Cisco Webex Teams

Schedule a Cisco Webex Team Meeting from a Space

Schedule a meeting with everyone in your space at a certain date and time, whether it's a space with one person or several people. Use the Webex Teams app to create calendar invites that you can send to everyone in the space to tell them about the meeting and how to join.

The number of people who can join a Webex team meeting with a webex.com meeting link depends on the meeting capabilities of the meeting sponsor's account. The number of people who can join a Webex team meeting that has a ciscospark.com meeting link depends on the licenses of the people in the space. You can verify the type of meeting link by going to the activity menu   and selecting Meetings   to see the meeting information.

Microsoft Outlook (Windows and Mac)

You can schedule a meeting in Microsoft Outlook using Webex Teams for Windows or Mac if you have Microsoft Outlook installed.

The meeting invite has the space name as the meeting subject and "@spark" in the Location field, and includes email addresses for people in the space. The invite also includes a link to join the meeting, Join by phone options, and a video address so people can join from any standards-based video system.

1.   Go to the activity menu   , choose Meetings   , and then select Create Meeting Invite. Webex Teams opens a calendar invite in Microsoft Outlook.

     You can't schedule a meeting   for spaces of more than 75 people. If you create an invite from a conversation with another person, you're actually scheduling a call rather than scheduling a meeting.

2.   Update the time and date and any other details you need to include.

3.   To make it easier for people to join a meeting scheduled with @spark from a Cisco Webex room or desk device, select Scheduling Assistant > Add Rooms on Windows or Scheduling or Room Finder and then Add Room on the Mac and add any room or desk devices you want to include. This makes a Join button appear on the device 5 minutes before the meeting starts. Your administrator needs to set up your account with the Cisco Webex Hybrid Calendar Service so you can schedule room devices this way.

     If you aren't able to add a room or desk device, or if you don't see the Join before the meeting, contact your administrator.

4. Send the meeting invite.

Google Calendar (Windows and Mac)

You can schedule a meeting in Google Calendar using Webex Teams for Windows or Mac. Your administrator needs to set up your account with the Hybrid Calendar Service so you can schedule meetings this way.

The meeting invite has the space name as the meeting subject and "@spark" in the Where field, and includes email addresses for people in the space. The invite also includes a link to join the meeting, Join by phone options, and a video address so people can join from any standards-based video system.

1. Go to the activity menu ⠿, choose Meetings , and then select Create Meeting Invite. If you're using Google Calendar with Microsoft Outlook, Webex Teams opens a calendar invite in Microsoft Outlook. Otherwise, it opens Google Calendar using your default browser.

   You can't schedule a meeting for spaces of more than 75 people. If you create an invite from a conversation with another person, you're actually scheduling a call rather than scheduling a meeting.

2. Specify the time and date and any other details you need to include, and then send the invite.

Other Calendar (Windows, Mac, and Web)

If you're using a calendar other than Microsoft Outlook on Windows, Mac, and the Web, you can copy meeting information and email addresses from the app to a meeting in your calendar.

1. Go to the activity menu ⠿ and choose Meetings .

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2. Next to Meeting Information, select Copy, and then go to your calendar and paste the meeting information into a meeting. The meeting information includes a link to join the meeting, Join by phone options, and a video address so people can join from any standards-based video system.

3. Go back to your Webex Teams app and the Schedule a Meeting panel. Next to People, select Copy, and then go to your calendar and paste the email addresses in the To section of the meeting.

4. Specify the time and date and any other details you need to include, and then send the invite.

Other Calendar (iPhone, iPad, and Android)

If you're using a calendar other than Microsoft Outlook or Google Calendar on iPhone, iPad, and Android, you can copy meeting information and email addresses from the app to a meeting in your calendar.

1   Go to the activity menu ⠿ and choose Meetings 📅 .

    You can't schedule a meeting ⬜ for spaces of more than 75 people. If you create an invite from a conversation with another person, you're actually scheduling a call rather than scheduling a meeting.

2   Tap Copy Email Addresses, and then go to your calendar and paste the email addresses in the To section of a meeting.

3   Go back to your Webex Teams app.

4   Tap Copy Meeting Information, and then go to your calendar and paste the meeting information into a meeting. The meeting information includes a link to join the meeting, Join by phone options, and a video address so people can join from any standards-based video system.

5   Specify the time and date and any other details you need to include, and then send the invite.