

# Cisco Webex Teams

## Join a Scheduled Meeting in Cisco Webex Teams

When it's time to join a scheduled Cisco Webex meeting, Personal Room meeting, or team meeting, you can choose the way that works best for you. You can join from the calendar invite, from the Webex Teams app, or from a standards-based video device.

The number of people who can join a Webex team meeting may vary, depending on who created the space associated with that meeting.

If you're joining a Webex team meeting that has a ciscospark.com meeting link and you don't have a Webex Teams account, you'll be asked to create one. If you're joining a Webex team meeting that has a webex.com meeting link and you don't have a Webex Teams account, you can join as a guest and wait to be let in to the meeting.

### Calendar Invite

When you get invited to a Webex meeting, Webex Personal Room meeting, or Webex team meeting, you'll get an invite in your calendar application.

If it's a Webex team meeting, and you're already a member of the space, you can join it from the calendar invite. Otherwise, you have to wait for someone else to join first.

When it's time to meet, join the meeting using one of these options presented in the calendar invite:

- Select the meeting link.
- Dial the video address to join from a standards-based video system.
- Use the **Join by phone** information to join from your phone.

On iPhones or iPads using iOS 11.2 or later, you can join Webex meetings, Webex Personal Room meetings, and

Webex team meetings directly from your calendar invite by tapping  or from a meeting notification.

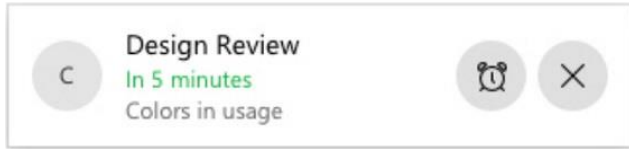
### Meeting Notification (Windows, Mac, and Web)

With the Webex Teams app for Windows and Mac, you see a meeting notification on your screen when it's 5 minutes before the meeting start time. Meeting notifications appear for your scheduled Webex meetings, Webex Personal Room meetings, and Webex team meetings. Scheduled meeting notifications are available only if you're using the Hybrid Calendar Service and Microsoft Exchange, Microsoft Office 365, or G Suite for Google Calendar.

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1. Click anywhere in the notification to join the meeting. You can select **Snooze**  to receive another

reminder at the meeting start time or  to dismiss the notification altogether.



The meeting notification includes the meeting name, location, and a countdown of the number of minutes and seconds until the actual start time. If it's a Webex standard meeting or Webex Personal Room meeting, you see the profile image of the host, and the image is faded if the host hasn't joined yet. If it's a Webex team meeting scheduled from a space, you'll see the image for that space.

The meeting notification doesn't appear for meetings associated with spaces of more than 75 people. Profile pictures of people who've joined the meeting don't appear for Webex meetings from FedRAMP-authorized and telephony service provider (TSP) Webex sites or for Webex and TelePresence (CMR Hybrid) meetings.

You can choose when to receive notifications for scheduled meetings or turn them off by going to **Settings > Notifications** on Windows or **Cisco Webex Teams > Preferences > Notifications on the Mac**.

The type of meeting you join from Webex Teams determines which app opens:

- The Webex Teams app opens when you join a WebEx standard meeting, Webex Personal Room meeting, or Webex team meeting.
- The WebEx Meetings app opens when you join a WebEx and TelePresence meeting (CMR Hybrid meeting) or a WebEx event, Webex training session, or Webex support session.

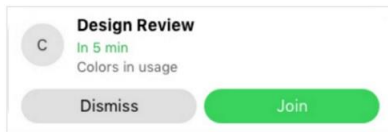
2. Choose one of these options:

- **Join with Video**— Select this option to join the meeting using your computer audio and video.
- **More Options**— Select this option to see a list of options. If you want to use your phone for audio, select Use phone for audio.

### Meeting Notification (iPhone, iPad, and Android)

With the Webex Teams app for iPhone, iPad, and Android, if you're looking at your phone's lock screen or if you're in another app, you see a notification for scheduled meetings when it's 5 minutes before the scheduled start time. Meeting notifications appear for your scheduled Webex standard meetings, Webex Personal Room meetings, and Webex team meetings. The settings that you've set for scheduled meeting notifications on Windows and Mac don't apply to notifications on iPhone, iPad, and Android.

1. Tap **Join** in the notification to join the meeting. Or, you can select **Dismiss** if you don't want to be reminded about this upcoming meeting.



The meeting notification includes the meeting name, location, and a countdown of the number of minutes and seconds until the actual start time. If it's a Webex standard meeting or Webex Personal Room meeting, you see the profile image of the host, and the image is faded if the host hasn't joined yet. If it's a Webex team meeting scheduled from a space, you'll see the image for that space.

The meeting notification doesn't appear for meetings associated with spaces of more than 75 people, and it doesn't appear for Webex meetings from FedRAMP-authorized and telephony service provider (TSP) Webex sites or for Webex and TelePresence (CMR Hybrid) meetings.

2. Choose one of these options:

- Phone—Select one of the device options presented.
- Call in—Select a number to dial and make note of the meeting number and attendee ID.

## Meetings List (Windows and Mac)

You can join scheduled Webex standard meetings, Webex Personal Room meetings, or Webex team meetings from your meetings list in the Webex Teams app for Windows and Mac.

1. Go to **Meetings** .

2. In the meetings list, select **Join**.

The Join button appears 5 minutes before the scheduled start time. It shows the meeting name, start and end time, and location, and shows people who've already joined. It also shows a countdown of the number of minutes and seconds until the actual start time.

The Join button doesn't appear 5 minutes before the start time for meetings associated with spaces of more than 75 people. Profile pictures of people who've joined the meeting don't appear for Webex meetings from FedRAMP-authorized and telephony service provider (TSP) Webex sites or for Webex and TelePresence (CMR Hybrid) meetings.

If you want to join early, select the meeting in the meetings list, and then select **Join early?** in the meeting information view. Only select **Join early?** only when you're ready to start the meeting, because after you select it, others in the space see a **Join** button.

Your meeting list is available only if you're using the Hybrid Calendar Service and Microsoft Exchange, Microsoft Office 365, or G Suite for Google Calendar. If you don't have these services, you see only the **Join a**

**Meeting** box and **Frequent Meetings** list when you go to **Meetings** .

The type of meeting you join from Webex Teams determines which app opens:

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- The Webex Teams app opens when you join a Webex standard meeting, Webex Personal Room meeting, or Webex team meeting.
  - The WebEx app opens when you join a WebEx and TelePresence meeting (CMR Hybrid meeting) or a WebEx event, Webex training session, or Webex support session.


Your meetings list can also include meetings you've been invited to that have a valid video address, even if they're not Webex meetings. You can receive notifications for these meetings and join them directly from the Webex Teams app.

3. Choose one of these options:

- **Join with Video**—Select this option to join the meeting using your computer audio and video.
- **More Options**—Select this option to see a list of options. If you want to use your phone for audio, select Use phone for audio.

### Meetings List (iPhone, iPad, and Android)


You can join scheduled Webex standard meetings, Webex Personal Room meetings, or Webex team meetings from your meetings list in the Webex Teams app for iPhone, iPad, and Android. When you join a Webex team meeting, it opens in the Webex Teams app. When you join a WebEx standard meeting or Webex Personal Room meeting, it opens in the WebEx Meetings app.

1. Go to **Meetings**  .
2. In the meetings list, tap **Join** next to the meeting you want to join.
3. Choose one of these options:
  - **Phone**—Select one of the device options presented.
  - **Call in**—Select a number to dial, and then enter the meeting number and attendee ID when prompted.

Your meetings list can also include meetings you've been invited to that have a valid video address, even if they're not Webex meetings. You can receive notifications for these meetings and join them directly from the Webex Teams app.

### Video Address in Webex Teams App (Windows and Mac)

You can join a Webex standard meeting, Webex Personal Room meeting, or Webex team meeting quickly by entering the meeting's video address in the Webex Teams app for Windows or Mac.

1. Go to **Meetings**  .
2. In the **Join a Meeting** box, enter the video address from the calendar invite, and then select **Join**.

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If you don't see the **Join a Meeting** box, you can select **Meetings** at the top of the meetings list to show it.

### Frequent Meetings List (Windows and Mac)

The spaces for any Webex team meetings that you attend frequently appear in your frequent meetings list in the Webex Teams app for Windows and Mac. When it's time to join one of your regular meetings, you can join directly from your frequent meetings list.

1. Go to **Meetings** .

2. Under **Frequent Meetings**, select **Join**.

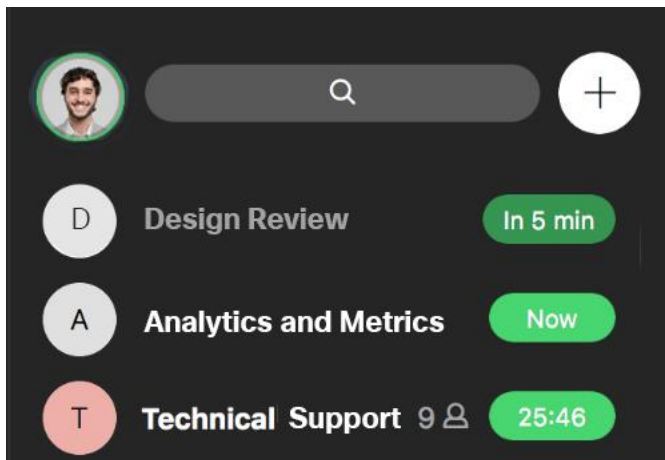
If you don't see the frequent meetings list, select **Meetings** at the top of the meetings list.

### Messages List (Windows and Mac)

You can join a Webex standard meeting, Webex Personal Room meeting, or Webex team meeting from the green join button in your messages list.

1. Go to **Message** .

2. At the top of the messages list, select the green join button next to the appropriate space.



The join button appears 5 minutes before the scheduled start time. When the scheduled start time occurs, the label changes to inform you that the meeting is starting now. When someone else joins the meeting, the countdown appears on the button and you can see how many people have already joined.

The join button appears 5 minutes before the scheduled start time only if you're using the Cisco Webex Hybrid Calendar Service and Microsoft Exchange, Microsoft Office 365, or G Suite for Google Calendar. The join button shows the meeting name, start and end time, and location, and shows people who've already joined. It also shows a countdown of the number of minutes and seconds until the actual start time.

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The join button doesn't appear 5 minutes before the start time for meetings associated with spaces of more than 75 people. Profile pictures of people who've joined the meeting don't appear for Webex meetings from FedRAMP-authorized and telephony service provider (TSP) Webex sites or for Webex and TelePresence (CMR Hybrid) meetings.

The type of meeting you join from Webex Teams determines which app opens:


- The Webex Teams app opens when you join a Webex standard meeting, Webex Personal Room meeting, or Webex team meeting.
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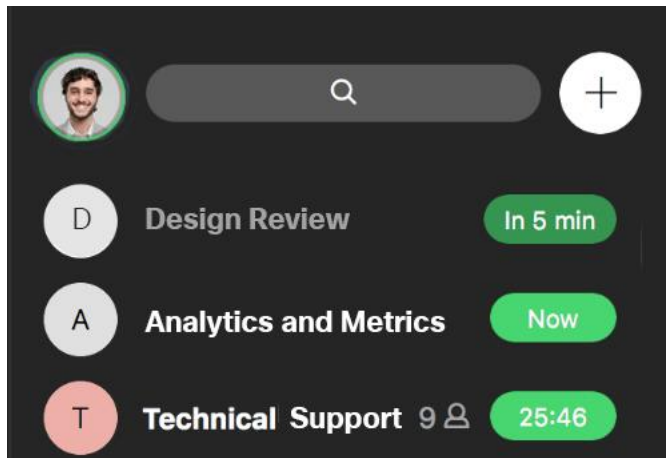
3. Choose one of these options:

- **Join with Video**—Select this option to join the meeting using your computer audio and video.
- **More Options**—Select this option to see a list of options. If you want to use your phone for audio, select **Use phone for audio**.

### Messages List (iPhone, iPad, and Android)

You can join scheduled Webex standard meetings, Webex Personal Room meetings, or Webex team meetings from the green join button in your messages list. The join button appears when a member of the space joins the meeting.

1. Go to **Message** .
2. At the top of the messages list, select the green join button.



The join button appears 5 minutes before the scheduled start time. When the scheduled start time occurs, the label changes to inform you that the meeting is starting now. When someone else joins the meeting, the countdown appears on the button and you can see how many people have already joined.

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The join button appears 5 minutes before the scheduled start time only if you're using the Hybrid Calendar Service and Microsoft Exchange, Microsoft Office 365, or G Suite for Google Calendar. The join button shows the meeting name, start and end time, and location, and shows people who've already joined. It also shows a countdown of the number of minutes and seconds until the actual start time.


The join button doesn't appear 5 minutes before the start time for Webex meetings from FedRAMP-authorized and telephony service provider (TSP) Webex sites or for Webex and TelePresence (CMR Hybrid) meetings.

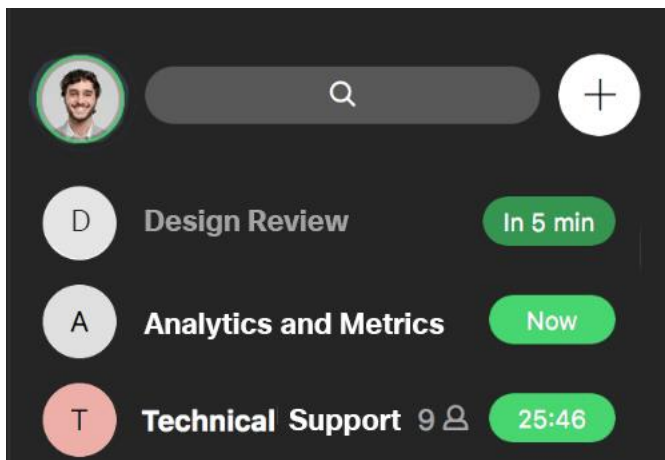
3. Choose one of these options:

- Phone—Select one of the device options presented.
- Call in—Select a number to dial, and then enter the meeting number and attendee ID when prompted.

### Messages List (Web)

You can join scheduled Webex standard meetings, Webex Personal Room meetings, or Webex team meetings from the green join button in your messages list.

1. Go to Message .
2. At the top of the messages list, select the green join button.



The join button appears 5 minutes before the scheduled start time. When the scheduled start time occurs, the label changes to inform you that the meeting is starting now. When someone else joins the meeting, the countdown appears on the button and you can see how many people have already joined.

The **Join** button appears 5 minutes before the scheduled start time only if you're using the Hybrid Calendar Service and Microsoft Exchange, Microsoft Office 365, or G Suite for Google Calendar. The Join button shows the meeting name, start and end time, and location, and shows people who've already joined. It also shows a countdown of the number of minutes and seconds until the actual start time.

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The **Join** button doesn't appear 5 minutes before the start time for meetings associated with spaces of more than 75 people. Profile pictures of people who've joined the meeting don't appear for Webex meetings from FedRAMP-authorized and telephony service provider (TSP) Webex sites or for Webex and TelePresence (CMR Hybrid) meetings.

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## Video System or Room Device

You can join a scheduled Webex standard meeting, Webex Personal Room meeting, or Webex team meeting from a standards-based video device or a Cisco Webex room device or desk device. If the meeting is associated with a space, and you're already a member of that space, you can join it and get the meeting started. Otherwise, you have to wait for someone else to join first.

Choose how you want to join the meeting:

- Dial the video address in the calendar invite from any standards-based video system or room device.

You can also find the video address from the space, by going to the activity menu  and choosing

**Meetings** . The video address appears under "Join Information."

- Tap the **Join** button from any standards-based video system or room device. The **Join** button appears when a member of the space joins the meeting. For Webex team meetings, the **Join** button appears 5 minutes before the scheduled start time for a cloud-registered Webex room device or desk devices if the device is scheduled as a room resource, and you have Cisco Webex Hybrid Calendar Service and Microsoft Exchange, Microsoft Office 365, or G Suite for Google Calendar.
- Automatically join the meeting. You're eligible to automatically join from your app after someone joins the meeting from a room device, and you have your Webex Teams app enabled to automatically proximity-pair with it. You'll have to be a member of the space that the meeting is associated with to join automatically from the Webex teams apps on your computer or mobile.