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Attending and Scheduling a Cisco WebEx Meeting with Cisco Unified MeetingPlace Release 7.0

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1 How to Attend a Cisco WebEx Meeting

Cisco WebEx automatically generates its own meeting number for all scheduled meeting. This number is displayed on the Meeting Manager page when you join a Cisco WebEx meeting. Do not confuse this number with the meeting ID that is in your e-mailed invitation. The meeting ID in the invitation is the Cisco Unified MeetingPlace meeting ID. You will need this number to attend the meeting.

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Note If you are attending a Cisco WebEx meeting on an Apple Macintosh system using Firefox or Safari, you may see the Browse Meetings page before you are admitted into the Cisco WebEx web meeting room. Ignore the Browse Meetings page. The Cisco WebEx Meeting Manager page will launch momentarily and admit you into the meeting.

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Attending a Cisco WebEx Meeting from an E-Mailed Invitation

Click Help from any Cisco WebEx web page to get additional information when attending your meetings.

Before You Begin

Your user profile must be enabled to attend Cisco WebEx meetings.

Procedure

Step 1 Open the meeting notification e-mail.

Step 2 Click the **Meeting URL** link.

The Current Meeting page is displayed.

Step 3 Click **Connect**.

Another web browser opens and displays the Cisco WebEx meeting room. When you join a Cisco WebEx meeting, three browser windows open: Connect me window, Meeting in progress window (with a warning not to close), and Cisco WebEx meeting room.

Step 4 Establish an audio connection to the meeting.

- If your browser displays the Join Teleconference window, enter your area code and phone number in the Number field.
- If the Join Teleconference window does not automatically display, complete the following steps:
- **a.** Click **Communicate > Join Teleconference**.
- **b.** Enter your area code and telephone number in the Number field.

Step 5 Click **OK**.

Step 6 Answer the telephone when it rings and follow the prompts to record your name.

You must record your name each time you join a Cisco WebEx web meeting, even if you are a profiled user in Cisco Unified MeetingPlace and you have already recorded your name.

Attending a Cisco WebEx Meeting Through Your Web Browser

Click **Help** from any Cisco WebEx web page to get additional information when attending your meetings.

Procedure

Step 1 Open a web browser and enter the URL of the Cisco Unified MeetingPlace server.

Step 2 On the Home page, enter the meeting ID of your meeting.

Step 3 Click **Attend Meeting**.

Step 4 If prompted, enter the meeting password.

Step 5 Click **Submit**.

Step 6 Click **Connect**.

Another web browser opens and displays the Cisco WebEx meeting room. When you join a Cisco WebEx meeting, three browser windows open: Connect me window, Meeting in progress window (with a warning not to close), and Cisco WebEx meeting room.

Step 7 Establish an audio connection to the meeting:

- If your browser displays the Join Teleconference window, enter your area code and phone number in the Number field.
- If the Join Teleconference window does not automatically appear, complete the following steps:

   a. Click **Communicate > Join Teleconference**.

   b. Enter your area code and telephone number in the Number field.

Step 8 Click **OK**.

Step 9 Answer the telephone.

Step 10 Follow the prompts to record your name.

You must record your name each time you join a Cisco WebEx meeting, even if you are a profiled user in Cisco Unified MeetingPlace and you have already recorded your name.

2 Scheduling and Attending an Impromptu Meeting

Cisco Unified MeetingPlace has two kinds of impromptu meetings that begin right away: reservationless and immediate meetings. You can initiate a reservationless meeting if your system and user profile are configured to allow it. If they are not, you can schedule an immediate meeting, which allows for a similar behavior and user experience. Reservationless Cisco WebEx web meetings default to the Meeting Center template.

Procedure

Step 1 Sign in to Cisco Unified MeetingPlace as a profiled user.

Step 2 (Optional) Enter a meeting ID.

- If you are set up to initiate a reservationless meeting, enter your profile number in the Meeting ID field or leave it blank. The system will initiate a reservationless meeting for you with the meeting ID equal to your profile number.
- If you are not set up to initiate a reservationless meeting, enter a random meeting ID or leave it blank. The system will schedule an immediate meeting for you.

Step 3 Click **Immediate Meeting.**

The Meeting Manager launches and begins your meeting.

Step 4 Click **Communicate > Join Teleconference** and follow the instructions to join the audio or video component of your meeting.

Step 5 Provide the following information to invitees so they can join your meeting:

- The Cisco Unified MeetingPlace phone number if you are not already in a voice meeting.
- The meeting ID.

3   Scheduling a Cisco WebEx Meeting from Cisco Unified MeetingPlace

You can only schedule a Cisco WebEx meeting if you have a user profile on a system enabled for Cisco WebEx. Click Help from any Cisco WebEx web page to get additional information when scheduling and attending your meetings.

Procedure

Step 1   Sign in to Cisco Unified MeetingPlace.

Step 2   Click **Schedule Meeting**.

Step 3   (Optional) Enter a subject for your meeting.

Step 4   Enter the meeting details, such as the meeting ID to define your own, date, time, and meeting duration.

Step 5   (Optional) Click **Recurrence** to make this a recurring meeting and set your recurrence pattern.

Step 6   Choose **Cisco WebEx** as the web conference provider.

Step 7   Add invitees.

Step 8   Click **Meeting Options**.

Step 9   Set Who can attend to **Anyone, MeetingPlace Profile users,** or **Invited Profile users**. (The default is **Anyone**.)

Step 10   Click **Submit**.

Step 11   Click **Schedule** on the New Meeting page.