



## Use the Webex Meetings Desktop App

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## Install the Cisco Webex Meetings Desktop App—Classic View

Use the Cisco Webex Meetings desktop app to easily start and join your meetings. With the Cisco Webex Meetings desktop app, you can also add integrations to join meetings from other apps and to detect nearby video devices.

### Before you begin

If you have a previous version of the Cisco Webex Meetings desktop app, uninstall that version before you install the new version.

Close web browsers and applications, such as Microsoft Outlook.

### Procedure

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- Step 1** Sign in to your Webex site (Classic View).
- Step 2** Select **Download**.
- Step 3** Choose your operating system from the drop-down menu, and then select **Download**.
- Windows:** The `webexapp.msi` file downloads.
- Mac:** The `webexapp.dmg` file downloads.
- Step 4** Run the installation file and follow the instructions.

The Webex Meetings desktop app opens, after the installation is complete.

**Step 5** Enter your Webex email address and select **Next**.

**Step 6** Enter the URL for your Webex site and select **Next**.

After you successfully sign in to your Webex site, the Webex Meetings desktop app remembers the URL. If you also sign in to cloud sites, you can select the URL for the Webex site that you want to use for meetings.

**Step 7** Enter your Webex password, and then select **Log in**.

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## Install the Cisco Webex Meetings Desktop App—Modern View

Use the Cisco Webex Meetings desktop app to easily start and join your meetings. With the Cisco Webex Meetings desktop app, you can also add integrations to join meetings from other apps and to detect nearby video devices.

### Before you begin

If you have a previous version of the Cisco Webex Meetings desktop app, uninstall that version before you install the new version.

Close web browsers and applications, such as Microsoft Outlook.

### Procedure

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

**Step 2** Select **Download** from the navigation menu.

**Step 3** Select **Download** for your operating system, and then select **Save File**.

**Step 4** Choose the location, to which you want to save the file, and then select **Save**.

Windows—The `webexapp.msi` file downloads.

Mac—The `webexapp.dmg` file downloads.

**Step 5** Run the installation file and follow the instructions.

The Webex Meetings desktop app opens, after the installation is complete.

**Step 6** Enter your Webex email address and select **Next**.

**Step 7** Enter the URL for your Webex site and select **Next**.

After you successfully sign in to your Webex site, the Webex Meetings desktop app remembers the URL. If you also sign in to cloud sites, you can select the URL for the Webex site that you want to use for meetings.

**Step 8** Enter your Webex password, and then select **Log in**.

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# Set up the Cisco Webex Meetings Desktop App—Mac

## Procedure

**Step 1** On the app menu, select **Cisco Webex Meetings**.

**Step 2** From the drop-down menu, select **Preferences**.

**Step 3** In the navigation pane, select a category.

The Webex Meetings desktop app organizes your preferences into the following categories:

- **General**—Enable your app to appear on top of other windows and to open when you turn on your computer.
- **Account**—Verify your username, Webex site URL, and the email address that you use in the app.
- **Meetings**—Choose your calendar and Meet Now settings.
- **Notifications**—Enable notifications for your meetings and choose when you receive them.
- **Video Devices**—Enable auto detect, to pair with nearby devices.

**Step 4** Repeat Step 3 for each category that you want to change.

**Step 5** To save your changes, select **Save**.

# Set up the Cisco Webex Meetings Desktop App—Windows

## Procedure

**Step 1** In the top right corner of the **Cisco Webex Meetings** desktop app, select  icon.

**Step 2** From the drop-down menu, select **Preferences**.

**Step 3** In the navigation pane, select a category.

The Webex Meetings desktop app organizes your preferences into the following categories:

- **General**—Enable your app to appear on top of other windows and to open when you turn on your computer.
- **Account**—Verify your username, Webex site URL, and the email address that you use in the app.
- **Meetings**—Choose your calendar and Meet Now settings.
- **Notifications**—Enable notifications for your meetings and choose when you receive them.
- **Video Devices**—Enable auto detect, to pair with nearby devices.

**Step 4** Repeat Step 3 for each category that you want to change.

**Step 5** To save your changes, select **Save**.

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## View Your Meeting List


You can easily check your upcoming meetings with the Webex Meetings desktop app.

### Procedure

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**Step 1** Open the Webex Meetings desktop app.

Your list of meetings for the day appears in the **Upcoming Meetings** section.

**Step 2** (Optional) To see your meetings list for another day, select , and then choose another date.

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## Start a Meeting

### Procedure

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**Step 1** Open the **Cisco Webex Meetings** desktop app.

**Step 2** Start your meeting.

- Select  to start an unscheduled meeting.

If your system administrator enabled the feature, the meeting starts in your Personal Meeting Room.

- Select **Start** to start a previously scheduled meeting that you're hosting.

**Note** The **Start** button appears up to 15 minutes before your scheduled meetings.

You can change this setting by going to **Preferences > Notification**. You can choose to have the **Start** button appear 5, 10, or 15 minutes before your scheduled meetings.

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# Join a Meeting

## Procedure

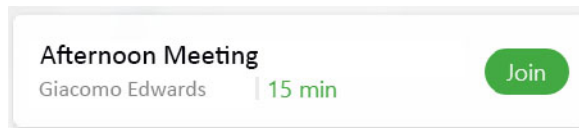
- Step 1** Sign in to the Webex Meetings desktop app.
- Step 2** In the **Join a Meeting** field, enter the meeting details.

You can enter any of the following meeting details:

- Meeting number
- Meeting link
- Video address
- Host's Personal Room ID

**Note** You can find a host's Personal Room host ID in their Personal Room link. For example, if the Personal Room link is `example.webex.com/meet/jparker`, the host's Personal Room ID is `jparker`.

In the **Upcoming Meetings** list, you can also select the **Join** button for a meeting.



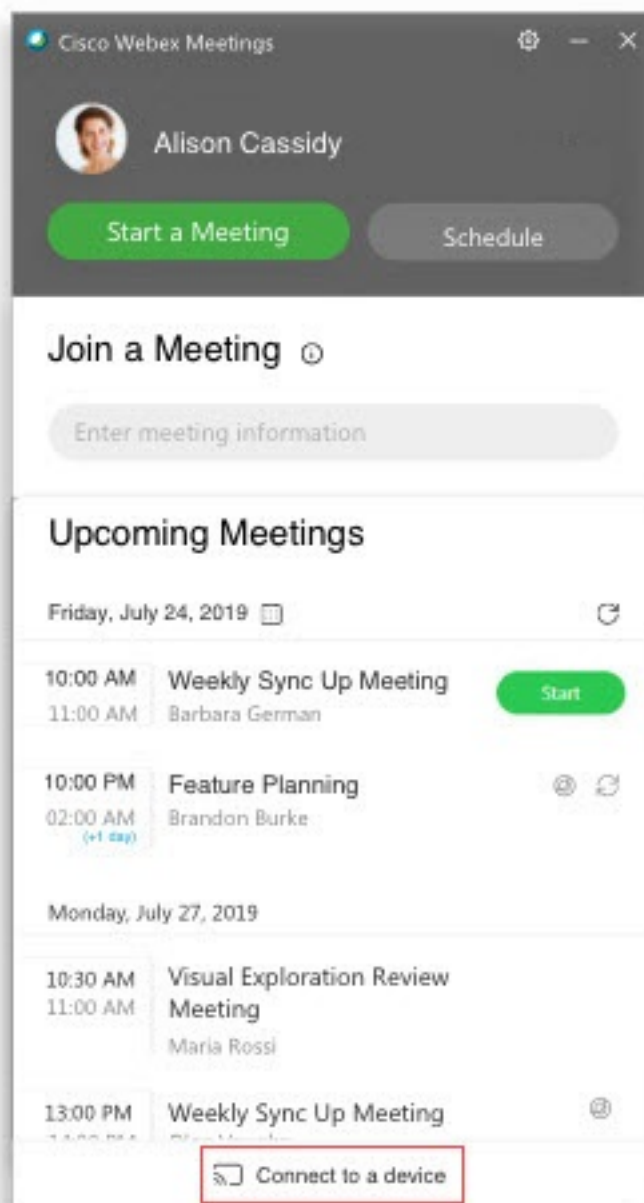
**Note** The **Join** button appears up to 15 minutes before a scheduled meeting, depending on your meeting notifications preferences.

# Share Your Screen with a Video Device

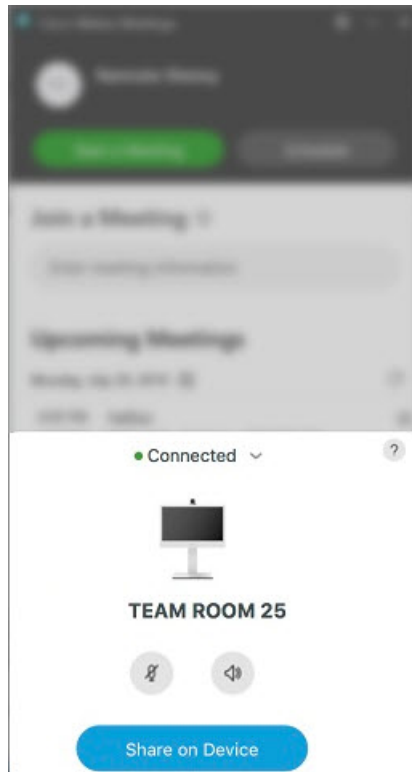
Use the **Connect to a device** option to share your screen wirelessly with an on-premises video device.

## Procedure

- Step 1** Select  **Connect to a device**, and then choose the video device you want to use.



**Step 2** Select **Share on Device**.



**Tip** If you're connected to an on-premises video device, you can share content on the device, even when you're not in a meeting.

**Step 3** Select the content that you want to share.

## Microsoft Outlook for Windows Integration



**Attention** Microsoft Outlook integration applies only to Microsoft Outlook for Windows.

The integration to Microsoft Outlook is part of the **Cisco Webex Meetings** desktop app, and gives you an easy way to schedule, start, and join meetings from Microsoft Outlook.

Your site administrator may have installed the **Cisco Webex Meetings** desktop app for you. If not, you can download it from your Webex site. See [Install and Set Up the Cisco Webex Meetings Desktop App](#).

Meeting invitees aren't required to use Outlook to join meetings that you schedule in Outlook.

# Schedule a Meeting in Microsoft Outlook Using the Webex Meetings Desktop App

## Schedule a Meeting

Not all the features available for scheduling meetings on your Webex site are available in the **Cisco Webex Meetings** desktop app. The integration to Microsoft Outlook does not support all the recurrence options that are available in Microsoft Outlook.

In any meeting invitations that you send from Microsoft Outlook, the meeting start time appears in the time zone that is set on your computer. Therefore, the meeting start time may not match the time zone preferences that you set on your Webex site.

### Procedure

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- Step 1** From the **Home** ribbon in Microsoft Outlook, select **Schedule Meeting**.
- Step 2** In the drop-down list, choose from the following:
- **Schedule Webex Meeting**—Webex meetings are the standard meeting choice.
  - **Schedule Personal Conference Meeting**—A Personal Conference meeting is an audio-only meeting that's similar to a conference call. This meeting type can be escalated to a standard scheduled meeting, if needed.
- Step 3** Select **To** and choose who you want to invite to your meeting.
- Step 4** Add a **Subject** and **Location**.
- Step 5** Choose the **Start time** and **End time** for your meeting.  
This includes the date, time, and duration of the meeting.
- Step 6** Enter any other necessary information in the email invitation and select **Send**.
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## Edit a Scheduled Meeting

Once you schedule a meeting using the integration to Microsoft Outlook, you can use Microsoft Outlook to edit it at any time. You can change the start time, specify a new password, choose a different audio connection option, and more.

When you edit a scheduled meeting an updated email invitation is sent to the invitees and the meeting information on your Webex site is updated.

### Procedure

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- Step 1** On your Microsoft Outlook calendar, open the scheduled meeting item.
- Step 2** Change any of the following settings:
- **Change Settings**—Change your Webex meeting settings.
  - **Recurrence**—Add or change a recurrence pattern.
  - To edit the text in your email invitation, type in the **Appointment** window.



**Step 3** Select **Send Update**.

## Cancel a Scheduled Meeting

If you schedule a meeting using the integration to Microsoft Outlook, you can cancel the meeting in Microsoft Outlook at any time.

**Note**

- If you cancel a Webex meeting using your Webex site, your changes will not show in Microsoft Outlook.
- If you cancel a single occurrence of a recurring Webex meeting using Microsoft Outlook, the changes also show on your Webex site.

**Procedure**

- Step 1** On your Microsoft Outlook calendar, open the scheduled meeting item.
- Step 2** Select **Cancel Meeting**.
- Step 3** Select **Yes** in the confirmation message.
- Step 4** Select **Send Cancellation**.

## Recurrence Pattern Limitations

The following tables show the differences between Webex and Microsoft Outlook.

*Table 1: Webex Meetings*

Type	Microsoft Outlook Option	Converted to Webex Meeting
Weekly	Every [X] weeks on: [Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday]	Every week on: [Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday]
Monthly	The [first, second, third, fourth, last] day not supported of every month	Not supported
	The [first, second, third, fourth, last] weekday or weekend day	Not supported
Yearly	[first, second, third, fourth, last] [day, weekday, weekend day] of [January....December]	Not supported.

*Table 2: Webex Personal Conference Meetings*

Type	Microsoft Outlook Option	Converted to Webex Personal Conference Meeting
Monthly	Day [X] of every [y] month	Day [X] of every [y] month
	The [first, second, third, fourth, last] weekday or weekend day	Not supported

Type	Microsoft Outlook Option	Converted to Webex Personal Conf
Yearly	Every [January....December] [1,....31]	Not supported
	[first, second, third, fourth, last] [day, weekday, weekend day] of [January....December]	Not supported
	[first, second, third, fourth, last] [Sunday, Not supported. Monday, Tuesday, Wednesday, Thursday, Friday, Saturday] of [January....December]	Not supported
End date	No end date.	Not supported
	End after [x] occurrences.	Not supported
	End by [date input]	Not supported

## Start a Meeting in Microsoft Outlook

You can start Cisco Webex meetings that you host, directly from Microsoft Outlook. Starting meetings from Outlook can be faster because you don't have to sign in to your Webex site.

### Start a Scheduled Webex Meeting

#### Procedure

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- Step 1** From Microsoft Outlook, go to your calendar, and open your meeting invitation.
  - Step 2** Select **Join Webex Meeting**.
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### Start a Personal Conference Meeting

#### Procedure

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- Step 1** From Microsoft Outlook, go to your calendar, and open the meeting item.
  - Step 2** Dial the number provided.
  - Step 3** Follow the voice prompts and enter your host access code. If prompted, enter your PIN.
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### Start an Instant Meeting

#### Procedure

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From Microsoft Outlook, on your toolbar, select **Meet Now**.

**Note** If your administrator enabled Personal Rooms for your site, your instant meetings start in your Personal Room. These meetings don't appear in the **Upcoming Meetings** list for you or for invitees.

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## Update the Webex Meetings Desktop App

You can update your Webex Meetings desktop app to ensure that you have the newest features and fixes.

### Procedure

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**Step 1** Go to Settings.

- **Windows:** Select  .
- **Mac:** On the app menu, select **Cisco Webex Meetings**.

**Step 2** In the drop-down list, select **Check for Updates**.

**Step 3** Follow the installation prompts.

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