

With Cisco Webex Meetings for video device-enabled meetings, you can start or join a Webex meeting, scheduled or instant, using any browser or standards-based video system or application. You may be asked to enter a numeric password before joining meetings. You will find this in your invitation email. It is only needed for scheduled meetings, not Personal Room meetings, and must be enabled by your site administrator. The host's video address never changes, so we recommend you add it to your favorites menu for future meetings with the same person. Using your Personal Room, you have your very own customizable virtual conference room accessible at any time.

Join a Meeting

From a Video Conferencing System

Dial the video address of the host or IP address listed in the meeting invitation and enter the pound sign (#) when prompted. You must also enter the meeting number when prompted when dialing the IP address.

*Note: If the host schedules the TelePresence room as a room resource, attendees can also join by selecting Join Meeting directly on that TelePresence system.

For more information on how to schedule meetings, see Webex Integration to Outlook for Windows <https://collaborationhelp.cisco.com/article/nh9e7s> and Webex Integration to Outlook for Mac <https://collaborationhelp.cisco.com/article/ny9ox9w>.

Joining host's Personal Room

Dial the video address in the format of <Personal_Room_ID>@<company>.webex.com or IP address listed in the meeting invitation.

Joining a scheduled meeting

The video address, in the format of <meetingnumber>@<company>.webex.com, or IP address listed in the invitation email.

Use a Pilot Number

Your administrator can set up a pilot number to replace the full video address. To dial in using a pilot number:

1. Start your video system or application.
2. Dial the pilot number.
3. Enter the meeting number.
4. Follow the prompts.

Start a Meeting

From a Video Conferencing System

If starting a Webex meeting from a video conference system, dial in following the steps already outlined (above).

Scheduled Meeting

If it is a scheduled meeting, enter the host key, followed by the pound sign (#), when prompted. Find the host key in the email confirmation or on the meeting information page.

You are the host for this Webex meeting.
Host key: 198339 (Use this to reclaim host privileges.)

Join from a video system or application
Dial 123456789@company.webex.com
You can also dial 555.243.2.69 and enter your meeting number.

Join by phone
1-877-123-4567 US Toll Free
+1-415-555-0000 US Toll
[Global call-in numbers](#) | [Toll-free calling restrictions](#)

Personal Room Meeting

If it is a Personal Room meeting, you will need to enter the host PIN, followed by the pound sign (#), when prompted. You can find this information on your Personal Room Page or by navigating to

[My Webex > Preferences > My Personal Room.](#)

Join from a video system or application
Dial 123456789@company.webex.com
You can also dial 555.243.2.69 and enter your meeting number.

* Room name:
A room name must be between 1 and 128 characters.

URL: <https://company.webex.com/meet/marcbrown>

* Host PIN
Your host PIN must be exactly 4 digits. It cannot contain sequential digits, such as 1234, or repeat a digit 4 times, such as 1111.

From a Video Conferencing Application

You can quickly join a Webex meeting from a video conferencing application using one of the following methods:

Join from application

If you are on the host's Personal Room page, select Join from the application.

Join from email invitation

Double click on the link for the video address in your email invitation.

Dial host's video address or IP address

The host's video address, in the format of <Personal_Room_ID>@<company>.webex.com or IP address listed in the joining information. You must enter the meeting number when prompted when dialing the IP address

Join a scheduled Webex meeting

Find the video address in the format of <meetingnumber>@<company>.

From Cisco Webex Teams

You can quickly join a Webex meeting using the Cisco Webex Teams application. The application must be enabled for Cisco Webex Meetings.

1. In the Webex Teams space, go to Meetings.
2. In the meetings list, select **Join**.

Microsoft Skype for Business

Join a Meeting from Microsoft Skype for Business

You will need to dial a Skype for Business-specific video address to connect your Skype for Business application.

For a scheduled meeting

Dial <meetingnumber>.<company>@lync.webex.com.

For a Personal Room meeting

Dial <Personal_Room_ID>.<company>@lync.webex.com.

Proximity Mobile Application

If you have the Cisco Proximity app installed on the same smart phone or tablet as the Cisco Webex Meetings app, you can tap the Proximity icon to join a video meeting faster.

Use the latest iOS Cisco Webex Meetings App or Android Cisco Webex Meetings App available and next-generation video endpoints such as SX80 and MX700 Collaboration Meeting Room Hybrid and video meetings. Includes Personal Room meetings for Cisco Webex Meetings Video Conferencing.

From a Video Conferencing Application

To start either a scheduled Webex meeting or Personal Room meeting on a standards-based video conferencing application, dial in following the steps already outlined.

Scheduled Meeting

If it is a scheduled meeting, you will need to enter the host key, followed by the pound sign (#), when prompted.

Personal Room Meeting

If starting a Personal Room meeting, you will need to enter the host PIN, followed by the pound sign (#), when prompted.

Personal Room

A Personal Room is a virtual conference room that you can use whenever you need to meet with people. You are supplied with your own easy-to-remember link that never changes, so your colleagues always know where your meetings are held.

Your Personal Room has these three addresses that never expire:

- URL (https://<company>.webex.com/meet/<Personal_Room_ID>)
- video address (<Personal_Room_ID>@<company>.webex.com)

Set Up your Personal Room

1. Select **Set Up Room** in your welcome email message to start the setup wizard.
2. Do the following:
 - a. Create a host PIN.
 - b. Optional. Keep the option **Use Personal Room for all my instant meetings** checked. If you use
3. Click **Next** to complete the wizard.
* To get a meeting started, select **Try It**.

Cisco Webex Productivity Tools or Cisco Jabber, it's convenient to always start your meetings in your room.

Customize your Personal Room

Make sure you are in the Personal Room full view. You can get to the full view in two ways:

- Go to your Webex site, select My Webex > My Personal Room, and then select the Personal Room full view icon in the upper right corner.
- Go to your Personal Room URL (for example, <https://webex.com/meet/hostID>).

in the following ways:

- Select Change on your avatar to upload a new one.
- Select the drink image on the desk to toggle between the choices.
- Select the desk to toggle between the choices.
- Select the arrow on the right of the room to view the available wall images. You can change these by uploading your own images.

You can customize your Personal Room

Access your Personal Room

1. Sign in to your Cisco Webex site.
 2. Go to **My Webex > My Personal Room**.
- * Access your Personal Room page to view information about your room or to start a meeting in your room from a browser.

Lock your Room

If you have back-to-back meetings or need privacy in your Personal Room, lock the room. You can also set it to automatically lock 5, 10, 15, or 20 minutes after the meeting starts

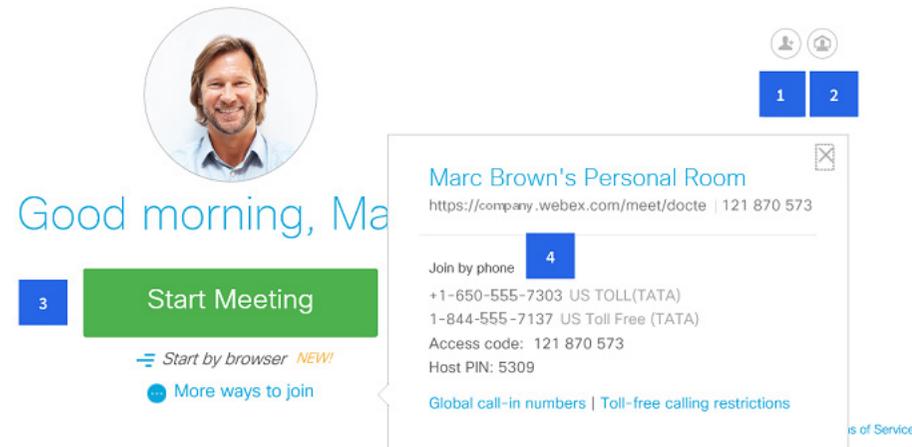
To lock or unlock the room, select **More options > Lock Meeting** or **Unlock Meeting** from within the room.

Invite People to your Personal Room

1. Select **Invite**.
2. If you want to meet right away, choose **Copy and share** or **Send an email message**. If your meeting

is at a later time, choose **Copy and share**. Copy and paste the information in an instant message and customize the text "Join me now in my Personal Room."

Tour your Personal Room Interface



1. Invite people to your Personal Room.
2. View the Webex site menus.
3. Start a meeting in your room.
4. Join a meeting by phone.

Join Using Hostname of User

1. Go to the host's Webex site.
2. Select **Home** on the top navigation bar.
3. Enter the username of the host.
4. Select **Join**.

Enter the meeting, event, or session number to join.

NEW! Invited to a Personal Room? Enter the host's room ID. ⓘ

Start Meeting from a Browser

1. Enter your Personal Room URL.
2. Sign in to your Webex site.
3. Go to your Personal Room page.
4. Select **Enter Room**.

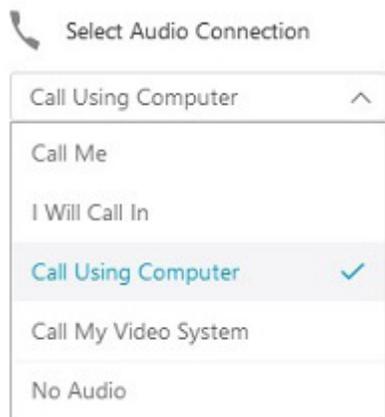
Join Meeting from a Browser

1. Enter the room URL.
 2. Enter your name and email address.
 3. Select **Enter Room**.
- * If the host has not arrived, you will be waiting in the lobby.

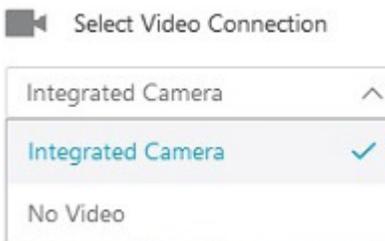
Connecting your Audio and Video

- When you start or join a meeting, you'll see the **Audio and Video Connection** dialog box. From the **Select Audio Connection** drop-down list, select your audio connection.

*Note: You can choose from several options including, calling in using your phone or computer, or receiving a call-back to your phone or video system.



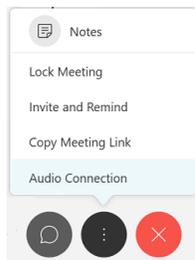
- From the **Select Video Connection** drop-down list, select your video connection.



- Select **Connect Audio**, **Start My Video**, or **Connect Audio and Video**.

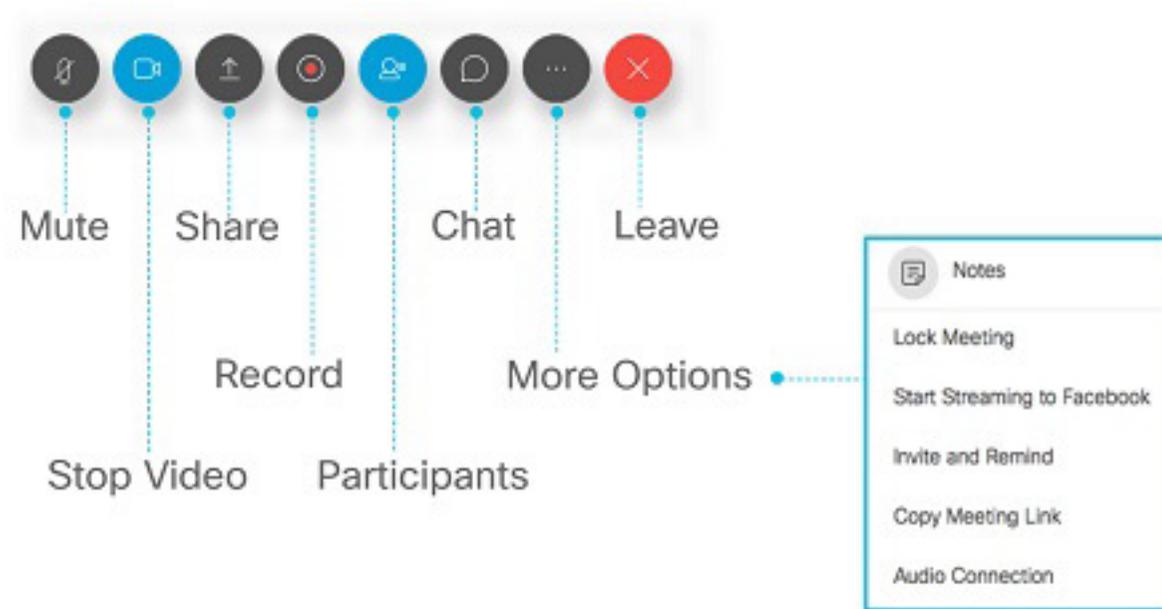
* **Mute** and **Switch camera device or stop my video** appear in the meeting controls when audio and video connections are established.

- Optional. If you want to change your audio options select **More Options > Audio Connection**.



- To stop sharing your video, select **Switch camera device or stop my video**.

Tour of Meeting Controls



Sharing your Content

- Select **Share content**.



The **Share content** dialog box shows thumbnail previews of the screens and applications that you have open.

Use the Annotate tool if you want to highlight or mark content.

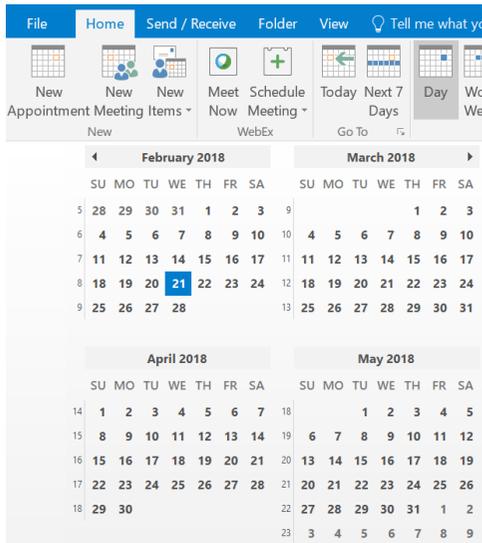
- Place your cursor over the thumbnail of the content that you want to share and select **Share**.

Hosts can enable share and annotate for others. From the **Participant** menu, select **Assign Privileges**.

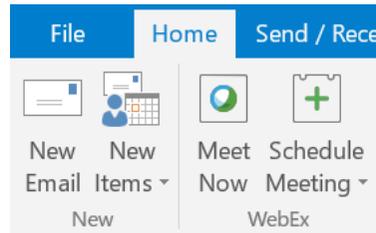


Schedule a Meeting or Meet Instantly

Scheduling a meeting could not be simpler with Webex Meetings and you can do so a number of ways.



Send scheduled meetings via the Outlook calendar.



Join from a video system or application

Dial 123456789@company.webex.com

You can also dial 555.243.2.69 and enter your meeting number.

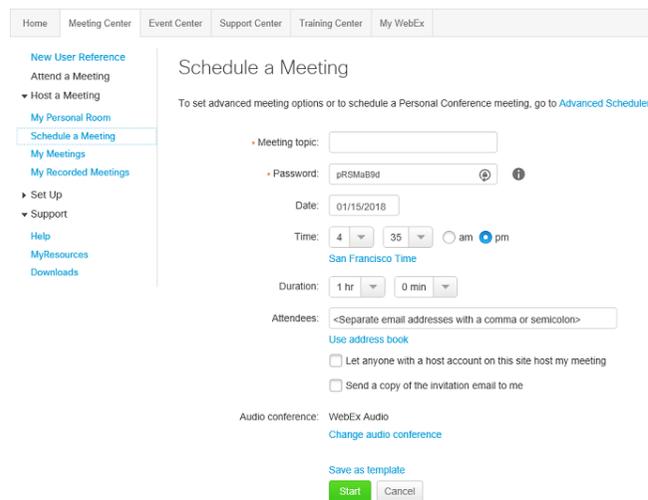
Join by phone

1-877-123-4567 US Toll Free

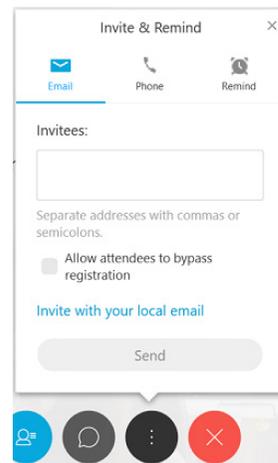
+1-415-555-0000 US Toll

[Global call-in numbers](#) | [Toll-free calling restrictions](#)

Invite people using Webex Productivity Tools.



Use Cisco Webex Meetings to schedule meetings.



Meet instantly in your Personal Room and invite attendees.

Telepresence User Meeting Experience

During the Meeting

Telepresence participants see live video of all other telepresence participants, and the video of the most recently active Webex Meetings participant.

automatically in the Webex Meetings application.

*Note: It is possible to sign in to the same Webex meeting via telepresence and a video communication application or browser to share content easily.

Content Sharing

For content sharing, the telepresence user connects the video display cable to their computer. Content is displayed

Webex Meetings User Meeting Experience

Joining the Meeting

Participants join the Cisco Webex meeting by logging in to the Cisco Webex Meetings web and/or mobile applications.

the actively speaking telepresence or Webex Meetings participant.

Webex Meetings participants also see an integrated list of all meeting participants.

Webex Meetings participants can annotate using the standard Webex Meetings application annotations tools and both Webex and telepresence participants can see the annotations. The annotation tools are not available, however, for telepresence participants.

Content Sharing

Participants can share their desktop or application with telepresence participants.

By default, Webex Meetings participants see the live video of

Setting Up Video Call-Back

Participants can now connect to the audio conference by receiving a

call-back to a video system.

1. Select Preferences > Video Systems.

call-back option.

2. Add the details for a maximum of five video addresses. The default video system is used as the video

* Your administrator must enable this feature. You can also manually enter a video system address.