



# Cisco Meeting Server web app

User Guide

Version 3.2

June 11, 2021

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## Revision history

Listed below are the recent changes done to the document:

Table 1:

Date of revision	Change
June 11, 2021	Updated Add participant section with a note.
May 5, 2021	Added a note about content sharing in mobile browsers.
April 7, 2021	First Release of 3.2

# 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. Others can be invited to a meeting using the joining details. Members can send chat messages during a call.

Users with credentials to log into web app can create, edit, delete spaces, change member roles and access methods, 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](mailto: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.

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**Note:** You can customize the join links with additional parameters to set preferences while joining calls. For more information, see [Customize join links](#).

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

If you have received an invitation to join a meeting with meeting ID or URL (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.

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**Note:** Alternatively, you can use the video address (URL) 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.

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## 2.1 Customize meeting join links

Users can customize the join links with additional parameters to set their preferences while joining calls. This can be useful for users who frequently join certain meetings. They can bookmark the join links with specific preferences. Listed below are the additional parameters supported in this version:

Parameter	Description	Values	Examples
mode	<p>Use this parameter to specify the way a user can join the meeting:</p> <ul style="list-style-type: none"> <li>Join with audio and video - audioVideo</li> <li>Join with presentation only - presentationOnly</li> <li>Dial in details - dialIn</li> </ul> <p>Default option is 'audioVideo'.</p>	<ul style="list-style-type: none"> <li>audioVideo</li> <li>presentationOnly</li> <li>dialIn</li> </ul>	<ul style="list-style-type: none"> <li>&amp;mode=audioVideo</li> <li>&amp;mode=presentationOnly</li> <li>&amp;mode=dialIn</li> </ul>
name	<p>If the user is not signed in, their display name will be automatically set to the name provided in this parameter. Web app will not prompt the user to enter their name.</p> <p>If the user is signed in, their name will not be changed by this parameter. However they can change the name from the UI or sign in with a different user ID and password before joining a call.</p>	any URL encoded string	&name=Sally%20wood

audioMuted	<ul style="list-style-type: none"> <li>• If this parameter is set to true, the audio will be muted</li> <li>• If this parameter is set to false, audio will be unmuted.</li> </ul> <p>Users can change this setting in the UI after joining the call.</p>	<ul style="list-style-type: none"> <li>• true</li> <li>• false</li> <li>• Set to "true" if no value is entered</li> </ul>	<ul style="list-style-type: none"> <li>• &amp;audioMuted=true</li> <li>• &amp;audioMuted=false</li> <li>• &amp;audioMuted</li> </ul>
videoDisabled	<ul style="list-style-type: none"> <li>• If this parameter is true, the video will be disabled.</li> <li>• if this parameter is if false, the video will be enabled.</li> </ul> <p>Users can change this setting in the UI after joining the call.</p>	<ul style="list-style-type: none"> <li>• true</li> <li>• false</li> <li>• Set to "true" if no value is entered</li> </ul>	<ul style="list-style-type: none"> <li>• &amp;videoDisabled=true</li> <li>• &amp;videoDisabled=false</li> <li>• &amp;videoDisabled</li> </ul>
skipJoinOptions	<p>If true, and if the name has been stored in the browser, or if the user has signed in, or if the "name" parameter is specified in the link, then the user will join call skipping the <b>Join options</b> screen.</p> <p>If false, the user will be taken to the <b>Join options</b> screen where they can optionally change their name or sign in.</p>	<ul style="list-style-type: none"> <li>• true</li> <li>• false</li> <li>• Set to "true" if no value is entered</li> </ul>	<ul style="list-style-type: none"> <li>• &amp;skipJoinOptions=true</li> <li>• &amp;skipJoinOptions=false</li> <li>• &amp;skipJoinOptions</li> </ul>

**Example:** User wants to set the meeting join name as "Sally" and automatically mute their audio while joining a meeting:

1. Copy the join link:  
[https://example.com/meeting/059893656?secret=zv9LGLqbZ0DiCo\\_86haJag](https://example.com/meeting/059893656?secret=zv9LGLqbZ0DiCo_86haJag)
2. Edit the link to add the extra parameters "&name=Sally" and "&audioMuted" to the link:  
[https://example.com/meeting/059893656?secret=zv9LGLqbZ0DiCo\\_86haJag&name=Sally&audioMuted=true](https://example.com/meeting/059893656?secret=zv9LGLqbZ0DiCo_86haJag&name=Sally&audioMuted=true)

## 3 Joining options

While joining a meeting, the **Joining options** screen allows you to choose how you want to join the meeting. You can see a preview of your video before joining.

Depending on how web app is configured by your administrator, you may be prompted to enter your name or sign in. Enter your name and click **Set display name**. This will appear in the participant list during the meeting and helps others to recognize you. Alternatively, if you have the User ID and password to sign in to web app, click **Sign in instead**.

If the browser remembers a previously entered name, or if the meeting join link has a name parameter included, the prompt to enter name will not be shown. If you have already signed in to web app, and are trying to join a meeting, your sign in name will be shown.

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**Note:** Options on this page depend on how the administrator has configured your web app.

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**Note:** If your administrator has configured single sign-on (SSO) for your web app account, you can use SSO to login to web app. To login using SSO, follow these steps:

1. Enter your user name and click **Sign in**.
2. You will be redirected to the web page of single-sign on provider to sign in. After signing in, you will be redirected back to web app.

Refer to Cisco Meeting Server documentation for more information on configuring Single-sign on.

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**Note:** If SSO is enabled, after you log into web app, you will have a separate session on the web app application from the one with the identity provider. This means that if you logout / sign out from the web app application but not from the identity provider once you enter the same user name you will automatically be allowed into the web app application again. However, if you sign out from the identity provider it doesn't sign you out from web app and hence you have to also sign out from web app. To ensure that you cannot log in for this browser session again you must sign out from both the web app application and the identity provider.

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Click **More ways to join** or **Settings** to choose from options below:

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## 3.1 More ways to join

- **Join with audio and video** - use this option to join a meeting with audio and video, you can also share your screen or application during the meeting.
- **Join with presentation only** - use this option to join a meeting with presentation only. This is recommended if you want to share or view a presentation. You cannot send audio and camera video during the meeting.
- **Dial in details** - use this to see the dial in details for the meeting if you want to join from a video conferencing system or telephone. Select **More ways to join > Join with presentation** only if you want to share your screen or presentation in the meeting.

## 3.2 Settings

- Click **Settings** to select your camera or microphone. 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.
- Select **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 camera device.
- Select **Enable HD** if you want to enable HD options. Click the toggle to disable it. This changes the camera resolution that is sent to save CPU power and battery.

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**Note:** You can change your camera, microphone and self view settings during a meeting

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After choosing your preferred options, click **Join meeting** to join the meeting. Use the



to mute your audio and



to disable video if needed before joining the meeting. You can change these options whilst in the meeting.

During a meeting you can use the in-meeting menu options to control and manage your meeting.

## 4 Sign 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.

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**Note:** If your administrator has configured single sign-on (SSO) for your web app account, you can use SSO to login to web app. To login using SSO, follow these steps:

1. Enter your user name and click **Sign in**.
2. You will be redirected to the web page of single-sign on provider to sign in. After signing in, you will be redirected back to web app.

Refer to Cisco Meeting Server documentation for more information on configuring Single-sign on.

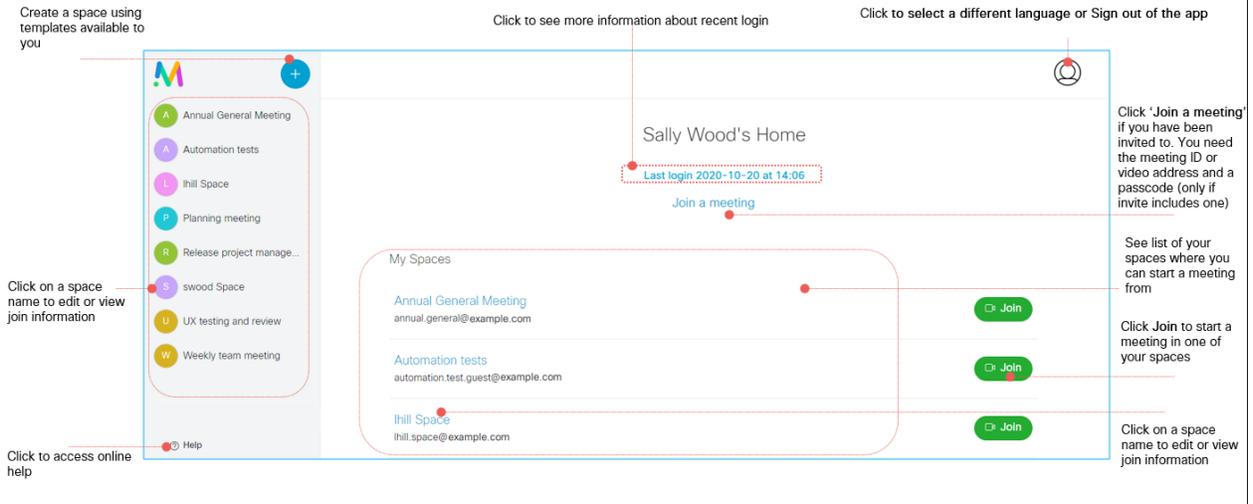
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**Note:** If SSO is enabled, after you log into web app, you will have a separate session on the web app application from the one with the identity provider. This means that if you logout / sign out from the web app application but not from the identity provider once you enter the same user name you will automatically be allowed into the web app application again. However, if you sign out from the identity provider it doesn't sign you out from web app and hence you have to also sign out from web app. To ensure that you cannot log in for this browser session again you must sign out from both the web app application and the identity provider.

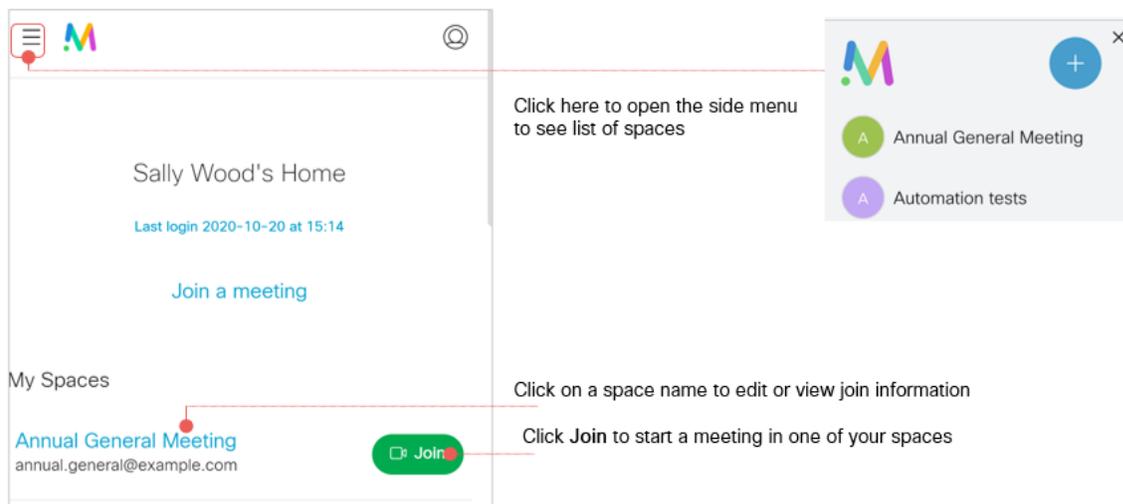
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The web app displays information about the most recent log in, including date and time when the account was last used. Click on the last login information to see the IP address used during the most recent login.

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.

## 5 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](#)

#### [Admit participants to a locked meeting](#)

#### [View call information](#)

#### [Report an issue in web app](#)

#### [View meeting in full screen mode](#)

#### [The self-view pane](#)

#### [In-call chat](#)

#### [Content magnification](#)

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

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### 5.1 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.

**Note:** You cannot share any content from mobile browsers: Chrome on Android or Safari on iOS.

**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.

## 5.2 View and manage participants in the meeting

You can do the following:

### 5.2.1 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

### 5.2.2 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 dial SIP participants with their video address or number.

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**Note:** Directory search applies only if you have signed to web app.

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### 5.2.3 Drop a participant

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

## 5.3 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.

## 5.4 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.

## 5.5 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 where ever you want on the screen.

## 5.6 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.

## 5.7 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**.

## 5.8 Admit participants to a locked meeting

You can now admit participants to a locked meeting if you have the appropriate permissions. Participant trying to join a meeting will be waiting in a lobby and will see an onscreen message indicating the same.

Web app shows you a notification if there are some participants waiting to be admitted to the meeting. The participant icon shows a count of number of participants waiting in lobby. Click on a participant's name and select **Admit to meeting** to admit participants individually. To admit all participants, click **Admit all**.

## 5.9 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**.

## 5.10 View call information

During a meeting, you can click  to view the following information:

- Space name: Name of the space where the meeting is ongoing.
- Duration: Time since a participant joined the meeting.
- Join information: You can invite more participants to the meeting using one of the following ways:
  - Copy the join link to your clipboard.
  - Click  to open the preview of the invite, you can either click **Open email** to open your default email with the joining information embedded or click **Copy** to copy the invite with all details to your clipboard.

## 5.11 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.

## 5.12 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.

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**Note:** Safari browser does not currently support this function.

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## 5.13 The self-view pane

The self view pane shows a glimpse of how others see you during a meeting, web app allows you to manage:

### 5.13.1 Pin self-view

- You can pin the self-view so that its 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.

### 5.13.2 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 tables, tap  > **change camera** to change between the front and back cameras.

### 5.13.3 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.

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

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### 5.13.4 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.

## 5.14 In-call chat

Participants in a call can send chat messages to other participants in the same call.

1. Click  to start chatting with the participants in a call. Chat window will slide open.
2. Type your message and press enter.

The chat messages are visible to participants currently in the call. The old messages will disappear if you leave, refresh, or rejoin the call.

A red dot on the chat icon  indicates unread messages.

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**Note:** If you are unable send messages on chat, it means that your chat permissions are disabled. Your meeting host can enable chat permission for you.

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## 5.15 Content magnification

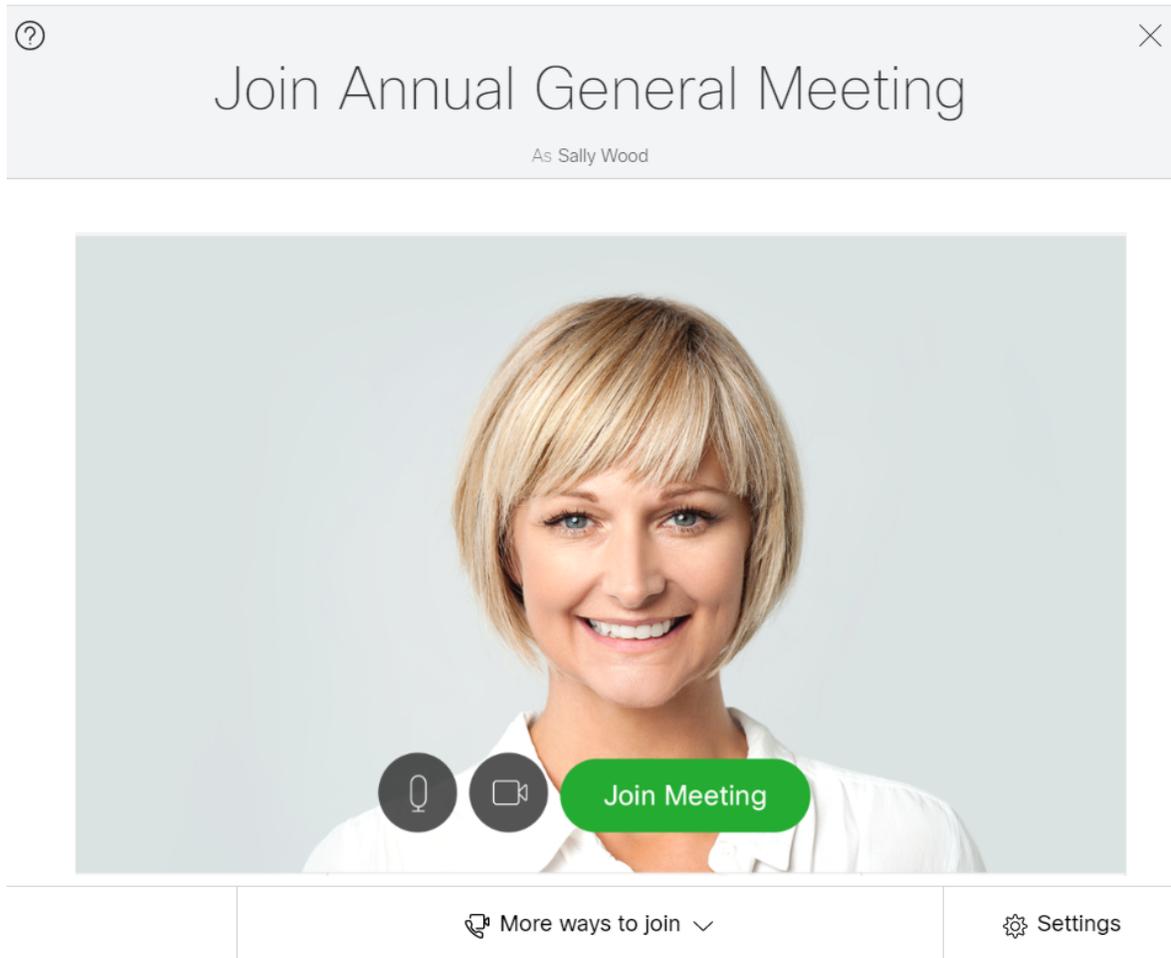
Participants can scroll, pinch, or click a button to zoom in and out on the content that is displayed on screen during a call.

- Click  to zoom in. Pinch in if you are using mobile or tablet devices.
- Click  to zoom out. Pinch out if you are using mobile or tablet devices.
- Drag the mouse or pointer to pan window around.

## 6 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** or **Settings** to choose from options below:



### 6.1 More ways to join

- **Join with audio and video** - use this option to join a meeting with audio and video, you can also share your screen or application during the meeting.
- **Join with presentation only** - use this option to join a meeting with presentation only. This is recommended if you want to share or view a presentation. You cannot send audio and camera video during the meeting.

- **Dial in details** - use this to see the dial in details for the meeting if you want to join from a video conferencing system or telephone. Select **More ways to join > Join with presentation** only if you want to share your screen or presentation in the meeting.

## 6.2 Settings

- Click **Settings** to select your camera or microphone. 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.
- Select **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 camera device.
- Select **Enable HD** if you want to enable HD options. Click the toggle to disable it. This changes the camera resolution that is sent to save CPU power and battery.

---

**Note:** You can change your camera, microphone and self view settings during a meeting

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After choosing your preferred options, click **Join meeting** to join the meeting. Use

the  to mute your audio and  to disable video if needed before joining the meeting. You can change these options whilst in the meeting.

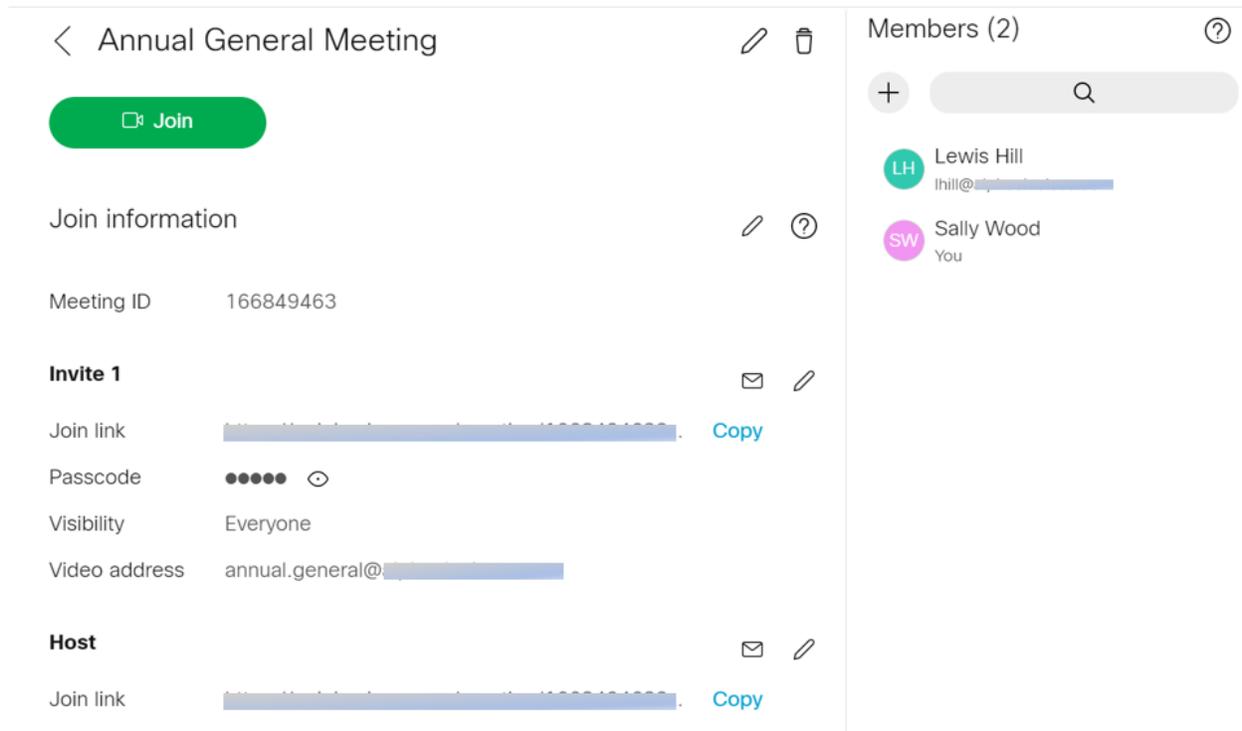
During a meeting you can use the in-meeting menu options to control and manage your meeting.



To leave the meeting, click . 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.

## 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.



The screenshot displays the 'Annual General Meeting' space interface. At the top left, there is a back arrow, the title 'Annual General Meeting', and edit/delete icons. A prominent green 'Join' button is located below the title. The 'Join information' section includes the Meeting ID '166849463'. The 'Invite 1' section shows a join link, a passcode (represented by dots and an eye icon), and a visibility setting of 'Everyone'. The 'Video address' is 'annual.general@'. The 'Host' section also shows a join link. On the right, the 'Members (2)' sidebar lists 'Lewis Hill' and 'Sally Wood' (You).

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 meetings space. 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.

Each joining method refers to an Access Method which is a combination of URI, passcode, call ID and secret.

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.

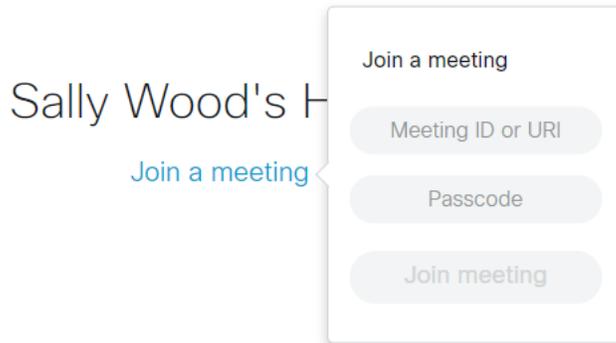
- Visibility - defines who can see the access methods. See change space member access methods to learn more.
- Video address - Use this to dial via the web app, any video conferencing systems or other apps such as Cisco Jabber, Skype.

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 Join a meeting while you are signed in to the app

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.

## 9 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.

The screenshot shows the interface for a meeting space named "Annual General Meeting". At the top left, there is a back arrow and the space name. Below it is a green "Join" button with a camera icon. To the right of the space name are edit and trash icons. On the right side, there is a "Members (2)" section with a search bar and a list of two members: Lewis Hill (lhill@...) and Sally Wood (You). Below the "Join" button is the "Join information" section, which includes the Meeting ID (166849463), an "Invite 1" section with a join link, passcode, visibility (Everyone), and video address, and a "Host" section with a join link. Each link has a "Copy" button next to it.

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=5ibOoH9utNBv2ErWke5QcQ>

Join from a video conferencing system or application  
Dial [annual.general.meeting@example.com](tel:annual.general.meeting@example.com)

Close Copy Open email

3. Choose a language from the drop-down. Contact your administrator to 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".

---

**Note:** You can customize the join links with additional parameters to set preferences while joining calls. For more information, see [Customize join links](#).

---

## 10 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](#)
- [Activate space](#)
- [Edit space](#)
- [Delete a space](#)
- [Add or remove members to a space](#)
- [Change space member roles and access methods](#)

### 10.1 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.

The screenshot displays the user interface for 'Sally Wood's Home'. At the top, there is a title 'Sally Wood's Home' and a 'Join a meeting' link. Below this, a section titled 'My Spaces' lists two spaces:

- Annual General Meeting** (annual.general@example.com) with a green 'Join' button.
- Automation tests** (Passcode needs updating) with a blue 'Configure space' button.

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.

---

## 11 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.

---

## 12 Activate spaces

You will be able to activate a newly provisioned space from web app UI. A notification **activation required** will appear under the space name of the newly provisioned space.

Click **Activate space** to activate and create a space. Once activated you can use this space to start or join meetings.

You cannot start a meeting in a space unless it is activated.

---

**Note:** Administrators can provision spaces for users. Refer to Release Notes for Cisco Meeting Server for more information about space provisioning.

---

## 13 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.

## 14 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

### 14.1 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.

### 14.2 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.

---

# 15 Change space member roles and access methods

Members of a space can sign in to web app to change roles and permissions of a member. They can also change the access methods to provide different privileges to each member.

## 15.1 Change space member roles

You can change member roles and permissions from a space. Follow these steps to change space member roles and permissions:

1. From the list of members in a space, click on a member name to view the list of privileges.
2. In the drop-down list, select from the existing roles to assign roles and permissions of a space member.

**Note:** The permission settings are persistent and do not change for other spaces.

The screenshot shows the 'Annual General Meeting' space interface. On the right, the 'Members (2)' panel is open, showing the profile for Lewis Hill. The 'In-call role' dropdown is set to 'Role'. Below it, the 'This user can:' section lists several permissions with checkboxes:

- Delete the space
- Add/remove members
- Change space name
- Change dial in video address
- Change dial in passcode
- Change dial in visibility
- Leave the space

Annotations in the image include:

- A red line pointing to the member name 'Lewis Hill' with the text 'Select the space member to assign permissions'.
- A red line pointing to the 'Role' dropdown with the text 'Assign in-call member role from the drop-down list.'
- A red line pointing to the permissions list with the text 'Assign permissions to space members.'

## 15.2 Change space member access methods

If you have the required permission, you can view and control the access methods that are visible to guests, members, or owners from a drop-down list.

1. Click on a space member to view the list of privileges.
2. To change the access method, select from the drop-down list.

The visibility of the available access methods are:

- **Public:** Visible to all space members and call participants.
- **Private:** Visible only to the space owner.
- **Member:** Visible to all space members.
- **Directory:** In public directory, visible to all space members and call participants.

The screenshot displays the 'Join information' section for a meeting space, divided into 'Guest' and 'Host' roles. For the Guest role, the Meeting ID is 493821231 and the video address is annual.all.hands.meeting.guest@... For the Host role, the Meeting ID is 796965033. To the right, a modal window for 'Lewis Hill' (lhill@) is open, showing an 'In-call role' dropdown menu with options: 'Space default' (selected), 'Guest', and 'Host'. A red dashed box highlights the dropdown menu, and a red arrow points to it with the text 'Select space member access method'. Below the dropdown are several toggle switches for settings like 'Change space name', 'Change dial in video address', 'Change dial in passcode', 'Change dial in visibility', and 'Leave the space'. At the bottom of the modal are 'Space membership' and 'Remove member' options.

**Note:** In a meeting space, the joining information is based on the access method selected. Any added member will by default inherit the same access method of the person who added them.

## 16 Delete a space

Members with appropriate permissions can delete their spaces. The steps to delete a space are:

1. In the home page, click on the space name.
2. Click  to delete the space. The space is deleted.

## 17 More Information

For more information about new features in any release of web app, see [Cisco Meeting Server web app Important Information](#) document.

In addition to this help, for information about how to use the app in PDF format, see the [End user guides for Cisco Meeting Server web app](#).

For information about what's new in the Cisco Meeting Server see [Cisco Meeting Server Release Notes](#).

More Cisco Meeting Server documentation is available here: [Cisco Meeting Server other documents](#).

## Accessibility Notice

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[http://www.cisco.com/web/about/responsibility/accessibility/legal\\_regulatory/vpats.html#telepresence](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](http://www.cisco.com/web/about/responsibility/accessibility/index.html)

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- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.

- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

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