



Meetings

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Edit Meeting Accounts

You can add Cisco WebEx sites to Cisco Jabber to quickly start, join, and manage online conferences.

In cloud-based deployments, you cannot add a meeting site that is configured for SSO, this site must be created in the Cisco WebEx Administration Tool.

Procedure

Step 1 Select **Jabber > Preferences > Meetings**.

Note Sites that are provisioned by your administrator cannot be edited or deleted.

Step 2 Select the **Meeting Site** drop-down list.

Step 3 Select **Edit Meeting Site...** from the drop-down list.

Step 4 Select the plus (+) button to add a new meetings site.

Step 5 Enter the required settings in the following fields:

Site URL

The name of the Cisco WebEx site, for example, `cisco.webex.com`

Username

Your username

Password

Your password

Step 6 Select **Apply**
