Overview of Cisco WebEx Meetings

Cisco WebEx Meetings provides you with tools that help you collaborate with your contacts and colleagues efficiently. Here are highlights of what you can do:

- Select **Meet Now** to start an instant meeting.

- Select **Schedule** to schedule a meeting.

- Join a meeting from your invitation email message or from the Meetings page on your WebEx site.

- Select **Recordings** to find a meeting recording.

- Use the WebEx Productivity Tools, which lets you schedule, start, and join meetings from Microsoft Outlook and WebEx Assistant, without the need to use your WebEx site.

  If you haven't downloaded the Productivity Tools when activating your account, you can select **Downloads** on the top-right portion of your WebEx site and then download it from the page.

  To ensure the best possible meetings experience, download the latest releases of Java software for your favorite web browser. For further assistance, contact your systems administrator.

- When you are away from your computer, you can schedule, start, and join meetings on your Apple or Android mobile device. For more information, see the *Cisco WebEx for Mobile Devices* section in the FAQs at http://www.cisco.com/en/US/partner/products/ps12732/products_user_guide_list.html.

> **Note** Make sure that you enable cookies in your browser. You cannot sign in to your WebEx site if cookies in your browser are disabled.

Licensing Information

- Third-Party License and Notices (including free and open-source software)

- End-User License Agreement
- Supplemental End-User License Agreement

Setting Your Instant Meeting Preferences

An instant meeting is a meeting that you can start right away without scheduling in advance. Complete this task to set your default instant meeting preferences.

Procedure

Step 1   Sign in to your WebEx site.
The **Meetings** page appears.

> **Note**   If you are having sign in issues, make sure that cookies are enabled in your browser. You cannot sign in to Cisco WebEx if cookies are disabled.

Step 2   Select **My Account** in the top right corner.

Step 3   Navigate to the Meet Now Settings section.

Step 4   Enter the requested information.

> **Note**   If you enter a password the system will require users to enter this password whenever they join your instant meeting.

Step 5   Select **Update**.

Related Topics

Updating Your Account Information

Procedure

Step 1   Sign in to your WebEx site.
The **Meetings** page appears.

> **Note**   If you are having sign in issues, make sure that cookies are enabled in your browser. You cannot sign in to Cisco WebEx if cookies are disabled.

Step 2   Select **My Account** in the top right.
The **My Account** page appears.

Step 3   Enter the requested information keeping the following notes in mind:

- Fields with an asterisk (*) are required.

- You cannot change the email address.

- You cannot change the password if your system is configured for SSO.

　　　　　• **Meet Now** settings determine your default settings when you start an instant meeting.

　　　　　• Contact your administrator if you need details about your system configuration.

Step 4　　Select **Update** when finished.

　　　Note　　Make sure that you select **Update** before clicking off the **My Account** page. Otherwise, any updates
　　　　　　you made will be lost.

Related Topics

Overview of Cisco WebEx Meetings,　on page 1

Modifying the Enter and Exit Tones for Your Meeting