



Starting or Scheduling a Meeting

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Scheduling a Meeting from the WebEx Site

Procedure

Step 1 At the top of the **Meetings** page, select **Schedule**.
The **Schedule a WebEx Meeting** page appears.

Step 2 Specify the following information for your meeting:

- **What:** What will the meeting be about?
- **When:** When should the meeting take place?
To schedule a recurring meeting, select **Recurrence** then choose your options.
- **Length:** How long should the meeting be?
- **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. An alternate host can not edit or delete a meeting. If you join the meeting after an alternate host has started it you will automatically become the host.

Step 3 Select your audio connection type.

- **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 4 (Optional) If you want to include a password, enter it for **Meeting Password**.

- Enter a password if you want to make your meetings private. Your invitees will be required to enter the meeting password to join the meeting unless they are already signed in to their WebEx account.
- For additional security, check **Exclude password from email invitation**. Excluding the password means that it will not appear 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 5 (Optional) Check **Record this meeting** to have the system automatically start recording when the meeting starts.

Step 6 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.

Related Topics

[Recurrence Pattern Support](#), on page 7

[Editing a Meeting](#), on page 5

[Canceling a Meeting](#), on page 7

Starting a Meeting from the WebEx Site

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 Locate the meeting that you want to start.

Tip The Start button only displays as green if you are within the acceptable 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.
The meeting is started.

What to Do Next

If you are using Chrome 32* and later or Firefox 27* and later, you may see a prompt to install a Cisco WebEx plug-in. Select **Download** and follow the instructions to install the required plug-in.

*The exact versions of Chrome and Firefox that are impacted by this policy have not been finalized as of the publishing of this document.



Note After installing the plug-in, you may need to enable it.

- If you are using Chrome, select the plug-in icon that displays on the top right of your page, check the **Always allow plug-ins...** option and select **Done**.
- If you are using Firefox, select the plug-in icon that displays at the beginning of your URL (before https:) and select **Allow and Remember**.

If the meeting doesn't start automatically, refresh the page.

Starting an Instant Meeting

Procedure

Step 1 From the top of your **Meetings** page, select **Meet Now**.

Step 2 Enter your meeting details, including the names or email addresses of people you want to invite to your meeting.

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 are entering.
- For additional security, check **Exclude password from email invitation**. Excluding the password means that it will not appear 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.

Tip If you don't see the password field, it's possible that you didn't set a meeting password in your account settings or your administrator didn't configure your WebEx system to require one. If you want the option of setting 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 set up your meeting.

Step 4 Select **Start**.

What to Do Next

If you are using Chrome 32* and later or Firefox 27* and later, you may see a prompt to install a Cisco WebEx plug-in. Select **Download** and follow the instructions to install the required plug-in.

*The exact versions of Chrome and Firefox that are impacted by this policy have not been finalized as of the publishing of this document.



Note

After installing the plug-in, you may need to enable it.

- If you are using Chrome, select the plug-in icon that displays on the top right of your page, check the **Always allow plug-ins...** option and select **Done**.
- If you are using Firefox, select the plug-in icon that displays at the beginning of your URL (before https:) and select **Allow and Remember**.

If the meeting doesn't start automatically, refresh the page.

Allowing Another User to Schedule Meetings for You

You can grant permission to one or more users to schedule meetings on your behalf by using the Cisco Webex Productivity Tool for Outlook. Once a user schedules a meeting for you, the meeting appears in the list of meetings. You can then start the meeting and host it as you normally do when you schedule meetings yourself.

Before You Begin

This task assumes the following:

- You have both Microsoft Outlook and Cisco WebEx Productivity Tool for Outlook installed.
- The user who will be scheduling meetings for you has an account on your WebEx site.

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** Scroll down to the Session Options section.
 - Step 4** For Scheduling Permission, enter the email addresses of users you permit to schedule meetings on your behalf.
 - Step 5** Select **Update**.
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Finding a Meeting

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 the **All Meetings** tab.
By default, the **All Meetings** page displays up to 50 meetings within the next three months for which you are the host, including meetings that are in-progress or are upcoming. If you want to view the list of meetings you are invited to, select this option from the drop-down list.

If a meeting has been started and ended, it will be deleted from the Meetings page. If a recording is available for that meeting, you can find it on the Recordings page.
 - Step 3** Enter your search parameters.
You can search for meetings by choosing a date range, entering the host name, or topic.
 - Step 4** Select **Search**.
The meeting list updates with your search results.
 - Step 5** To see more results, select **Show more meetings**.
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Editing a Meeting

This task describes how to edit a single meeting. To edit a recurring meeting, see the [Editing a Recurring Meeting](#) topic.

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 the topic of the meeting that you want to edit.
The meeting details page appears.

Step 3 Select **Edit**.
The **Edit WebEx meeting** page appears.

Step 4 Modify the meeting parameters.

Step 5 Select a save option:

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

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

Related Topics

[Recurrence Pattern Support](#), on page 7

[Editing a Recurring Meeting](#), on page 6

Editing a Recurring Meeting



Tip

If you originally scheduled your meeting with Microsoft Outlook, edit your meeting in Outlook to ensure that the meeting information remains synchronized with your Outlook calendar.

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 the topic of the meeting that you want to edit.
The meeting details page appears.

Step 3 Select **Edit**.

Step 4 Select whether you want to edit a single occurrence of this meeting series or the entire series.
The Edit Meeting page appears.

Step 5 Modify the meeting parameters.

Step 6 Select a save option:

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

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

Canceling a Meeting

You can cancel any meeting you have scheduled from the meeting details page. Canceling a meeting deletes it from the list of meetings on the Meetings page.

**Tip**

If you originally scheduled your meeting with Microsoft Outlook, cancel your meeting in Outlook to ensure that the meeting information remains synchronized with your Outlook calendar.

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 Go to the meeting details page by selecting the topic for the meeting or by selecting a link from your confirmation email message.

Step 3 Select **Delete**.

- If this meeting is part of a recurring series, select whether you want to delete this occurrence only or the entire meeting series.
- If this meeting had any invitees, select whether or not to send a cancellation email message to all invited attendees.

A confirmation message displays indicating that you have deleted the meeting.

Recurrence Pattern Support

If you have a meeting that occurs on a regular basis, such as a monthly company meeting or weekly status meeting, you can set it up as a recurring meeting. Scheduling a recurring meeting allows you to set up the meeting once for the entire meeting chain.

The following table describes the supported WebEx recurrence patterns:

| Type | Description |
|---------|--|
| Daily | <p>Repeats the meeting every day until the ending date that you select.</p> <ul style="list-style-type: none"> • Every [x] days: Repeats the meeting after the specified number of days pass. • Every weekday: Repeats the meeting each day, from Monday to Friday. |
| Weekly | <p>Repeats the meeting every week until the ending date that you select.</p> <ul style="list-style-type: none"> • Every [x] week(s) on: Repeats the meeting every specified number of weeks on the chosen day. |
| Monthly | <p>Repeats the meeting every month until the ending date that you select.</p> <ul style="list-style-type: none"> • Day [x] of every [x] months: Specifies the specific day of the month on which to repeat the meeting, and the number of months that pass before the meeting repeats. • Every [x] of the [x] week of every [x] month(s): Specifies the specific week and day of the week on which to repeat the meeting, and the number of months that pass before the meeting repeats. |
| Ending | <ul style="list-style-type: none"> • 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. |

Related Topics

[Scheduling a Meeting from the WebEx Site, on page 1](#)

[Editing a Meeting, on page 5](#)

[Editing a Recurring Meeting, on page 6](#)