Meetings

Add Meeting Accounts

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

Procedure

Step 1 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`.

Integrate Cisco Jabber with Calendars

Set up calendar integration to view your meetings and calendar events directly from Cisco Jabber.

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Attention This feature is not available in Citrix environments.

Procedure

Step 1 Select **File** > **Options**.

Step 2 Select the **Integration** tab.
From release 11.0 onwards, this tab is called the **Calendar** tab.

Step 3 Select the application that you use to organize your calendar.
If you integrate with Google Calendar, you must allow it access.

Step 4 Select **File** > **Exit** to close Cisco Jabber.

Step 5 Restart Cisco Jabber.

Integrate with Google Calendar

When Cisco Jabber restarts, a **Google Calendar Sign In** window opens. You must enter your account details so that Cisco Jabber can access events in Google Calendar.

Before You Begin

Select **Google Calendar** on the **Integration** tab (**Calendar** tab from release 11.0) and restart Cisco Jabber.

Procedure

Step 1 Enter your Google account username and password and then select **Sign in**.
A prompt displays to notify you that Cisco Jabber is requesting permission to manage your calendar.

Step 2 Select **Allow access**.

Step 3 If prompted, select **Yes** to continue running scripts on the page.
The first time you allow access to your Google Calendar, you might notice an error message that indicates an error occurs with scripts on the page.

The **Google Calendar Sign In** window closes.

Step 4 On the main Cisco Jabber window, select the **Meetings** tab on the left side navigation.
Cisco Jabber displays calendar events from your Google Calendar account.

Allow Access to Google Calendar

When Cisco Jabber restarts, a **Google Calendar Sign In** window opens. You must enter your account details so that Cisco Jabber can access events in Google Calendar.

Before You Begin

Select **Google Calendar** on the **Integration** tab (**Calendar** tab from release 11.0) and restart Cisco Jabber.

Procedure

Step 1 Enter your Google account username and password and then select **Sign in**.
A prompt displays to notify you that Cisco Jabber is requesting permission to manage your calendar.

Step 2 Select **Allow access**.

Step 3 If prompted, select **Yes** to continue running scripts on the page.

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The first time you allow access to your Google Calendar, you might notice an error message that indicates an error occurs with scripts on the page.

The **Google Calendar Sign In** window closes.

Step 4   On the main Cisco Jabber window, select the **Meetings** tab on the left side navigation.

Cisco Jabber displays calendar events from your Google Calendar account.

Remove Google Calendar Integration

You can remove Google Calendar integration with Cisco Jabber. To completely remove Google Calendar integration, you should also revoke access from your Google account.

Procedure

Step 1   Open the main Cisco Jabber window.

Step 2   Select **File** > **Options** and then select the **Integration** tab.
From release 11.0 onwards, the **Integration** tab is called the **Calendar** tab.

Step 3   Select **None** and then select **OK**.

Step 4   Restart Cisco Jabber.
Cisco Jabber no longer displays events from Google Calendar.

What to Do Next

Open your Google Accounts page and revoke access for Cisco Jabber in the **Authorized Access to your Google Account** section.

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