How do I schedule a Cisco WebEx meeting?

You can use the Quick Scheduler or the Advanced Scheduler to schedule meetings. Use the Quick Scheduler if you are short on time. Use the Advanced Scheduler if you are looking for more meeting options, like security parameters or participant privileges.

Schedule a meeting with the Quick Scheduler:

1. Sign into your WebEx site: example.webex.com
2. Go to Host a Meeting and select Schedule a Meeting. If you are in the Advanced Scheduler, click the Return to Quick Scheduler.
3. Enter the details for your meeting and select Schedule Meeting or Start.

Schedule a Meeting with the Advanced Scheduler:

1. Sign into your WebEx site: example.webex.com
2. Go to Host a Meeting and select Schedule a Meeting. If you are in the Quick Scheduler, click the Advanced Scheduler.
3. Enter the required information for your meeting and click Next.
4. Check your meeting details and select Schedule Meeting or Start.

How do I start a scheduled meeting, training session, or an event?

Either the host, or alternate host, of a meeting, session or event may start the online meeting at any time. To start your meeting, training session, or event:

In your host confirmation email:

1. Click on the link to start your WebEx meeting. (This will open your browser to your WebEx site)
2. If the meeting does not automatically start, you may need to enter your username and password to log in. Click the Log In button.
3. Your meeting window will open.

On your WebEx site:

1. Log in to your WebEx site. (Example: sitename.webex.com Or sitename.my.webex.com)
2. Click the My WebEx button near the top of the page.
3. On the My WebEx Meetings page, click the Start link to the right of the meeting you would like to start.

How do I join a WebEx meeting?

Join by email invitation or a calendar appointment if possible. This is the recommended join method and is the simplest way to access the meeting without problems.

When it is time to join, you should be able to join close to the meeting start time, or a few minutes early. If the meeting has not started, clicking the Join box will display the meeting space of that particular meeting, where you can access the Agenda, Meeting Attachments, Comments, and Invitee List.

If the Join box on the meeting page is disabled, or you have questions about the meeting start time, contact the host of the meeting. Meetings do not start automatically, and the host may be late starting the meeting.

Depending on how the site is configured, you may also join by browsing to the meeting in the Upcoming Meetings list.

Can I record and share a WebEx meeting?

The meeting host (organizer) can record a meeting. The recording is available almost immediately in MP4 or M4A (audio only) format. Stakeholders can then watch the whole meeting at their leisure, including any content that was shared during the meeting and Active Speaker video feeds. Recording a meeting is also a great tool for documenting critical meetings.

Can I integrate Cisco WebEx Meetings with my calendar and apps?

Yes, and you'll love the convenience! You can schedule or launch meetings from Microsoft Office, Microsoft Outlook, Lotus Notes, and a variety of instant messaging products. If you are a host, you can start an instant meeting, or schedule future and even recurring meetings from Microsoft Outlook.

There is even a scheduling assistant to check calendars in Microsoft Outlook before sending an invitation. When you accept a meeting invitation, it automatically appears in your calendar.

How do I know if my browser is compatible with Cisco WebEx Meetings?

Easy. Try this "Join a test meeting" link. https://www.webex.com/test-meeting.html