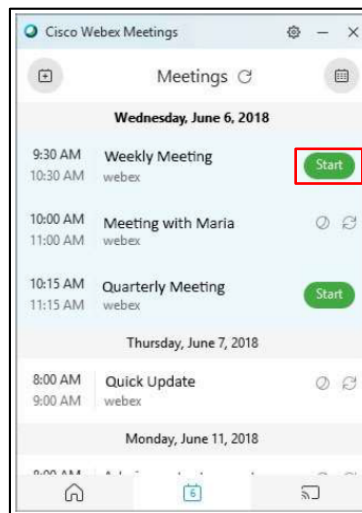
In the Cisco Webex Meetings desktop app, the default view is the dashboard. You can return to it at any time by selecting the home icon at the bottom left of the app.



### Start a Meeting

There is more than one way to start a meeting from the Cisco Webex Meetings desktop app.

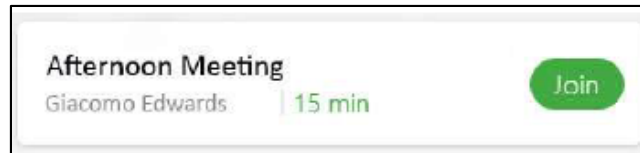
- From the dashboard, you can select to start a meeting in your Personal Room.
- You can also select the Start button at the top of the Cisco Webex Meetings app. The start button appears up to 15 minutes before your scheduled meetings.
- From the Meeting list tab, you can select Start to start any meetings that you are the host of.



## Join a Meeting

Below the Join a Meeting heading, you can enter a Personal Room ID for the room that you want to join. After you enter the Personal Room ID in the text box, you can select the Join meeting button.

You can also select the Join button at the top of the Cisco Webex Meetings panel when you've been invited to a meeting. The join button appears up to 15 minutes before a scheduled meeting, depending on your meeting notifications preferences.



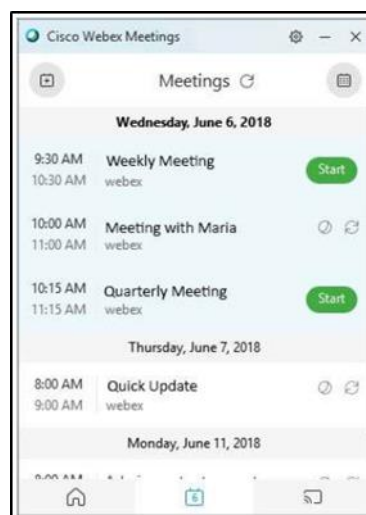
You can select one of the profile pictures in Recent Personal Rooms list to join a recently joined Personal Room. If you want to see more rooms you have recently joined, you can select the More icon.



## View Your Meeting List

From the Meeting list tab, you can view a list of your scheduled meetings.

- At the top left of the panel, you can select Schedule meeting to schedule a meeting from your Webex site or Microsoft Outlook.
- If you want to change how you schedule your meetings from your calendar, you can go to Preferences > Meetings. Under the Calendar integration section, choose from Webex or Microsoft Outlook.
- At the top right of the panel, you can select Show calendar to view your meeting list from any calendar date.



## **Webex Meetings Integration to Microsoft Outlook**

The integration to Microsoft Outlook is part of the Cisco Webex Meetings desktop app, and gives you an easy way to schedule, start, and join meetings from Microsoft Outlook.

## **Webex Meetings Integration to Microsoft Outlook Toolbar Options**

The integration to Microsoft Outlook adds a button and a drop-down list to the Home ribbon in Outlook. To access your schedule meeting options, go to Schedule Meeting > More. Most options are self-explanatory, but some require an explanation.

- **Meeting Templates** View templates that you or your site administrator saves on your Webex site. The templates contain meeting settings, you can choose from them to suit the needs of your meeting.
- **Set Scheduling Permission** Opens the My Webex > Scheduling Options page on your Webex site, where you can assign a delegate to schedule or edit meetings on your behalf.
- **My Meetings** Opens the Cisco Webex Meetings desktop app to the Meetings list, where you can view your scheduled Webex meetings.

## **Start a Meeting in Microsoft Outlook Using the Webex Meetings Desktop App Microsoft Outlook.**

### **Starting meetings**

#### **Start a Scheduled Webex Meeting**

1. From Microsoft Outlook go to your calendar, and open your meeting item.
2. Select Join Webex Meeting.  
If you need the host key or host access code, click the link at the bottom of the meeting invite window. On your Webex site, select More Information.

#### **Start a Personal Conference Meeting**

1. From Microsoft Outlook, go to your calendar, and open the meeting item.
2. Dial the number provided.
3. Follow the voice prompts and enter your host access code. If prompted, enter your PIN.

#### **Start an Instant or Personal Room Meeting**

1. From Microsoft Outlook, on your toolbar, select Meet Now.
2. Instant meetings by default are held in your Personal Room. To change this setting, sign in to your Webex site, and go to My Webex > Preferences > "Meet Now" Settings. Uncheck the Use Personal Room for all my instant meetings check box.

## Schedule a Meeting in Microsoft Outlook Using the Webex Meetings Desktop App

Schedule, edit, or cancel meetings from Microsoft Outlook. Learn the prerequisites for scheduling a meeting and discover the various types of meetings that you can schedule.

### Schedule a Meeting

In any meeting invitations that you send from Microsoft Outlook, the meeting start time appears in the time zone that is set on your computer, and may not match the time zone preferences you have set on your Webex site.

1. From the Home ribbon in Microsoft Outlook, select Schedule Meeting.
2. In the drop-down list, choose from the following:
  - Schedule Webex Meeting Webex meetings are the standard meeting choice.
  - Schedule Personal Room Meeting Personal Rooms are your own virtual conference
  - Schedule Personal Conference Meeting Personal Conference meetings are for meetings using telephony service provider (TSP) audio.
3. Select To and choose who you want to invite to your meeting.
4. Add a Subject and Location.
5. Choose the Start time and End time for your meeting. This includes the date, time, and duration of the meeting.
6. Enter any other necessary information in the email invitation and select Send.

### Edit a Scheduled Meeting

Once you schedule a meeting using the integration to Microsoft Outlook, you can use Microsoft Outlook to edit it at any time. You can change the start time, specify a new password, choose a different audio connection option, and more.

When you edit a scheduled meeting an updated email invitation is sent to the invitees and the meeting information on your Webex site is updated.

- On your Microsoft Outlook calendar, open the scheduled meeting item.
- Change any of the following settings:
  - Change Settings Change your Webex meeting settings.
  - Recurrence Add or change a recurrence pattern.
  - To edit the text in your email invitation, type in the Appointment window.
- Select Send update.

## Login and Password Support

Your Webex login/User Name is your Conduent email address. If you can't remember your Webex password:

- Click **Host Login** on the Webex site
- Click **Forgot your password?** Follow the on screen instructions.
- Follow the instructions in the email to change your password.

**If you need additional login or password support:** Send an email to [conduent-helpdesk@verizon.com](mailto:conduent-helpdesk@verizon.com)

## Technical Support

If you would like technical assistance with Net Conferencing, please call or email us at [nettech@verizon.com](mailto:nettech@verizon.com)

- U.S. & Canada 1 800-334-0079 (210-276-3643)
- Europe 08-08234-3570 (+44 20-7984-4430)
- India 000-800-9190306
- Philippines 1-800-1-114-2821

