

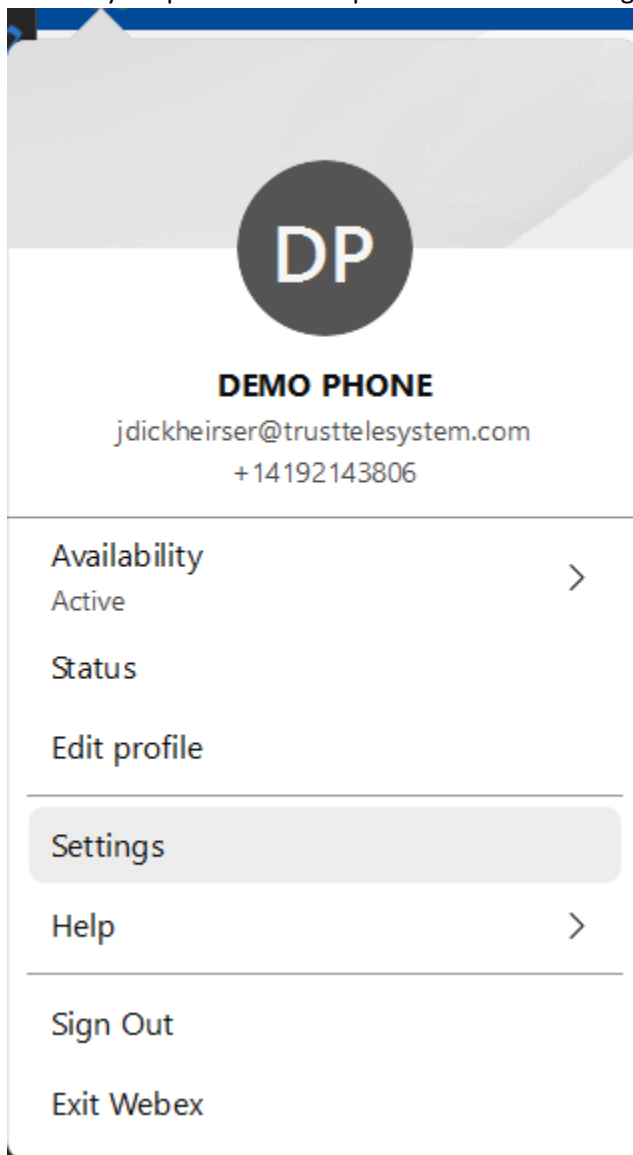


When arranging a meeting with Webex, you can easily schedule the essential details with just a few clicks. For greater control and flexibility, explore advanced scheduling options. Customize audio connections, adjust mute settings, include an agenda, cohosts, breakout sessions, and more to tailor your meetings to your preferences.

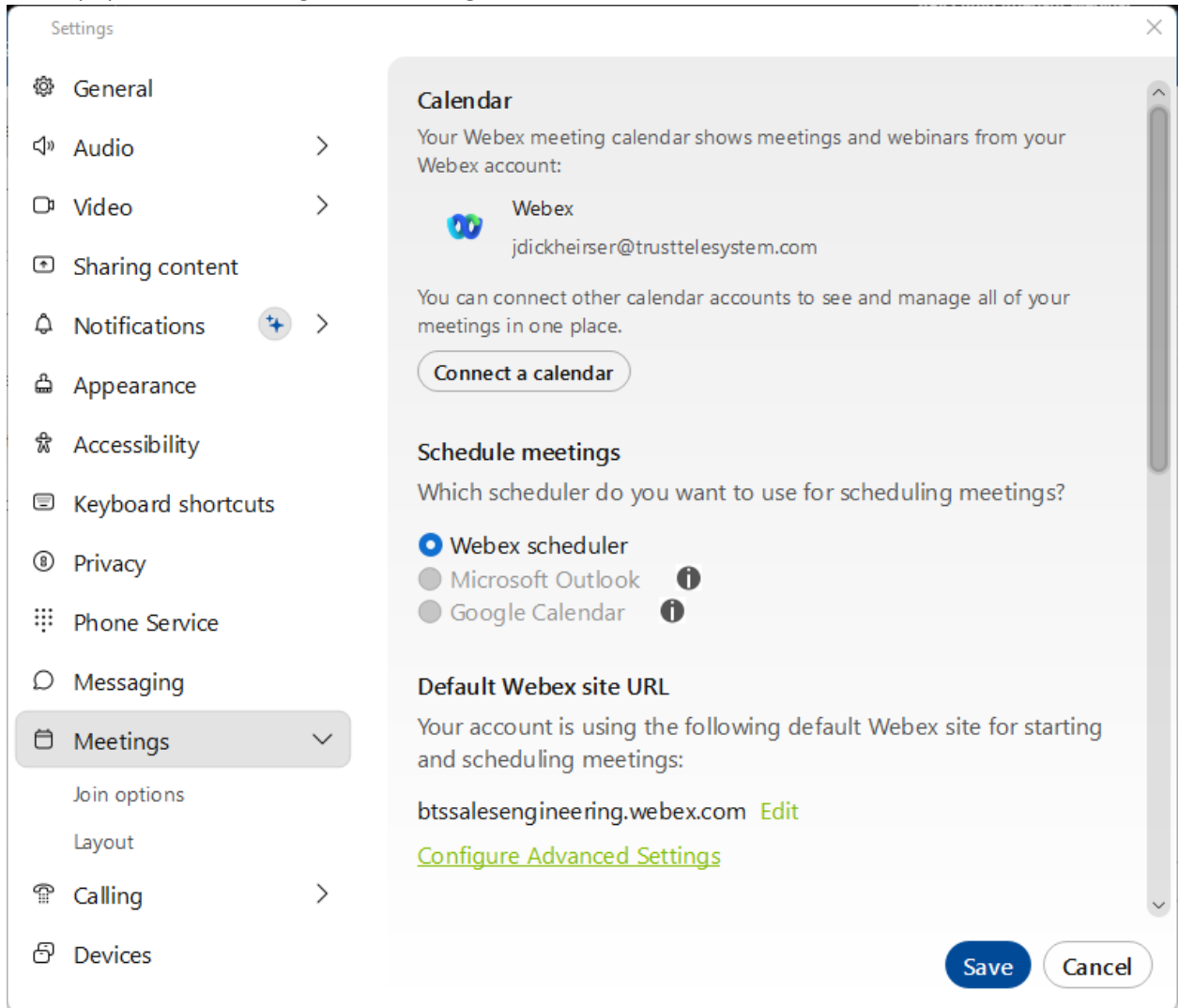
## Accessing Advanced Settings

The easiest method for accessing the Advanced Settings for Meetings is through the Webex Desktop Application.

1. Click on your profile at the top-left corner and then go to **Settings**.



2. In the pop-out menu, navigate to **Meetings**.



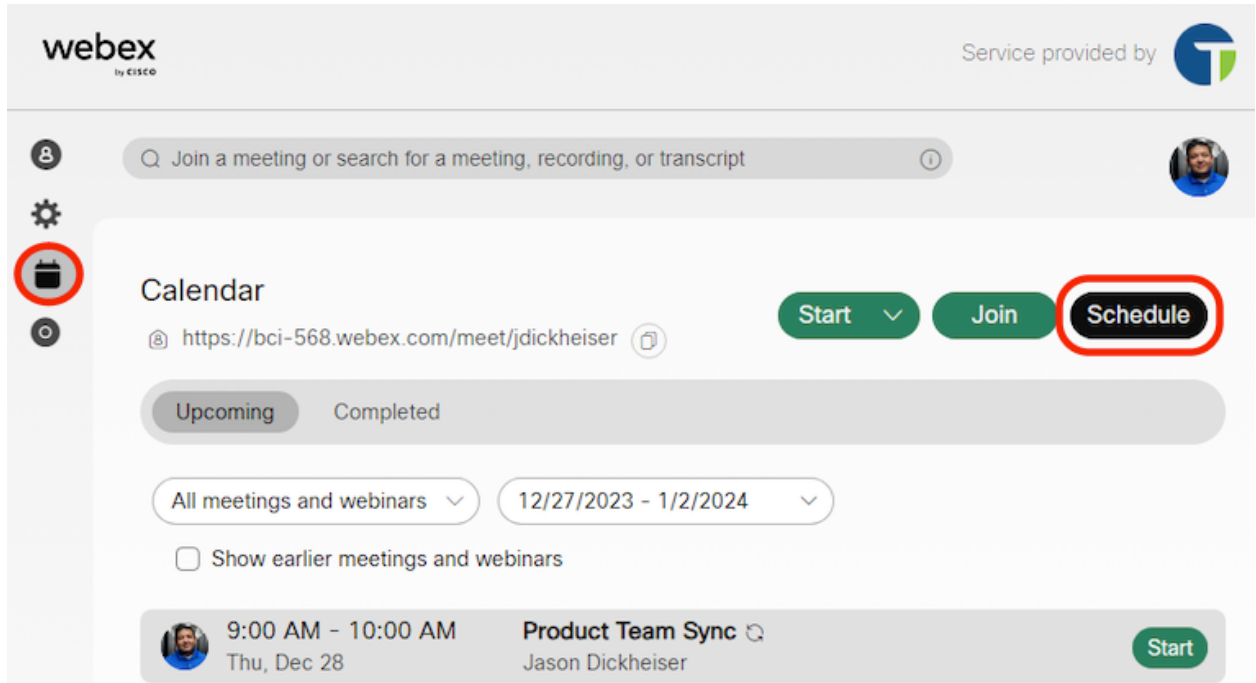
3. Click on the **Configure Advanced Settings** link.
4. This will open your default Web Browser and take you to your meeting site.
5. You may need to login with your Webex Credentials again through the browser.

## Advanced Settings Options

Options available in the Advanced Settings may vary depending on the level of service assigned to the user.

### Schedule Your Meeting

1. Go to Calendar on the left then click the **Schedule** button.



- a. If you have any saved meeting templates, you can select one from the **Meeting templates** drop-down menu.
2. Add the basic meeting information:
    - a. **Meeting type** – Meeting types are default or customized sets of meeting features available for your site. Your account can have one or more meeting types associated with it.
    - b. **Meeting topic** – Choose a topic that people can recognize and get excited about.
    - c. **Date and time** – Indicate when the meeting takes place. If you're inviting people from different time zones, click the **Time zone planner** so you can find a time that works best for everyone.
      - i. You can also set the meeting to repeat daily, weekly, monthly, and so on, by checking **Recurrence** check box.
    - d. **Invitees** – Enter the email addresses of the people you want to invite to your meeting. If they have an account on this site, you can select the profile icon next to their name if you want them to be a cohost.
    - e. **Meeting agenda** – Add any context or details that you want your attendees to have about the upcoming meeting.



Join a meeting or search for a meeting, recording, or transcript



## Schedule a meeting

Meeting templates ⓘ

Webex Meetings Default



Schedule for

Myself



Meeting type ⓘ

Webex Meetings Broadworks Premium



\* Meeting topic

Date and time

Wednesday, December 27, 2023 3:40 PM Duration: 1 hour



(UTC-05:00) Eastern Time (US &amp; Canada)

[Time zone planner](#) Recurrence

Invitees ⓘ

Separate email addresses with a comma or semicolon

Meeting agenda ⓘ

3. Click **Security**, add the following information:
  - a. **Meeting password** – Use the provided password or enter your own. Attendees must enter the password to join your meeting.
  - b. **Exclude meeting password** – If you don't want the meeting password in the email invitation, check this check box.
  - c. **Auto admin** – Select an option for people who you didn't include in the meeting invitation:
    - i. They can join the meeting.
    - ii. They wait in the lobby until the host lets them in
    - iii. They can't join the meeting.

The options that appear depend on the security settings set for your Webex site by your site administrator.

Invited users who sign into their Webex account join the meeting without entering a password or waiting in the lobby.

- d. **Auto lock** – To lock your meeting after it starts, check this check box and choose how many minutes pass before the meeting locks.
- e. **Join before host** - Allow panelists and attendees to join your meeting and panelists to connect their audio before the meeting starts.
- f. **Public meeting** – When checked, the meeting appears on your public calendar, and anyone can view its details.

**Security** ^

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\* Meeting password  ↻

Exclude password  Exclude password from email invitation

Join rules ⓘ All invitees who are signed in can join the meeting directly.  
Choose what happens for people who aren't on the invite or who aren't signed in:

- They can join the meeting
- They wait in the lobby until they're admitted
- They can't join the meeting

Auto lock ⓘ  Automatically lock my meeting  minutes after the meeting starts.

Join before host  Attendees can join the meeting  minutes before start time

- 4. Click **Audio connection options** and add the following information:
  - a. Audio connection type

- i. **Webex Audio** - Choose to support call-in, call-back, and computer audio options. You can then also set entry and exit tones to hear when someone joins or leaves the meeting.
    - 1. When using Webex Audio with the **Announce Name** feature, panelists who select the **Use computer for audio** option can't record and announce their names.
  - ii. **Use VoIP only** – Limit all panelists to using computer audio.
  - iii. **Other teleconference service** – This allows you to enter third-party teleconference information.
  - iv. **None** – No audio.
- b. **Entry and exit tone** – Choose the sound that people hear when someone joins or leaves the meeting.
- c. **Mute attendees**
- i. **Allow the host and cohosts to unmute participants (moderated unmute mode)** – Hosts and cohosts can unmute participants and SIP-based video devices without sending an unmute request.
  - ii. **Allow attendees to unmute themselves in the meeting** – If you choose to mute attendees when they join, select this option so they can unmute themselves.
    - 1. **Don't select this option if you want only the host or cohost to be able to unmute attendees.**
  - iii. **Always mute attendees when they join the meeting** - Automatically mute attendees when they join the meeting.

#### Audio connection options ^

Audio connection type ⓘ

Webex Audio

Show global call-in numbers to attendees

Entry and exit tone ⓘ

No Tone

Mute attendees ⓘ

Allow attendees to unmute themselves in the meeting

Always mute attendees when they join the meeting

5. (Optional) Click **Advanced options**, then choose more advanced settings options for tracking codes, cohosts, breakout sessions, registration and more.
  - a. To save these settings as a template for future use, click **Save as template**.
6. Click **Schedule**.
7. (Optional) To add your scheduled meetings to another calendar app, open the meeting from **Calendar**, then select **Add to my calendar**. This option appears next to the name of the meeting.

- a. An iCalendar (.ics) file downloads. Select the .ics file and accept the meeting. To invite others to your meeting, send the .ics file as an email attachment.

### Advanced options ^

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#### Cohosts ⓘ

- Let me choose cohosts for this meeting. (You can make an attendee a cohost in the Attendees list.)
- The first person to join the meeting who has a host account on this site or the first authenticated Cisco video device in this organization to join the meeting becomes a cohost
- All attendees who have host accounts on this site and all authenticated Cisco video devices in this organization become cohosts when they join the meeting

#### Automatic recording

- Automatically start recording when the meeting starts

#### Breakout sessions ⓘ

- Enable breakout sessions

#### Registration ⓘ

- Required

#### Email reminder

15 v minutes before meeting starts

#### Meeting options ⓘ

[Edit meeting options](#)

#### Attendee privileges ⓘ

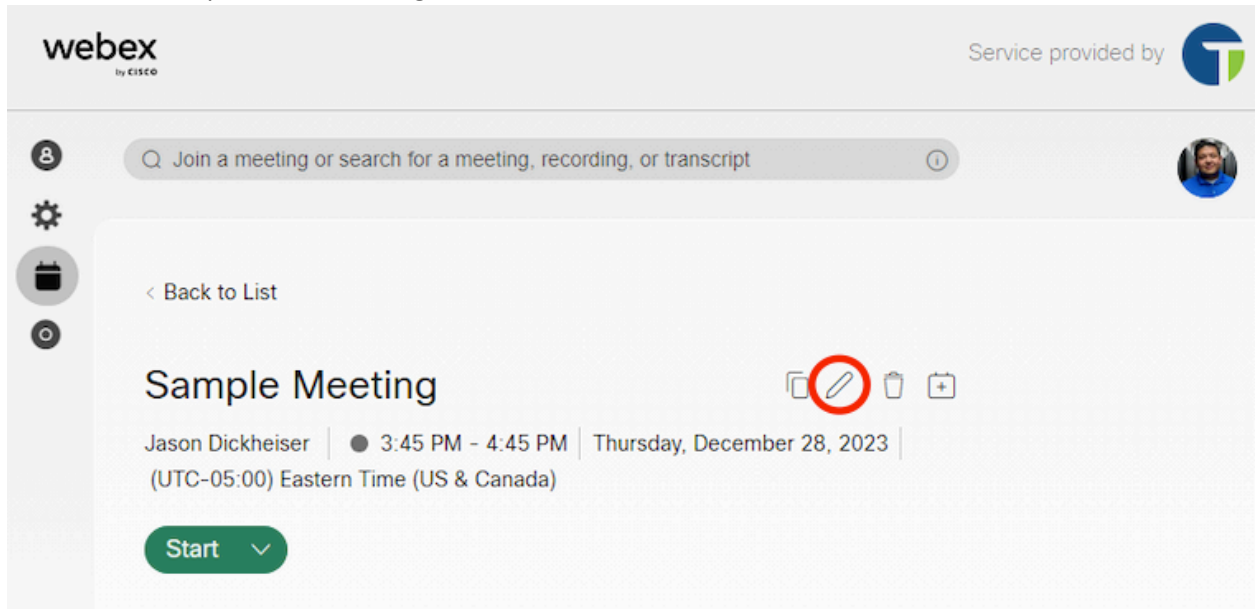
[Edit attendee privileges](#)

### Edit a scheduled meeting

After you schedule your meeting, you can go back and edit the details if you forgot to include something or want to change specific settings. You can't edit a meeting after your start it.

1. Click **Calendar** from the navigation panel, select the meeting you want to edit from the **Upcoming** list.

2. Click **Edit**, then update the meeting details.



- a. You can only edit meetings scheduled from Microsoft Outlook, Webex App from the respective platform. The edit icon doesn't appear for these meetings.
  - b. If you add attendees to the meeting, don't remove the original attendees from the list as they may receive cancellation emails.
3. Click **Save**, then choose who you want to send the updated meeting information to.

## Recordings

Select Recordings from the navigation bar to access your recordings. The **My recordings** page lists the recordings for meetings, webinars, and training sessions that you hosted. Recordings that other hosts share with you also appear in the list.

When the meeting ends, Webex begins generating your recording. A Generating status appears next to the recording while Webex processes it.

For each recording, Webex provides the following information:

- Name
- Security settings
- Date and time stamp
- Duration
- File size
- Format



webex by CISCO

Service provided by

Profile

Settings

Calendar

**Recordings**

Join a meeting or search for a meeting, recording, or transcript

My recordings

All Add

	Name	Security	Date Created	Duration	Size	Format	
<input type="checkbox"/>	Webex meeting-20231219 1601-1 Shared by Karlene Langford	🔒	12/19/2023 11:49 AM	0:35:13	39.5 MB	MP4	⬇️ ⬆️
<input type="checkbox"/>	Webex meeting-20231107 1605-1 Shared by Karlene Langford	🔒	11/7/2023 12:42 PM	1:12:25	66.3 MB	MP4	⬇️ ⬆️
<input type="checkbox"/>	Webex meeting-20230928 1203-1 Shared by Karlene Langford	🔒	9/28/2023 11:24 AM	0:41:45	34.8 MB	MP4	⬇️ ⬆️
<input type="checkbox"/>	Jason Dickheiser's Personal Room-20230830 1954...	🔒	8/30/2023 3:57 PM	0:00:07	26.1 KB	MP4	🗑️ ⬇️ ⬆️ ✎️
<input type="checkbox"/>	APIO -API Expert Training-20230816 1238-1 Shared by Karlene Langford	🔒	8/16/2023 3:41 PM	5:49:30	376.2 MB	MP4	⬇️ ⬆️
<input type="checkbox"/>	Webex meeting-20230726 171... Shared by Todd Crooks	🔒	7/26/2023 1:42 PM	0:15:34	14.5 MB	MP4	⬇️ ⬆️
<input type="checkbox"/>	Webex meeting-20230712 1716-1 Shared by Todd Crooks	🔒	7/12/2023 1:40 PM	0:18:10	15.7 MB	MP4	⬇️ ⬆️
<input type="checkbox"/>	Webex meeting-20230711 1501-1 Shared by Karlene Langford	🔒	7/11/2023 11:58 AM	0:38:38	29.8 MB	MP4	⬇️ ⬆️

Downloads

## Change your default language

Changing your default language updates User Hub to appear in the language you choose. Your language and region also update in Settings > Meetings > General.

Click your profile picture, then click **Language** and select the language you want.

English

简体中文

繁體中文

日本語

한국어

Français

Deutsch

Italiano

Español de España

Español latinoamericano

Svenska

Nederlands

Português

Русский


Türkçe


Dansk


Čeština

polski

Mostrar

Service provided by 





**Jason Dickheiser**  
jdickheiser@telesystem.us

Always use dark theme

Site Administration

Language (English) >

More features >

Sign out

**Start**