

## QUICK START GUIDE



## Join and Schedule a Cisco WebEx Meeting with Cisco Unified MeetingPlace Release 8.5 (WebEx Scheduling)

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Release 8.5 allows you to join and schedule your meetings using the Cisco WebEx Meeting Center.

Your user profile must be set up for *WebEx scheduling* in order to schedule meetings through the Cisco WebEx Meeting Center and WebEx One-Click.



**Note** For best results, print this guide on 8.5 x 14" (legal-sized) paper.

# 1 Signing in to Cisco WebEx and Setting Your Profile PIN

1. Open a web browser and enter the Cisco WebEx URL provided by your system administrator.
2. On the Cisco WebEx Welcome page, select **My WebEx**.
3. Enter your username and password, and then select **Log In**.
4. When prompted to set your Profile PIN for your Cisco Unified MeetingPlace Audio Conferencing account:
  - a. In the New Profile PIN field, enter a numeric PIN.
  - b. In the Confirm Profile PIN, re-enter the numeric PIN.
  - c. Select **Submit**.



**Note** When you update your Profile PIN, your Cisco WebEx profile is synchronized with your Cisco Unified MeetingPlace profile.

# 2 Joining a Meeting

You can join a meeting in any of the following ways:

- [Join a Meeting from an Email Invitation](#)
- [Join a Meeting from Cisco WebEx Meeting Center](#)
- [Join a Meeting Using WebEx One-Click](#)

## Join a Meeting from an Email Invitation

1. From your email application, open the meeting invitation.
2. Select the **Meeting URL** link to join the meeting.
3. If prompted, sign in with your profile information.



**Note** If you are the meeting host, your meeting will start after you sign in.

4. If required, enter the meeting password and click **Join**.
  5. Once you are placed in the web meeting room, you can join the audio portion of the meeting by:
    - having the system call you at the number specified in the Audio Conference window. Then answer your phone and follow the audible prompts.
- or
- by dialing the call-in number on the Meeting Info tab, and following the audible prompts.

## Join a Meeting from Cisco WebEx Meeting Center

1. Sign in to your Cisco WebEx Meeting Center.
2. Select the **My WebEx** tab to quickly find the meetings that you are hosting and the meetings to which you have been invited.
 

The **Daily** tab is selected by default. To see another view, select the **Weekly**, **Monthly**, or **All Meetings** tab.
3. Select the desired meeting.



**Note** If you are the meeting host, select **Start**.

4. If required, enter the meeting password and click **Join**.
5. Once you are placed in the web meeting room, you can join the audio portion of the meeting by:
  - having the system call you at the number specified in the Audio Conference window. Then answer your phone and follow the audible prompts.


or

- by dialing the call-in number on the Meeting Info tab, and following the audible prompts.

## Join a Meeting Using WebEx One-Click



**Note** WebEx Productivity tools must be installed on your computer before you can use this feature. See [“Tips”](#).

1. Right-click the WebEx One-Click icon  in your Windows system tray.
2. Select **Join a Meeting**.
3. Select the meeting from the list, or enter the meeting number and select **Join**.

# 3 Scheduling a Meeting

You can schedule a meeting in any of the following ways:

- [Schedule a Meeting in Cisco WebEx Meeting Center](#)
- [Schedule a Meeting Using WebEx One-Click](#)
- [Schedule a Meeting Using Microsoft Outlook](#)

You can also set up an alternate host for your meeting. See [“Tips”](#).

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## Schedule a Meeting in Cisco WebEx Meeting Center



**Note** Your user profile must be set up for WebEx scheduling in order to schedule meetings through the Cisco WebEx Meeting Center.

### Schedule an Instant Meeting

1. Sign in to your Cisco WebEx Meeting Center.
2. Select the **Meeting Center** tab and on the navigation bar select **Host a Meeting > Schedule a Meeting**.
3. Enter a meeting topic and add your meeting invitees.
4. Then select **START NOW**.

### Schedule a Future Meeting

1. Sign in to Sign in to your Cisco WebEx Meeting Center.
2. Select the **Meeting Center** tab and on the navigation bar select **Host a Meeting > Schedule a Meeting**.
3. Enter a meeting topic, the date and time for your meeting, and add your meeting invitees.
4. Then select **SCHEDULE MEETING**.




**Note** Use the Advanced Scheduler if you need to set additional options for your meeting and your invitees.

## Schedule a Meeting Using WebEx One-Click



**Note** WebEx Productivity tools must be installed on your computer before you can use this feature. See [“Tips”](#).

1. Right-click the WebEx One-Click icon  in your Windows system tray.
2. Select **Schedule a Meeting**.
3. In the Outlook Appointment window, fill in your meeting details: meeting subject, start date and time, and end date and time.
4. Select **Invite Attendees** to add invitees to your meeting.
5. Select **Add WebEx Meeting** and enter the meeting information.
6. Select **Send** to schedule and send your meeting invitation.

## Schedule a Meeting Using Microsoft Outlook



**Note** WebEx Productivity tools must be installed on your computer to use the Microsoft Outlook integration. See [“Tips”](#).


1. Open your Outlook calendar and select **Schedule Meeting** from the toolbar.
2. In the Outlook Appointment window, fill in your meeting details: meeting subject, start date and time, and end date and time.
3. Select **Invite Attendees** to add invitees to your meeting.
4. Select **Add WebEx Meeting** and enter the meeting information.
5. Select **Send** to schedule and send your meeting invitation.

## 4 Starting a Meeting Using WebEx One-Click




**Note** WebEx Productivity tools must be installed on your computer before you can use this feature. See [“Tips”](#).

### Instant Meeting

1. Right-click the WebEx One-Click icon  in your Windows system tray.
2. To start an instant meeting, select **Start Meeting Now**.

### Scheduled Meeting

1. Right-click the WebEx One-Click icon  in your Windows system tray.
2. Select **Start a Scheduled Meeting**.
3. Select the meeting and select **Start**.

## 5 Setting Your Preferences

1. Sign in to Cisco WebEx.
2. Select the **Meeting Center** tab and from the navigation bar, select **Set Up**.

### Preferences

On the Preferences page you can set these preferences:

- your home page
- your time zone
- and your language and locale.

### My Profile

On the My WebEx Profile page you can set up your profile information, such as:

- personal contact information
- phone numbers
- work hours for scheduling
- and meeting session options.

## Tips

### What are the WebEx Productivity tools?

The WebEx Productivity tools include WebEx One-Click and integrations with other programs, such as Microsoft Outlook, IBM Lotus Notes, Microsoft Office, and instant messengers.

You can quickly schedule, start, or join online meetings using One-Click and the WebEx integrations.

### How do I obtain WebEx Productivity tools?

If you do not have the WebEx Productivity tools installed on your computer, contact your system administrator to ensure that your Cisco Unified MeetingPlace profile has been set up for WebEx scheduling, and that the WebEx Productivity tools are enabled at your site.

Go to the Cisco WebEx Meeting Center and select **Support > Download**.

### How do I reset my Profile PIN?

To reset your Profile PIN, sign in to Cisco WebEx and go to **My WebEx > Personal Conferencing**.

### How do I synchronize my Cisco WebEx profile with my Cisco Unified MeetingPlace profile?

To synchronize changes you make to your Cisco WebEx audio settings to your Cisco Unified MeetingPlace profile, go to **My WebEx > Personal Conferencing** and select the **Sync** button under “Synchronize Account Settings Without Changing the Profile PIN.”

### How do I start a meeting recording?

To start a meeting recording, you must be in the web meeting room. Once you are in the web meeting room, select the **Record** button to record the meeting.

## How do I use video in a meeting?

You must be in the web meeting room for your video to work. In the web meeting room, your video works through your computer, either with a built-in camera or with an attached USB camera. In the web meeting room, you can select which video device you want to use. To start your video, click the video icon next to your name in the Participants list.

## How do I set up an alternate host for my meeting?

You can set up an alternate host for your meeting in Cisco WebEx and in Microsoft Outlook. Cisco WebEx meetings are started by the host or alternate host.

**In Cisco WebEx:**



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**Note** Your WebEx address book (**My WebEx > My Contacts**) must contain contacts.

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On the Cisco WebEx Schedule a Meeting page, select **Use Address book** next to the Attendees option. In the Select Attendees dialog, select one or more contacts and then select **Alternate Host** to invite the contact(s) as an alternate host. Select **OK** and the alternate host appears in the Attendees list on the Schedule a Meeting page. Complete your meeting invitation.

**In Microsoft Outlook:**

Open a new Appointment and add invitees. Then select **Add WebEx Meeting**. Select the **Resources** tab. In the Alternate host box, select the check box next to one or more names in the list. Select **OK**. Complete your meeting invitation.

## How do I give another user permission to schedule a meeting for me?

- In WebEx Meeting Center, go to **My WebEx > My Profile**.
- or
- In Microsoft Outlook, from the toolbar select **WebEx > Set Scheduling Permissions**.

Under Session Options, click **Select From Hosts List...** . Select one or more email addresses and add them to the Scheduling permission field. The selected user(s) will then have permission to schedule a meeting on your behalf.



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**Note** In Microsoft Outlook, also set up delegates and grant them access to your calendar.

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## Where can I find more information?

From Cisco WebEx Meeting Center: Select **Support > User Guides** or **Support > Training**.

Visit Cisco.com to find Cisco Unified MeetingPlace User Guides online:

[http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products\\_user\\_guide\\_list.html](http://www.cisco.com/en/US/products/sw/ps5664/ps5669/products_user_guide_list.html)