Meetings

Meetings

You can host and join meetings straight from Cisco Jabber without needing to launch Cisco Webex Meetings. You can see who's in the meeting, mute and unmute people, choose a video layout, record a meeting, and more, depending on how your admin has set your meetings up.

When you join a meeting, you'll be able to:

- Show the list of participants

- Change the screen layout to

- Show who is speaking

- Show who is presenting

- Mute and unmute other people

- Drop a participant from the meeting

- Lock and unlock the meeting

- Start and stop recording the meeting

And if your admin has set you up for them, you'll also be able to use these extra features:

- Show who the meeting host is, and set who it is (on Windows and Mac).

- Have meeting participants wait in the virtual meeting room lobby until you let them join the meeting (on Windows and Mac).

- Let hosts choose to end the meeting or leave the meeting (if hosts are on a mobile client, they can only end the meeting).

• Use a PIN to join the meeting.

Meetings and Your Presence Status

Your Jabber app may be configured to launch your meetings in Webex. Webex meetings are external to Jabber.

- For a Scheduled meeting with calendar integration (Outlook calendar integration or IM and Presence Exchange calendar integration): When you are in a scheduled meeting, your Jabber presence status displays `In a meeting`.

- For a Scheduled meeting without calendar integration: When you are in a scheduled meeting, your Jabber presence status doesn't update.

- For an Ad-hoc meeting: When you are in an Ad-hoc meeting, your Jabber presence status doesn't update.

Join Meetings

When it's time for your scheduled Webex meeting to begin, you can join the meeting in Jabber.

Join a Meeting on a Desktop Device

Go to **Meetings** 📅 , find the meeting you want to join, and then click **Join**.

Join a Meeting on a Mobile Device

Go to **Meetings** 📅 , find the meeting you want to join, and then tap **Join**.

Share Your Screen or Application During a Call or Meeting

When you share your screen or application in Cisco Jabber, everyone in the meeting can easily see what's being discussed. Anyone can share their content, but only one person can share at a time.

You can share content when you're in a call or meeting.

Step 1 During a meeting or call, select **Share screen** ⬆️ .

Step 2 Choose the screen or application you want to share. If you don't see the app you want to share, just scroll to see all your open apps.

You'll see indicators to let you know what's being shared.

Step 3   While you're sharing, you can do the following options:

> • Share something else: Select to switch to another screen or application without needing to stop sharing first.
>
> • Stop sharing: Select **Stop** to stop sharing your screen.

Personal Room Meetings

> Personal rooms are virtual spaces that you can use to have meetings. Like an office, your personal room is at a fixed address that you can send to your coworkers to have them meet you there. To use personal rooms, you'll need Cisco Webex client version 8.0 or later.

Start a Personal Room Meeting on a Desktop Device

Before you begin

> Ensure **Use Personal Room for all my instant meetings** is selected for your Cisco Webex meetings.
>
> • Release 12.0 and later: You can update your settings from a link in the **Meetings** options.
>
> • Release 11.9 and earlier: You can update your settings from a link in the **Meet Now** settings.

Step 1   Select one or more contacts from your Contacts list.

Step 2   right-click over them and select **Start meeting**.

> You'll be connected to your personal room and your contacts are sent an invitation to join you.

Start a Personal Room Meeting on iPhone and iPad

Before you begin

> Ensure **Use Personal Room for all my instant meetings** is selected for your Cisco Webex meetings. You can update your settings from a link in the **Meetings** options.
>
> You need Jabber 12.x or later.

Step 1   Open the chat window of the contact you want to invite for an instant meeting and tap + .

Step 2   Tap **Webex Meeting** on a contact's profile to start an instant meeting using your personal room.

> You are connected into your personal room and your participant is sent an invitation to join your conference.

Start a Personal Room Meeting on an Android Device

Before you begin

Ensure **Use Personal Room for all my instant meetings** is selected for your Cisco Webex meetings. You can update your settings from a link in the **Meetings** options.

You need Jabber 12.x or later.

Step 1 Open the chat window of the contact you want to invite for an instant meeting and tap + .

Step 2 Choose one of these options:

- Tap **Start Conference** to invite your participants to the conference call.
- Tap **Webex Meeting** invite your participants to the Webex meeting.

You are connected into your personal room and your participants are sent an invitation to join your conference.

Meeting Accounts with Webex

Add Webex sites to Jabber to start, join, and manage meetings. You can see all your meeting requests in the Meetings. When your meeting time approaches, Jabber displays a pop-up to join that meeting. You can join that meeting either from Jabber or Webex.

Add Webex Sites for Windows

In the cloud-based deployments, you cannot add a meeting site that is configured for single sign-on (SSO). An SSO meeting site must be created in the Cisco Webex Administration Tool.

Step 1 From the hub window, open the **Settings** menu, and choose one of these options:

- For recent versions: go to **Options**
- For earlier versions, select **File** > **Options**.

Step 2 When the **Options** window opens, select the **Meetings** tab, then **Edit account**.

Step 3 From the **Webex Site** drop-down list, select **New Site**.

Step 4 Enter all of the required information, including the name of the Cisco Webex site that you want to add to your Cisco Jabber client, for example, cisco.webex.com.

Add Webex Sites for Mac

In the cloud-based deployments, you cannot add a meeting site that is configured for single sign-on (SSO). An SSO meeting site must be created in the Cisco Webex Administration Tool.

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**.

Calendar Integration

You can integrate Microsoft Outlook, IBM Lotus Notes, or Google Calendar with Cisco Jabber. You can access all your events from the Meetings tab. When your event time approaches, Cisco Jabber displays a pop-up. You can join that event either using Cisco Jabber or Cisco WebEx Meetings.

Integrate Your Calendar for Windows

After you integrate your calendar, you can start using the new calendar.

Step 1   Go to **Settings** > **Options** > **Calendar**, from the **Calendar integration** menu choose a calendar, and select **OK**.

Step 2   Go to **Settings** > **Sign out** to restart Jabber.

Step 3   Sign into Jabber

Integrate Your Calendar for Mac

After you integrate you calendar, you can start using the new calendar.

Step 1   Go to **Preferences** > **Meetings**, from the **Calendar Integration** drop-down choose a calendar.

Step 2   Select **OK** to update the setting.

Step 3   Restart Cisco Jabber.

Integrate Your Calendar for Mobile Devices

After you integrate your calendar, you can see the events scheduled for two days—the current day and the next day. You tap **Join** on any of the event to join it from Jabber.

Step 1   Launch Jabber.

Step 2   Accept the prompt to integrate your device calendar with Jabber.