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Webex Documentation
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First Time User of Cisco Webex Meetings

When you join a meeting for the first time, you're prompted to download the installer file to install the desktop app on your computer.

If you can't download the installer, you can still join the meeting using the web app instead. You don't need to install anything using the web app, and it launches in your web browser.

Tip: If you don't have an account, or require an installation that will open the meeting, you can still join the meeting as a guest.

- [Desktop](#)
- [Mobile](#)
- [Web](#)

If you have an invite to join a Webex meeting, the desktop app automatically downloads when you click Join. If you don't have a Webex account, don't worry. It's easy to join and participate in the meeting as a guest.

Joining a meeting as a guest.

1 Click Join in your email invitation to join the video conference.
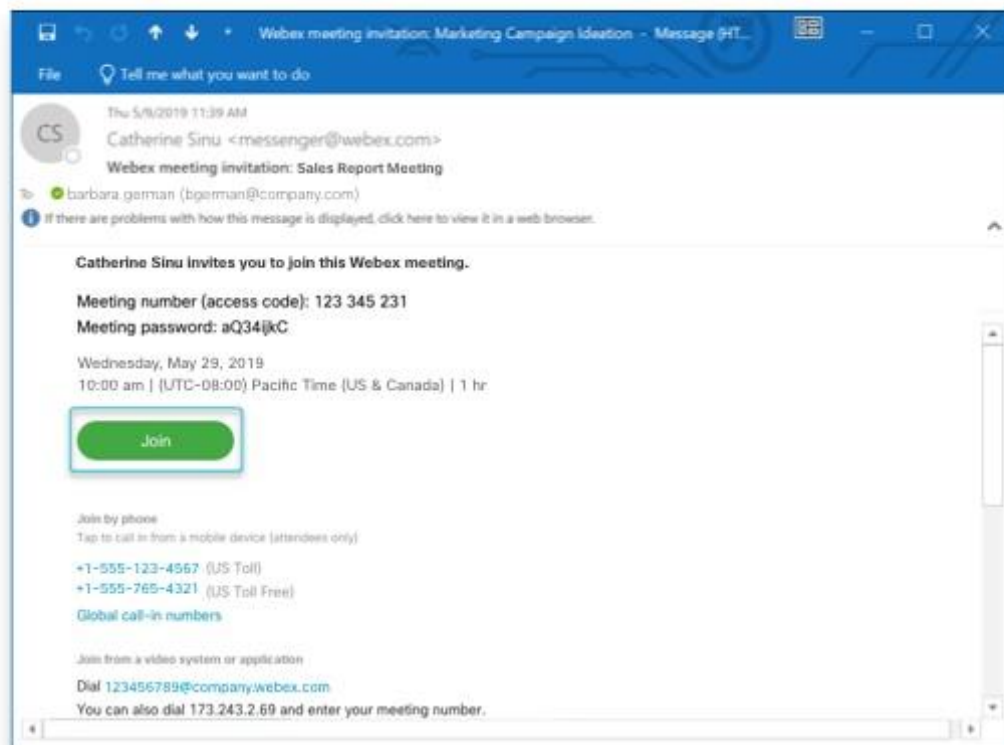
2 Click the installer file to install the Cisco Webex Meetings app. On Windows, click Webex.exe. On Mac, click Webex.pkg.
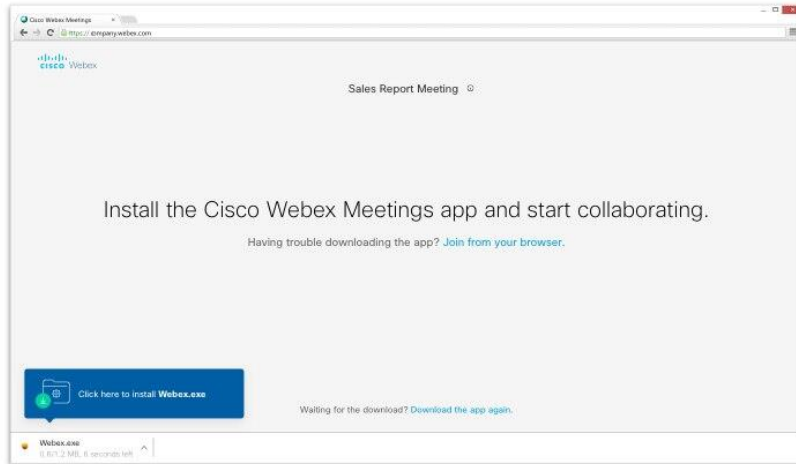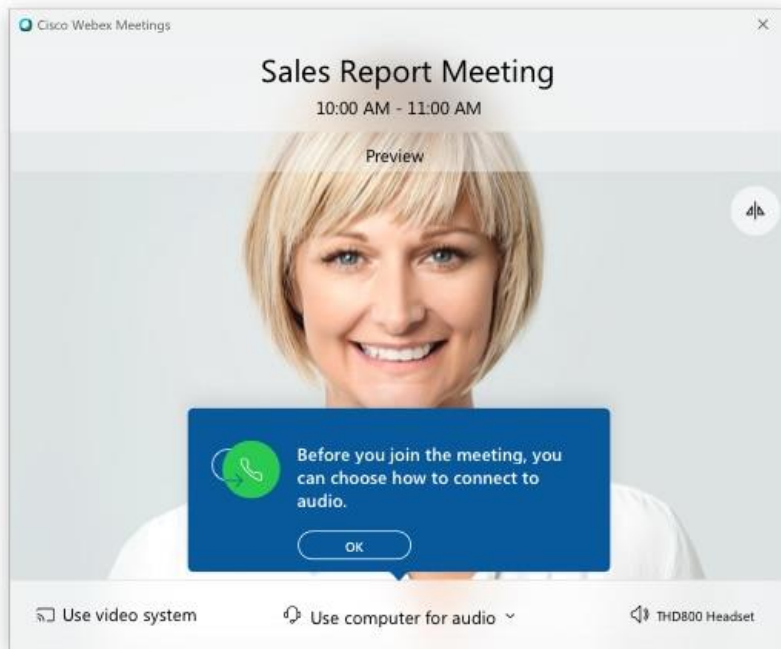
If you have trouble downloading the app, click Download the app again. If you can't download the app, click Join from your browser.

3 Enter your name and email address and click Next.

4 Enter the meeting password—it's in the email invitation—and click Next.

5 Click Show me what's new for a quick tour or select Skip.
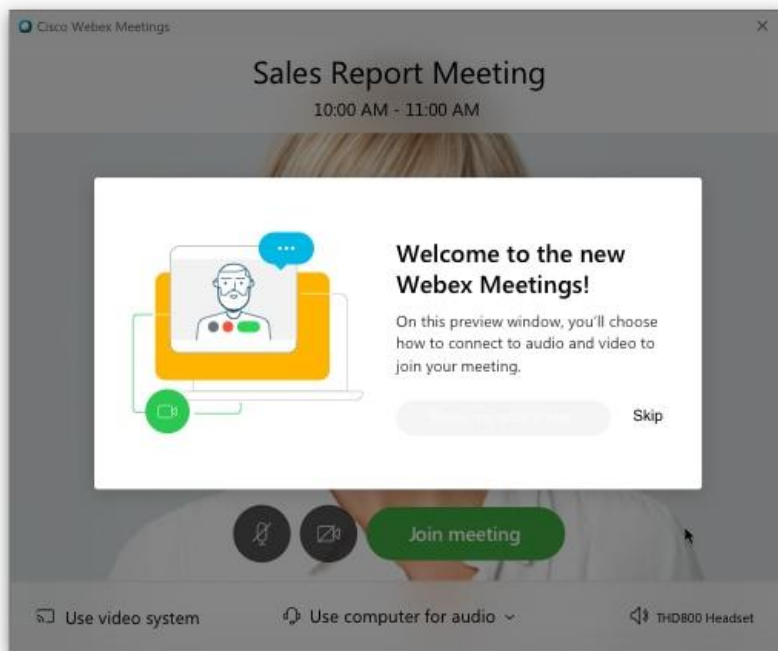
You see a video preview of how you'll look to others.

6 [Change your audio and video settings](#) before joining your meeting.

7 Click [Connect to a device](#) to join the meeting from a compatible video device.

8 Click Join Meeting.
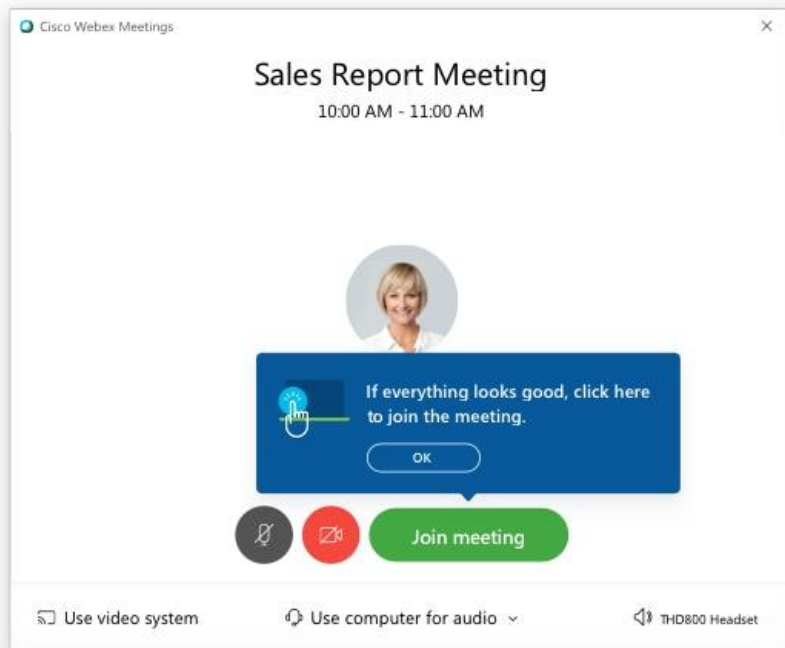
If you connected to a device, the device joins the meeting too.

When you leave the meeting (Leave ✕

Existing User of Cisco Webex Meetings

As an existing user of Webex Meetings you can join a meeting from the desktop app or from a mobile app.

- [Desktop](#)
- [Mobile](#)

There's more than one way to join a meeting from the Cisco Webex Meetings desktop app. You can join a scheduled meeting from the Join a Meeting search bar by entering a Personal Room ID, meeting number, or meeting link. You can also join a scheduled meeting from the Upcoming Meetings list.
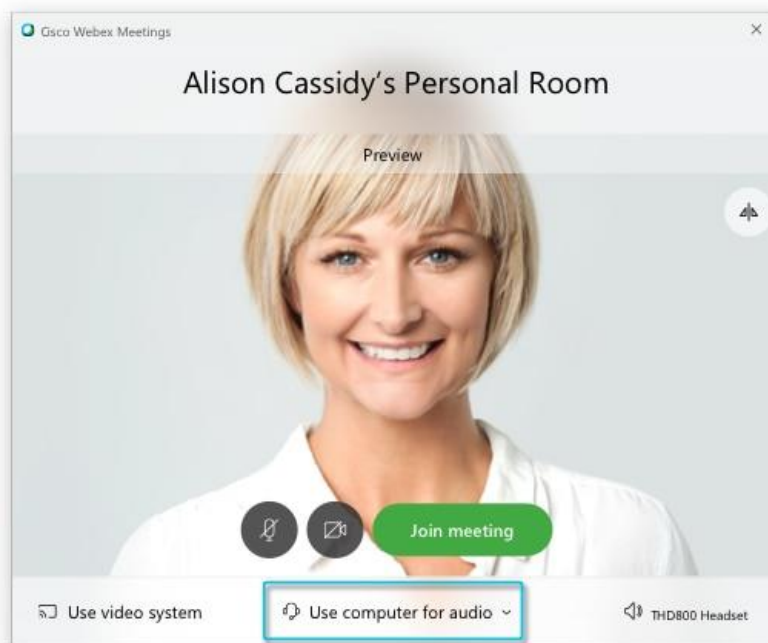
Join a Meeting from the Search Bar
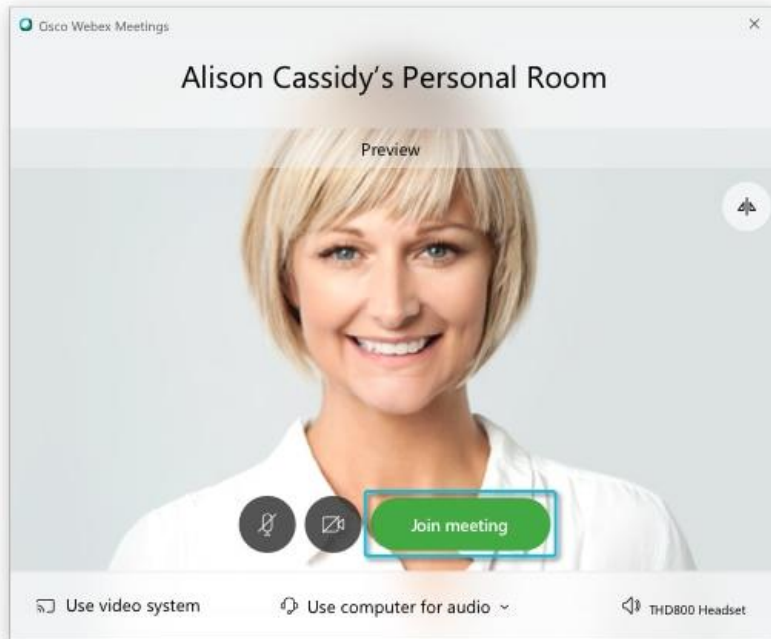
1   Open the Cisco Webex Meeting desktop app.
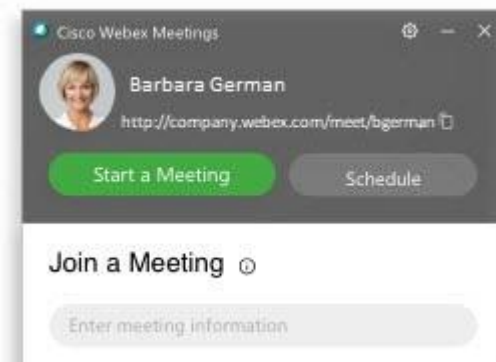
2   Enter a Personal Room ID, meeting number, or meeting link and click Enter to join the meeting.

3   Enter the meeting password, if necessary, and click Join.

When the Webex Meetings app opens, your video preview lets you see how you'll look to others before you join the meeting.
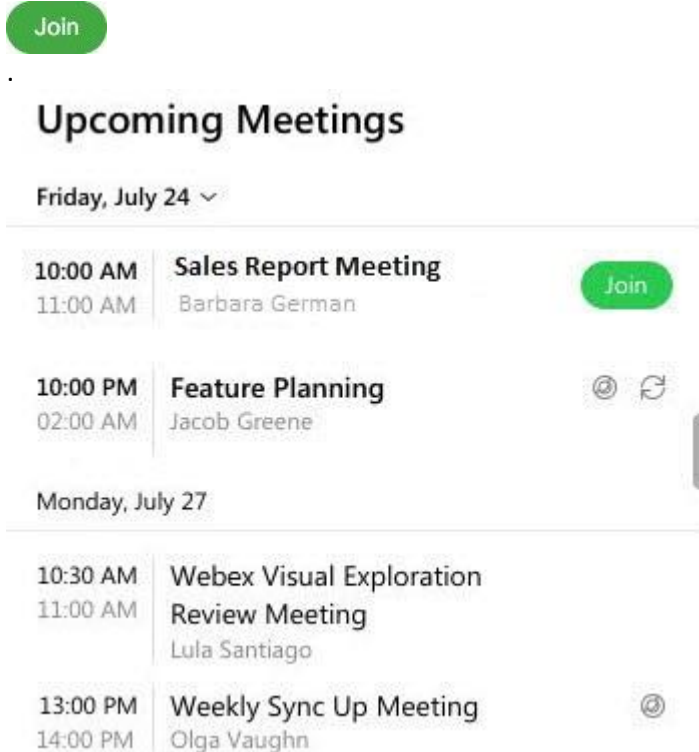
4   [Change your audio and video settings](#) before joining your meeting, unless you've saved them before.

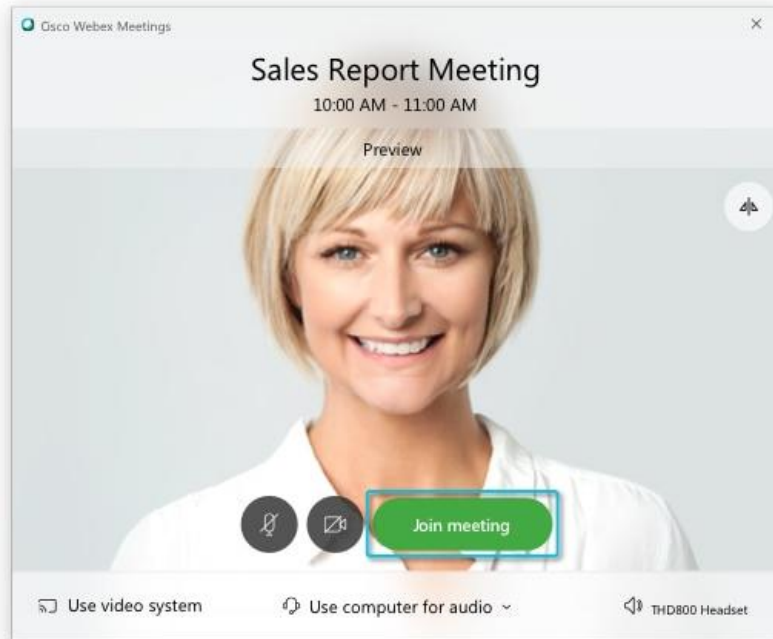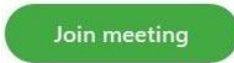5   Click Join meeting.

Join from the Upcoming Meeting List

1   Open the Cisco Webex Meeting desktop app and click Join

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When the Webex Meetings app opens, your video preview lets you see how you'll look to others before you join the meeting.

2   [Change your audio and video settings](#) before entering your meeting, unless you've saved them before.

3   Click Join meeting.

[Join from Your Webex Meetings Desktop App](#)

1   Open your Cisco Webex Meetings desktop app.

2   Do one of the following:
   - Select the Join button at the top of the Cisco Webex Meetings app.

   The join button appears 15 minutes before your scheduled meetings.
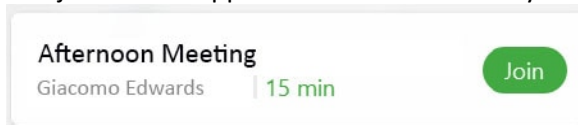
   - Enter a Personal Room ID in the text box below the Join a Meeting heading and click the Join meeting

   button.

   You can find the host's Personal Room host ID in the Personal Room link. For example, if the Personal Room link is organizationname.webex.com/meet/jparker, the host's Personal Room ID is jparker.
   - Select one of the profile pictures

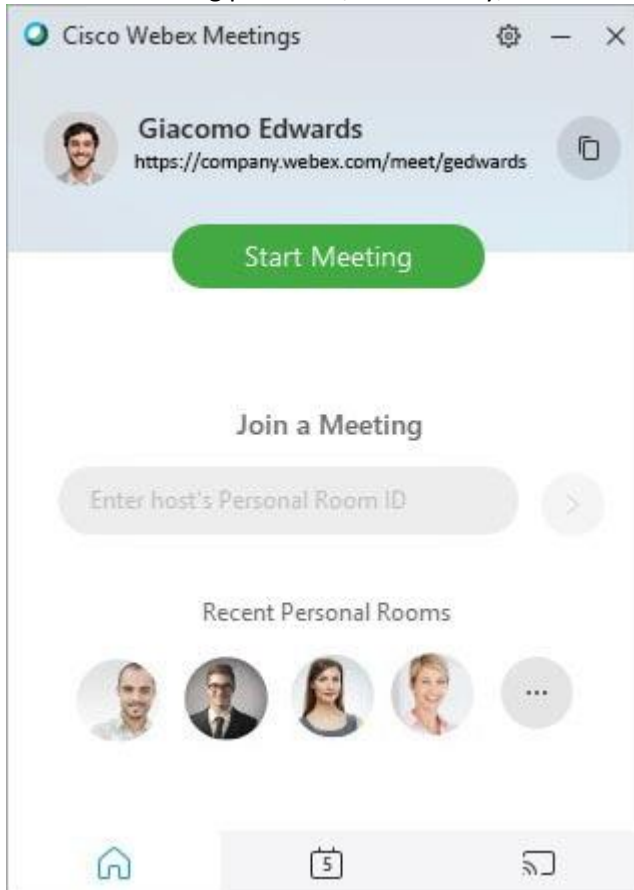in the Recent Personal Rooms list or click the More

icon to see more rooms that you've recently joined.

Recent Personal Rooms

3   Enter the meeting password, if necessary, and click Join.

Join a Meeting from Your Cisco Webex Site

Quickly find your meeting from the search bar or meeting list on your Webex site and then join using either the Webex Meetings desktop app or the web app. Use the web app to open the meeting directly in your browser or use the desktop app to open the full-featured meeting application.

- Join a Meeting Using the Search Bar
- Join a Meeting from Your Webex Site in the Desktop App or Web App

On the Webex Meetings desktop app version WBS39.8 and later and mobile app 39.7 and later versions when Modern View is enabled, the meeting now opens directly when you select the meeting link.

Join a Meeting Using the Search Bar

At the top of your Cisco Webex site is a search bar that you can use to find and join the meeting. Search by the host's name, Personal Room link or ID, meeting title, or 9-digit meeting number.

> You can find the host's Personal Room ID in the Personal Room link. For example, if the Personal Room link is example.webex.com/meet/**giacomo**, the host's Personal Room ID is **giacomo**.

1   Click on the search bar and enter one of the options to search for the meeting.
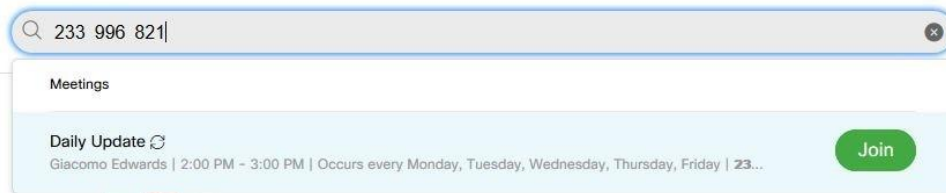
2   Enter the meeting password provided in the email invitation.

3   Click Join to join the meeting.

> Your meeting opens in either the desktop app or web app, depending on which option you last chose.

Join a Meeting from Your Webex Site in the Desktop App or Web App

1   Select Meetings from the left navigation panel in your Cisco Webex site and click the name of the meeting you want to join.
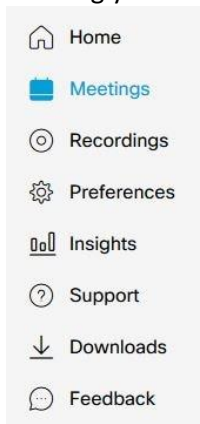
2   Enter the meeting password provided in the email invitation, if necessary.

3   Click the drop-down arrow and select Use desktop app or Use web app. Both have a similar meeting experience, but the web app only requires your browser. After that, select Join Meeting.
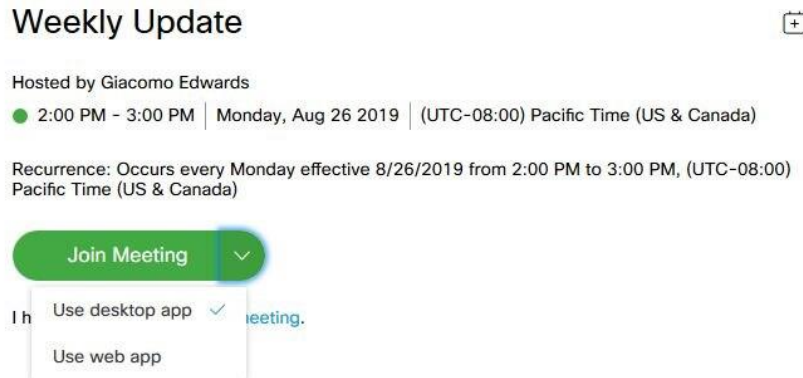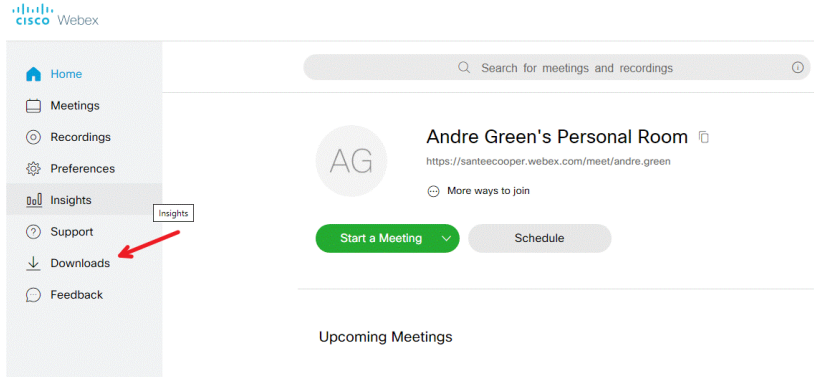

          When you select the desktop or web app, the Webex site remembers your selection and will default to it on that Webex site only.

4   After the meeting opens, select your audio and video options.

Download and install Webex MS Outlook addon

Access https://santeecooper.webex.com, expand the upper left-hand menu, and click the Downloads link.

Click here to download

Note: This may require assistance from the
Technology Service Desk @ Ext 7777 to install

Cisco Webex Productivity Tools

Webex Productivity Tools allow you to schedule, start, and join Webex
meetings directly in Microsoft Outlook. The Windows version also
supports integrations with other applications, such as Microsoft Office
(Word, Excel, and PowerPoint), Microsoft Skype for Business, Microsoft
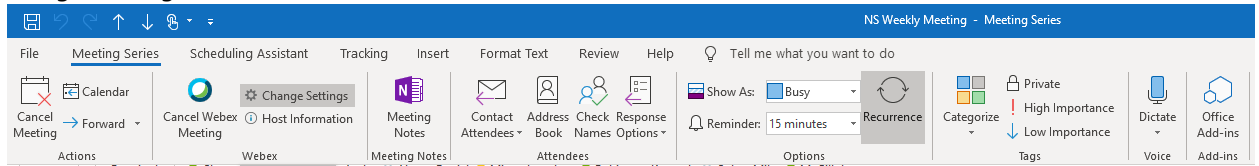Lync, Internet Explorer, and IBM Lotus Notes.

Download
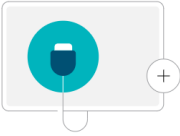
Alternate Hosts for Individual Meetings

Select meeting from Outlook Calendar
Choose *Meeting Series* at the top
Click *Change Settings*

Go to *Resources* tab
Check the Users within the meeting you would like to be able to start the meeting

Click OK
Save and Send Updates from Outlook