Start or Schedule a Meeting

Schedule a Meeting from the Webex Site in Modern View

Procedure

Step 1   Sign in to your Webex site.

Step 2   Go to ⬜ **Meetings**, and then select **Schedule**.

You can also select **Schedule** on your **Home** page.

Step 3   Select a **Meeting type**.

Step 4   Enter the **Meeting topic**.

Step 5   Select the **Date and time**, including the time zone.

Step 6   Set the meeting to recur by checking the **Recurrence** check box.

You can schedule your meeting to happen weekly, biweekly, monthly, and more.

Step 7   In **Attendees**, enter the email address of each person you want to invite.

Predictive search suggests people you invited before, and existing accounts on your Webex site.

Step 8   (Optional) To make an attendee an alternate host, select .

This option is available only if the attendee has a host account on your site.

Step 9   (Optional) Select **Show advanced options**.

a) Select **Audio connections options** and choose your settings:

- **Audio connection type**

- **Entry and exit tone**

b) Select **Scheduling Options** and choose your settings:

- **Automatically start recording when the meeting starts**

- **Exclude password from email invitation**

Step 10   Select **Schedule**.

Schedule a Meeting from the Webex Site in Classic View

Before you begin

You must have a Host license to schedule or start a Webex meeting.

Procedure

Step 1   Sign in to your Webex site.

Step 2   If you're in Modern View, select **Classic View**.

Step 3   At the top of the **Meetings** page, select **Schedule**.

The **Schedule a Webex Meeting** page appears.

Note   You can schedule a meeting on behalf of another host if that host has allowed you to do so in their account preferences. Select the host from the **Schedule for:** drop-down list. A prompt appears to confirm the transfer of host scheduling privileges for the meeting. Shared information such as meeting topic, date, length, and recurrence remain the same. You can then continue scheduling the meeting using the hosts' privileges.

Step 4   Specify the following information for your meeting:

- What: What the meeting is about?
- When: When does the meeting take place?

To schedule a recurring meeting, select **Recurrence** then choose your option.

- Length: How long is the meeting?
- Meeting Type: What type of meeting is it?

  Set up by your administrator, the meeting type determines the various conferencing features and options available for the meeting. For example, recording is not available for some meeting types.

- Who: Who do you want to invite to your meeting? You can type email addresses or type names to search for in your contacts. You can also invite people later after you have scheduled the meeting.

| **Note** | If you want to allow an invitee to have most of the same hosting privileges as you do, select the **Alternate Host** option for that invitee. Alternate hosts cannot edit or delete a meeting. If you join the meeting after an alternate host starts it, you automatically become the host. |

  If your organization uses single sign-on (SSO), you may get a message that the email address is not found. This usually means that your administrator changed the email address of your alternate host. The daily synchronization between Exchange, Outlook, and CWMS propagates new email addresses. Before the synchronization occurs, you cannot designate alternate host who has new email addresses.

Step 5   Select your audio connection type.

| **Note** | You can change the audio options from the scheduling page, only by changing the meeting type. A green checkmark indicates the available options. A red cross indicates unavailable options. You cannot change the meeting type when using **Meet Now** to start a meeting. |

- **Webex Audio** - This audio connection mode lets meeting hosts and participants join the online portion of the meeting using the link provided in the meeting email invitation message. Once connected to a meeting, users can either call in to the meeting or use the **Call Me** feature to receive a call at a number they have provided. This option requires a host to schedule a meeting with either the **Meet Now** feature or the scheduler.

- **Personal Conferencing** - This audio connection mode lets a meeting host quickly start the audio portion of a Cisco Webex meeting at any time. The meeting host and participants simply dial the same call-in number, enter access codes, and the audio portion of the meeting begins. The system then sends an email to the meeting host with a link to the online portion of the meeting. If the host chooses to start the online meeting, participants can then use it to share information or collaborate on an idea. The meeting host is not required to schedule Personal Conferencing meetings in advance, and once generated, the access codes do not change.

| **Note** | You must have a Personal Conference account and a host PIN to use the Personal Conferencing option. |

Step 6   (Optional) For a Webex meeting, enter a **Meeting Password**.

- Enter password if you want to make your meetings private. Your invitees must enter the meeting password to join the meeting unless they signed in to their Webex account before joining.

- For extra security, check **Exclude password from email invitation**. Excluding the password means that it is not displayed in the meeting details page or any email invitations. As the meeting host, you can then choose to send the password specifically to your invitees and others who request it.

Step 7   (Optional) Select **Record this meeting** to have the system automatically start recording when the meeting starts.

Note   If the host joins as a participant and then assumes the host role, the meeting does not start automatically. In this case, the host must start the recording manually.

Step 8   Select **Schedule It!**.

The meeting details page appears with a message confirming that your meeting is scheduled.

Note   The maximum meeting length is 24 hours.

Note   The system prevents you from scheduling a meeting during a scheduled maintenance window or when a future maintenance window is scheduled.

To schedule a meeting on behalf of someone else, that person must have allowed another host to schedule meetings on their behalf.

When you schedule a meeting for another host, both you and the other host can modify the meeting.

Procedure

Step 1   Sign in to your Webex site.

Step 2   Select **Schedule** to go to the **Schedule a Meeting** page.

Step 3   In the **Schedule for** drop-down list, select the host's name for whom you're scheduling the meeting.

To see this option, the person for whom you're scheduling the meeting must have allowed another host to schedule meetings on their behalf.

Step 4   Enter the details for the meeting.

Step 5   Select **Schedule** to schedule your meeting for later.

Allow Another Person to Schedule Meetings for You

Note   Both you and the person who schedules meetings for you must have a Host account.

You can grant permission to one or more people to schedule meetings on your behalf. After someone else schedules a meeting for you, the meeting appears in your list of meetings. You can start the meeting and host it the same way that you do when you schedule meetings yourself.

This task assumes the following points about you and anyone who schedules meetings on your behalf:

- You both have accounts on your Webex site.

- You both have Host licenses.

• To schedule meetings in Microsoft Outlook, you both have Outlook and the Webex Meetings desktop app integration with Outlook installed.

Procedure

Step 1   Sign in to your Webex site.

Note   If you have sign-in issues, ensure that cookies are enabled in your browser. You cannot sign in to Cisco Webex if cookies are disabled.

Step 2   Go to the **Scheduling Permission** page.

For Modern View, go to **Preferences** > **Scheduling** > **Scheduling Permission**.

For Classic View, go to **Classic View** > **My Account** > **Session Options** > **Scheduling Permission**.

Step 3   Enter the email addresses of users who you permit to schedule meetings on your behalf.

Step 4   Select **Save** or **Update**.

Start a Meeting from the Webex Site in Modern View

Procedure

Step 1   If you're the host, sign in to your Webex site at the scheduled time.

In Modern View, the list of your upcoming meetings appears in the **Upcoming Meetings** tile.

Step 2   Locate your meeting and select **Start** to begin.

Start a Meeting from the Webex Site in Classic View

Note You must have a Host account to schedule a meeting.

Procedure

Step 1 Sign in to your Webex site.

Note If you have sign-in issues, ensure that cookies are enabled in your browser. You cannot sign in to Cisco Webex if cookies are disabled.

Step 2 Locate the meeting that you want to start.

Tip The **Start** button is green only within the specified time to start the meeting.

Step 3 Select **Start**.

Step 4 (Optional) If the meeting you are starting is part of a recurring series, confirm that you want to start the next upcoming meeting in the series.

Start an Instant Meeting in Modern View

Use this procedure to start a Meet Now instant meeting. Essentially, you schedule the meeting and start it right away, so Meet Now meetings appear in the meetings list for you and for invitees.

Procedure

Step 1 Sign in to your Webex site.

Step 2 Select **Schedule** on your **Home** page.

Step 3 Select a **Meeting type**.

Step 4 Enter the **Meeting topic**.

Step 5 Select the **Date and time**, including the time zone.

Step 6 In **Attendees**, enter the email address of each person you want to invite.

Predictive search suggests people you invited before, and existing accounts on your Webex site.

Step 7 (Optional) Select **Show advanced options**.

a) Select **Audio connections options** and choose your settings:

- **Audio connection type**

- **Entry and exit tone**

b) Select **Scheduling Options** and choose your settings:

- **Automatically start recording when the meeting starts**

- **Exclude password from email invitation**

Step 8   Select **Start**.

Start an Instant Meeting in Classic View

Note   You must have a Host account to schedule a meeting.

If you want to set a password for your instant meetings, select **My Account** and enter one in the **Meet Now Settings** section. You can always change the password when you schedule a meeting. Meet Now settings do not apply to Personal Room instant meetings.

Procedure

Step 1   Sign in to your Webex site.

Step 2   On the **Meetings** page, select **Meet Now**.

Step 3   (Optional) If you see the **Meeting Password** field, do the following:

- Check **Show actual password** if you want to see the password that you enter.

- For more security, check **Exclude password from email invitation**. If you exclude the password, it doesn't appear on the meeting details page or in any email invitations. As the meeting host, you can then choose to send the password specifically to your invitees and others who request it.

Tip   The password field appears only if you set a password in your account settings, and if your site settings require a password for meetings.

Step 4   Select **Start**.

Start a Personal Room Meeting in Modern View

A Personal Room is your own virtual conference space. It's always available and you never have to book it, so it's great for instant meetings. Attendees can easily find your Personal Room by using your Personal Room link, your email, or your phone number.

Note	If you're new to Personal Rooms, there are some differences for instant meetings. With Meet Now, each instant meeting has a new identifier. Your Personal Room ID doesn't change and therefore there's no need for scheduling. When you invite and remind people from your Personal Room, the invitees receive the email invitation. The meeting doesn't appear in the **Meetings** list page for you or for the invitees.

Procedure

Step 1   Sign in to your Webex site.

Step 2   On your **Home** page, select **Start Meeting**.

You can send the Personal Room URL to the participants in a message. You can find your Personal Room URL on your **Home** page. During a meeting, you can go to **Meeting Controls** > **More Options** > **Copy Meeting Link** on your Webex site.

Find a Meeting in Classic View

Procedure

Step 1   Sign in to your Webex site (Classic View).

Note	If you have sign-in issues, ensure that cookies are enabled in your browser. You cannot sign in to Cisco Webex if cookies are disabled.

Step 2   Select the **All Meetings** tab.

By default, the **All Meetings** page displays up to 50 meetings, for which you are the host. This list includes meetings that are in-progress, or upcoming; and meetings past the scheduled start time and not started.

If you have an Attendee Only account, you see only a list of meetings to which you are invited.

In Classic View, after a meeting starts and ends, the system removes it from the **Meetings** page.

Step 3   Enter your search parameters and then select **Search**.

The meeting list updates with your search results.

Find a Meeting in Modern View

Procedure

Step 1   Sign in to your Webex site.

> **Note**   If you have sign-in issues, ensure that cookies are enabled in your browser. You cannot sign in to Cisco Webex if your browser does not allow cookies.

In the **Upcoming Meetings** section, you can see upcoming meetings. If you're the host, you can select **Start** whenever you're ready to start your meeting.

Step 2   If you don't see the meeting you're looking for, you can search for it; just enter your search string in the search bar.

Step 3   (Optional) To find a specific meeting within a specified range of dates, select **Meetings** from the navigation menu.

Edit a Meeting

This task describes how to edit a single meeting. To edit a recurring meeting, see .

> **Note**   You must have a Host account to schedule and edit meetings.

Procedure

Step 1   Sign in to your Webex site.

If you have sign-in issues, ensure that cookies are enabled in your browser.

Step 2   Go to **Meetings**.

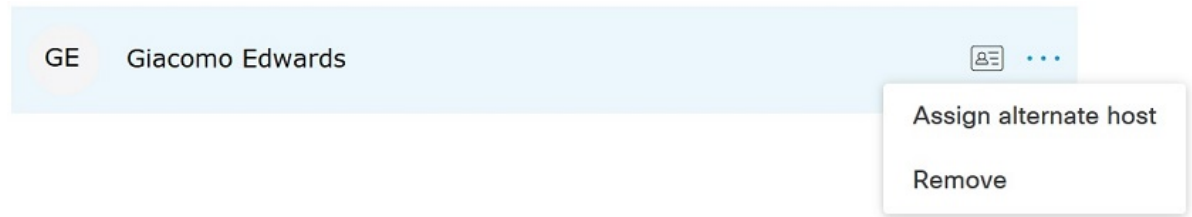For Classic View, select **Classic View** > **All Meetings**.

Step 3   In the **Meetings** list, locate and select the meeting that you want to edit.

Step 4   (Optional) Specify an alternate host.

a) In the **Who is Invited?** section, locate the attendee to designate as an alternate host and mouse-over .

b) Select **Assign alternate host**.

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Assign alternate host

Remove

Step 5 To change the meeting settings, select **Edit**.

Step 6 Change the meeting settings and then select **Save**.

Edit a Recurring Meeting

Tip If you originally scheduled your meeting with Microsoft Outlook, edit your meeting in Outlook to keep the meeting information your Outlook calendar up-to-date.

Note You must have a Host account to schedule and edit meetings.

Procedure

Step 1 Sign in to your Webex site.

Note If you have sign-in issues, ensure that cookies are enabled in your browser. You cannot sign in to Cisco Webex if cookies are disabled.

Step 2 Go to **Preferences** > **Scheduling** > **Scheduling Permission**.

For Classic View, click **Classic View** > **My Account** > **Session Options** > **Scheduling Permission**.

Step 3 Select the topic of the meeting that you want to edit.

The meeting details page appears.

Step 4 Select **Edit**.

Step 5 Select whether you want to edit a single occurrence of this meeting series or the entire series.

Note   If you make changes to a single occurrence of a meeting series, the system assigns a new meeting ID for that occurrence. Because the original meeting ID and link are still valid, the result is in two separate meeting rooms becoming available for the meeting. If invitees join using the original **Join Meeting** meeting information, they cannot see or be seen by invitees who joined using the updated meeting link. It is very important that you send an updated meeting notification, with the new meeting ID and link, to all your invitees.

If you delete a meeting occurrence from a series, and later edit the entire meeting series, the system restores the deleted single meeting occurrence to the meeting list.

Step 6   Modify the meeting parameters.

Step 7   Save your changes.

For Modern View, select **Save**.

For Classic View, select a save option:

- **Save and Notify All**—Saves your updates and sends an updated meeting notification to all invitees.
- **Save Only**—Saves your updates but does not send an updated meeting notification to your invitees.
- **Save and Notify Updated Invites**—Saves your updates and sends an updated meeting notification to newly added invitees only.

Cancel a Meeting

You can cancel any meeting that you have scheduled from the meeting details page. When you cancel a meeting, the system deletes it from the list of meetings on the **Meetings** page.

Tip   If you originally scheduled the meeting with Microsoft Outlook, remember to cancel the meeting in Outlook as well.

Note   You must have a Host account to schedule or cancel meetings.

Procedure

Step 1   Sign in to your Webex site.

Note   If you have sign-in issues, ensure that cookies are enabled in your browser. You cannot sign in to Cisco Webex if cookies are disabled.

Step 2   View your list of meetings.

For Modern View, select **Meetings**.

For Classic View, select **Classic View**, and then select the **All Meetings** tab.

Step 3	Open the meeting details page by selecting the topic for the meeting, or by selecting the link from your confirmation email message.
Step 4	Click **Cancel** or **Delete** and then confirm when the dialog appears.
Step 5	If the meeting is part of a recurring series, choose whether you want to delete this occurrence only or the entire meeting series.
Step 6	In Classic View, choose whether to send a cancellation email message to all invited attendees and then select **OK**

Recurrence Pattern Support

You can set up a recurring meeting, such as a monthly company meeting or a weekly status meeting. When you schedule a recurring meeting, you set up the meeting once for instances of the meeting.

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Important   If you schedule recurring back-to-back 24-hour meetings, ensure that each meeting ends before the scheduled start time for the next meeting.

If a meeting in the series does not end before the scheduled start of the next meeting, the system deletes the next meeting occurrence. This issue occurs because the system does not actually schedule the next meeting in the series until the current meeting ends.

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Note   You must have a Host account to schedule meetings or modify settings for them.

Table 1: Supported Recurrence Patterns

Type	Description
Daily	Repeats the meeting every day until the ending date that you select. • **Every [x] days**—Specifies the number of days between meeting instances. • **Every weekday**—Repeats the meeting each day, from Monday to Friday.
Weekly	Repeats the meeting every week until the ending date that you select. **Every [x] week(s) on**—Specifies a day of the week, and the number of weeks between meeting instances.

Type	Description
Monthly	Repeats the meeting every month until the ending date that you select. • **Day [x] of every [x] months**—Specifies the specific day of the month on which to repeat the meeting, and the number of months between meeting instances. • **Every [x] of the [x] week of every [x] month(s)**—Specifies the specific day of the week, the specific week of the month, and the number of months between meeting instances.
Ending	• **No end—Repeats** the meeting for 10 years. • **End by**—Specifies the last day on which the meeting recurs. • **After [x] meetings**—Specifies the number in the meeting series after which the meeting stops recurring.

Recurrence Pattern Support