

Cisco Webex Meetings

Start a Meeting in Microsoft Outlook Using the Webex Meetings Desktop App

You can start Cisco Webex meetings that you're the host of directly from Microsoft Outlook. Starting meetings from Outlook can be faster because you don't have to sign in to your Webex site.

Start a Scheduled Webex Meeting

1. From Microsoft Outlook, go to your calendar, and open your meeting item.
2. Select Join Webex Meeting.

If you need the host key or host access code, click the link at the bottom of the meeting invite window. On your Webex site, select More Information.

Start a Personal Conference Meeting

1. From Microsoft Outlook, go to your calendar, and open the meeting item.
2. Dial the number provided.
3. Follow the voice prompts and enter your host access code. If prompted, enter your PIN.

Start an Instant or Personal Room Meeting

From Microsoft Outlook, on your toolbar, select Meet Now.

Instant meetings by default are held in your Personal Room. To change this setting, sign in to your Webex site, and go to My Webex > Preferences > "Meet Now" Settings. Uncheck the Use Personal Room for all my instant meetings check box.