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1 Getting Started

Cisco Meeting Server web app (web app) is a browser-based client for Cisco Meeting Server that lets users join meetings (audio and video).

In web app, spaces provide a way for you to maintain a record of all users, joining methods and default layout in a meeting.

If you have been invited to a meeting, see Join a meeting using web app.

If you have a user ID and password, log in to web app, see Sign into the web app.

A space is a virtual meeting room that users with access can use to start or join meetings and share screen or presentation during meetings. A space creator or owner can edit or delete the space, and view the various joining methods available. Others can be invited to a meeting using the joining details.

Users with credentials to log into web app can create, edit and delete spaces, if they have permissions assigned by the administrator.
## 2 Join a meeting

When you are invited to a meeting via email or instant message, you can use the information sent to you to join your meeting from a computer, mobile device or a video system. Choose from one of the following ways depending on details you have been sent in the meeting invite:

Here is an sample email invite:

### You are invited to join a meeting: Annual General Meeting

- **Meeting ID:** 16684007
- **Meeting passcode:** 1001

**Join from a computer, mobile phone or tablet**

https://example.com/meeting/166849463?secret=5ibOoH9utNBv2ErWke5QcQ

**Join from a video conferencing system or application**

Dial annual.general@example.com

### Join from a meeting link

If you have an invitation with a meeting link, then you will be able to directly go to the Join Meeting page, see Joining options for more instructions. You may be asked for a passcode if the invite includes one.

#### Join using meeting ID or Video address (URI) and passcode

If you have received an invitation to join a meeting with meeting ID or URI (video address) and passcode (only if a meeting is passcode-protected), follow these steps:

1. From the web app, click Join meeting.
2. Enter a Meeting ID or video address (URI) and a Passcode (if one has been provided in the invite).
3. Optionally, you can edit the default name shown and enter your name. This name will appear in the participant’s list when you join the meeting.
4. Click Join meeting. see Joining options for more information.
**Note:** Alternatively, you can use the video address (URI) to join from a video conferencing device or a third-party apps such as Skype or Lync. Enter the video address and follow the product's instructions to join a meeting.
3  Signing into the web app

Enter your *username* and *password*. When you sign into the app, you can see a list of spaces to which you are added as a member.

The UI

On Desktops

On mobiles or tablets, you can access the spaces from the home page or side menu

Click **Join** to start a meeting in one of your spaces.

To join a meeting you have been invited to see *Join a meeting you have been invited to*

For more information about what you can see and do during a meeting, See *In meeting menu options*. 
4  Start a meeting in one of your spaces

To start a meeting in one of your spaces, follow these steps:

1. Click Join button next to the space name. The Join meeting screen opens. You can see a preview of your video before joining.

2. Click More ways to join. Select from one of the following options:
   a. **Join with audio and video** - Select this option if you want to use a camera, microphone from your device. You can choose a specific one from the Settings.
   
   b. **Join with presentation only** - We recommend this option if you are attending a meeting in person and want to share your own presentation in the meeting, or take a closer look at another participant’s shared presentation. You will not send or receive audio and video. You will be able to manage the meeting from the **in-meeting menu options** such as enabling another participant’s video.
3. Click **Settings** to select the microphone and camera from the list of options in the drop down. Make sure you have a working camera and microphone before choosing this option. If you think you have a faulty camera or microphone, then use the 'No camera' and 'No microphone' options. You can check your preview to see if the selection works. Select the speaker from your operating system’s settings.

4. Click **Join Meeting**. Use the microphone icon to mute or unmute your audio, and camera icon to enable or disable the video if you need to before joining the meeting.

5. Whilst in a meeting, you can use the [in-meeting menu options and control](#).

To leave the meeting, click ![Leave](#). Depending on permissions enabled for you, you can: **Leave Call** or **End call for everyone**. Note that **End call for everyone** will end the meeting for all participants currently in the meeting.
5  Join a meeting if you have the invite details

You can join a meeting in any space that you are not a member of if you have the meeting ID and passcode (optional) or the meeting link.

1. Click on the meeting link. Alternatively, from the home page, click the Join a meeting link.

2. Enter a Meeting ID or video address (URI) and a Passcode (if one has been provided in the invite).

3. Click Join meeting, go to Joining meeting screen instructions for more information.
6 In meeting menu options

When you are in a meeting, the web app provides you with options to manage participants and control your meeting and audio and video from other participants. You can do the following:

Meeting controls
View and manage participants in the meeting
Add Participants
Change layout for presentation and video
Open your presentation in a new window
Record or Stream a meeting
Manage other participants' audio and video in a meeting
Lock or unlock a meeting
Report an issue in web app
View meeting in full screen mode
The self-view pane

Note: The options shown in your app may depend on the permissions enabled for you by your administrator.

6.1 Meeting controls

Mute your microphone: Click to mute your microphone during the meeting.

Share an application or your screen: Click to start sharing your screen or application. The browser may prompt you to allow screen sharing. You can click on the pin to keep it open whilst you are presenting in the meeting.
Leave or End meeting: Click to leave the meeting. If you chose to leave the meeting, others in the meeting can still carry on. However, if you have the permissions, you can end the meeting for all participants.

6.2 View and manage participants in the meeting

You can do the following:

6.2.1 View participants and status

Click to see the list of participants who are currently in the meeting. The number indicates the total number of participants who are currently in the meeting. The icons next to the participant’s name in the list indicate the audio / video status of a participant. Here are a few examples:

- - the participant is muted.
- - the participant is speaking or their background audio can be heard.
- - the participant’s video is disabled.
- - the participant is presenting or sharing content.

Click on a participant’s name in the Participants list to view the options available. Depending on the permissions available to you, you can do the following:

- Mute / Unmute audio
- Disable / Enable video
- Make important
- Drop a participant

6.2.2 Add Participants

To add a new participant to the meeting, do the following:

1. Click. The Add participant pane opens.
2. Search for a participant by first or last name and click on the name to add a participant, or enter a video address or number and click to dial. The add participant option only works for SIP participants.

6.2.3 Drop a participant
To remove a participant, click on the participant’s name and select **Drop a participant**.

6.3 Change your layout for video and presentation
Click 🎥 to select a different layout for video and presentation. This choice only affects what you see on your screen.

6.4 Open a presentation in new window
During a meeting if another participant is sharing a presentation or screen, you can now open this in a new window. Click 🎥 to open the presentation or screen in a new window.

6.5 Pin presentation preview
If you are sharing a presentation or screen you will be able to pin the pane which shows the preview of the content shared on your screen. Click 🔄 to pin your presentation. This prevents the pane from disappearing when you are not interacting with the app. You can also click and drag the presentation pane and position it wherever you want on the screen.

6.6 Recording and streaming
Click 🎥 to open the **Call controls** pane to open the recording and streaming controls:
- Click 🎥 to start recording, the icon changes to blue. Click again to stop recording.
- Click 🎥 to start streaming, the icon changes to blue. Click again to stop streaming.

If a meeting is being recorded or streamed, recording and streaming notifications will be shown on the web app’s screen.
6.7 Lock or unlock a meeting

You can lock a meeting for security purposes to temporarily restrict guest access. Restriction only applies for the duration of the meeting. Click to open the Call controls side bar. Select Meeting lock.

6.8 Manage other participants' audio and video in a meeting

Click to open the Call controls pane, you can mute or unmute the audio, and enable or disable video for all participants in the meeting.

Click Mute to mute audio for all participants. Click Allow to unmute audio for all participants.

To mute audio for individual participant, click on their name from the participant list and click Mute audio.

Click Disable to disable video for all participants. Click Allow to enable video for all participants.

To stop the video for individual participant, click on their name from the participant list and click Disable video.

6.9 Report an issue

If you have a problem during the meeting, click to send a report. This will collect all the diagnostics information which can be used to troubleshoot by support, optionally you can enter a description of your problem in more detail.

6.10 View meeting in full screen mode

Click to switch to full screen mode during the meeting. To switch back, click . This option is only visible if your browser supports this function.
6.11 The self-view pane

6.11.1 Pin self-view

- You can pin the self-view so that it's always visible. Click to disable automatic hiding of the self-view window. This prevents the self-view pane from disappearing when you are not interacting with the app. The icon changes to blue, click again to enable automatic hiding of the self-view window. On mobiles or tablets, tap to pin self-view.

6.11.2 Change camera or microphone during a meeting

- You can change the camera or microphone during a meeting. Click from self-view pane to choose a different camera or microphone during the meeting.

- From mobiles or tablets, tap > change camera to change between the front and back cameras.

6.11.3 Mirror self-view

- Click > Mirror self-view, to see your self-view video in mirror view for a more natural experience. In mirror view, your self-view video appears as if you were looking at your reflection in a mirror. The left and right sides of your image appear to be reversed. If you don’t want your self-view video to appear reversed, you can stop showing it in mirror view. This choice will be saved for future meetings on the same device.

- On mobiles, tap > Mirror self-view to use this option.

**Note:** Regardless of whatever you choose here, you video will appear as non-mirrored to other participants in the meeting.
6.11.4 Enable HD mode

- Select > Enable HD if you want to enable HD option. Click the toggle to disable it. This changes the camera resolution that is sent and turning off HD can help save CPU power and battery. By default, the HD mode is enabled on desktop.

- From mobiles and tablets, tap > Enable HD or Disable HD to disable HD. This changes the camera resolution that is sent and turning off HD can help save CPU power and battery. By default, the HD mode is disabled on mobiles and tablets.
7 View space joining information

From the left navigation pane or from the list of spaces, click on one of the spaces to view the space join information. You can see all the methods to join a meeting separated into one or more joining methods.

Each Joining method is a combination of video address, passcode, Meeting ID, Meeting link that can be used to access a space meeting. Each method gives a set of permissions to the user using the method to join space meetings. Contact your administrator to understand how the joining methods have been set up in your space templates. In the example above, each joining method can be used to assign roles such as host and guest to the meeting participants.

The joining methods contains a combination of the following:

- Meeting link - A link directly takes you to the joining page of the web app.
- Meeting ID - a unique number associated with the meeting. You can use this to join via the web app.
- Passcode - only shown if the space is passcode protected.
- Video address - Use this to dial via the web app, any video conferencing systems or other apps such as Cisco Jabber, Skype.

You can have one or more joining methods depending on the space templates used to create your space. You can use this information to invite people to your spaces.
8 Invite people to your spaces

You can invite people to your spaces for a meeting. Depending on the space template used to create a space, you can have one or more joining methods. Each joining method gives a set of permissions to the user who joins via that method. Contact your administrator to understand how the joining methods have been set up in your space templates. In this example, you can have host and guest roles for your meeting participants.

To invite people to your space, follow these steps:

1. Open the space where you are planning to have a meeting from.
2. Click ✉️. The Email or copy invite dialog opens:

Email or copy invite
Language: English (English from United States)

You are invited to join a meeting: Annual General Meeting
Meeting ID: 166849463
Join from a computer, mobile phone or tablet
https://example.com/meeting/166849463?secret=5ibD0d9uT9vZ2rWxeJQcQ
Join from a video conferencing system or application
Dial annual.general.meeting@example.com

3. Choose a language from the drop-down. By default, the invite is provided in English and Spanish language. Contact your administrator to add additional languages or customize your invite templates.

4. Click Copy to copy the invite with all details to your clipboard. You can then paste it where you want to share it with others.

5. Click Open email to open the email client configured on your device with the full meeting details embedded. The full details of the invite will be automatically populated in the body of a new email. You can customize, enter the email address and send the email to those you want to invite to your meeting.

6. You can invite people with different joining methods as needed. Click ✗ to close the Email or copy invite dialog.
Note: Sometimes the Open email button is disabled on Chrome browsers, click Copy to copy the details to your clipboard. You can paste details to your email or instant message. For more information, refer to "Cisco Meeting Server Customization guidelines".
9 Manage spaces

Web app allows you to manage your spaces. A space is a virtual meeting room that users with access can use to start or join meetings and share screen or presentation during meetings.

Users with credentials to log into Cisco Meeting Server web app can create, edit or delete spaces, and view the various joining methods available. Anyone added as a member can see the new space on their web app home page. Others can be invited to a meeting using the joining details.

Web app allows you can do the following:

- [Create space](#)
- [Edit space](#)
- [Delete a space](#)
- [Add or remove members to a space](#)

9.1 Why do I need to update the space passcode?

An administrator can specify a minimum passcode length for spaces or space templates. If a minimum passcode length has been enforced by the administrator for some of the existing spaces, then the web app shows you an on-screen message to indicate the passcode needs to be updated for those spaces.

Click [Configure space](#) to open the [Join information](#) and update the passcode.
Note: Only members with appropriate permissions will be able to update the space passcode. If a space passcode is out of compliance, you may not be able join a meeting in the space.
10  Create a space

To create a new space, follow these steps:

1. If you are using web app from desktop, Click to create a space.
   
   If you are using web app from a mobile or a tablet, click from the top left side to open
   the side menu and Click to create a space.

2. Enter a Name for your space. For example, this could be the project you are working on.
3. Select a template from the choices available. A space template is a combination of pre-
   configured settings that will be applied to new spaces created using this template.
4. Click Create. A new space is created. A space can have one or more ways to join a
   meeting based on the chosen template. You can include these details when you invite
   someone to join your meeting.

**Note:** If you are using web app from a mobile or a tablet, click from the top left side to
open the side menu.

**Note:** If you do not see this option, contact your administrator to enable permissions to
create a space and assign space templates to your profile.
11 Edit a space

Select a space that you want to edit from the list. The app shows you all the details of the space such as space name, the joining methods available.

Click to edit the space name. You can edit the following settings for any of the joining methods shown:

- **Join link** - You can generate a new meeting join link for the meeting.
- **Passcode** - Enter a numeric passcode to restrict access to the space for security purposes. This is optional and can be blank.
- **Video address** - Enter a video address of your choice. If already in use, the app suggests one that closely matches your choice.

Click **Save** to save the changes.
12 Delete a space

Members of a space can delete their spaces if they have appropriate permissions. To delete a space, follow these steps:

1. Click on the space name from the home page.

2. Click to delete the space.

The space will no longer exist.
13 Add or remove members to a space

You can add members to your space. Space members will be able to see the space listed on the homepage when they log-in to the web app.

13.0.1 Add a member

1. Click on any space to open the space.

2. From the Members pane, click +, the Add members pane opens.

3. Search for a person by first or last name and click Add to space.

4. Repeat the steps to add more members.

13.0.2 Remove a member

From the list of members in a space, click on a members name and select Remove member. When you remove a member from a space, the space will no longer appear in their home page. However, they will be able to join meetings if they have an invite.

Note: Members will be able to edit or delete a space if they have the permissions to do so.
Cisco is committed to designing and delivering accessible products and technologies. The Voluntary Product Accessibility Template (VPAT) for Cisco Meeting Server web app is available here:

http://www.cisco.com/web/about/responsibility/accessibility/legal_regulatory/vpats.html#telepresence

You can find more information about accessibility here:

www.cisco.com/web/about/responsibility/accessibility/index.html
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- Increase the separation between the equipment and receiver.
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- Consult the dealer or an experienced radio/TV technician for help.

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