Cisco Webex Meetings

Cisco Webex Meetings Desktop App

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Install and Set Up the Cisco Webex Meetings Desktop App

Install and set up the Cisco Webex Meetings desktop app to easily start and join your meetings all within the app. With the Cisco Webex Meetings desktop app you can also add integrations to join meetings from other apps and detect nearby video devices.

Install the Cisco Webex Meetings Desktop App

If your site administrator has turned on the Cisco Webex Meetings desktop app options for your Webex site, the Cisco Webex Meetings desktop app is automatically installed on your site. In addition, whenever newer versions are available, the Cisco Webex Meetings desktop app is updated automatically.

If necessary, you can also download and install the Cisco Webex Meetings desktop app manually.

If you have a previous version of the Cisco Webex Meetings desktop app you have to uninstall that version before installing the new version.

You may also have to close applications such as Microsoft Outlook and any browsers before installing the new version. Those applications must be started up again and you may have to sign in before seeing the new interface.

Windows
1. Sign in to your Webex site in Classic View.
2. Go to Meeting Center > Support > Downloads.
3. Expand the Cisco Webex Meetings Desktop App section.
4. In the drop-down list, select Windows and select Download.
   If a pop-up menu appears, select Save File.
5. Run the .msi installation file and follow the instructions.
   The Webex Meetings desktop app opens when the installation is complete.
6. Enter your Webex site URL, username, and password.

Mac
1. Sign in to your Webex site in Classic View.
2. Go to Meeting Center > Support > Downloads.
3. Expand the Cisco Webex Meetings Desktop App section.
4. In the drop-down list, select Mac and select Download.
   If a pop-up menu appears, select Save File.
5. Run the .dmg installation file and follow the instructions.
   The Webex Meetings desktop app opens when the installation is complete.
6. Enter your Webex site URL, username, and password.

Set Up the Cisco Webex Meetings Desktop App

Windows
1. In the top right corner of the Cisco Webex Meetings desktop app, select the gear ⚙ icon.
2. In the drop-down list, select Preferences.
3. Use the tabs to navigate through your preferences. You can change the following:

- General—Enable your app to always show on your desktop and to open when you turn on your computer.
- Account—View your username, Webex site URL, and email address that is being used in the app.
- Meetings—Choose your calendar and meet now settings. Also copy your Personal Room or Video System information to your clipboard to share with others.
- Notifications—Enable notifications for your meetings and choose when you receive them.
- Video Devices—Enable auto detect to pair with nearby devices.
- Integrations—Choose which programs you want to enable as integrations.

4. When you are done changing your preferences, select Save.

Mac
1. On the app menu, select Cisco Webex Meetings.
2. In the drop-down list, select Preferences.
3. Use the tabs to navigate through your preferences. You can change the following:

- General—Enable your app to always show on your desktop and to open when you turn on your computer.
- Account—View your username, Webex site URL, and email address that is being used in the app.
- Meetings—Choose your calendar and meet now settings. Also copy your Personal Room or Video System information to your clipboard to share with others.
- Notifications—Enable notifications for your meetings and choose when you receive them.
- Video Devices—Enable auto detect to pair with nearby devices.
- Integrations—Choose which programs you want to enable as notifications.

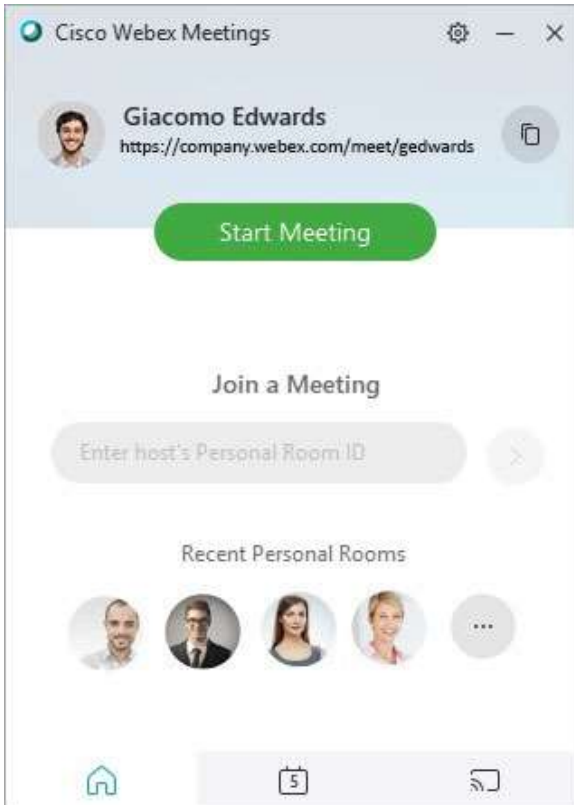4. When you are done changing your preferences, select Apply.

Use the Cisco Webex Meetings Desktop App
You can use the Cisco Webex Meetings desktop app to easily start and join your meetings. The Cisco Webex Meetings desktop app allows you to access your most commonly used Webex Meetings site controls all in one place.

Desktop App

With the Cisco Webex Meetings desktop app, you can start and join meetings, view your meeting list, and pair to a video device with Cisco Proximity.

In the Cisco Webex Meetings desktop app, the default view is the dashboard. You can return to it at any time by selecting the home icon at the bottom left of the app.
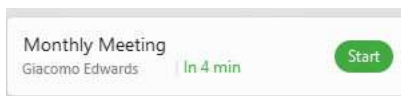

Start a Meeting

There is more than one way to start a meeting from the Cisco Webex Meetings desktop app. From the
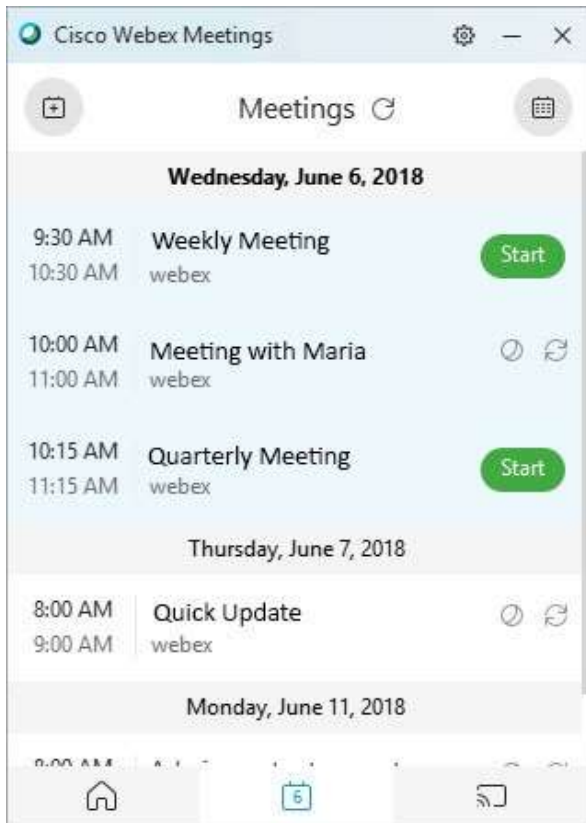

dashboard, you can select to start a meeting in your Personal Room.

You can also select the Start button at the top of the Cisco Webex Meetings app.

The start button appears up to 15 minutes before your scheduled meetings.

From the Meeting list tab, you can select Start to start any meetings that you are the host of.
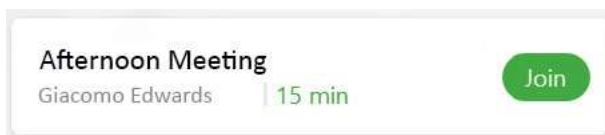
Join a Meeting

Below the Join a Meeting heading, you can enter a Personal Room ID for the room that you want to join. After you enter the Personal Room ID in the text box, you can select 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.

You can also select the Join button at the top of the Cisco Webex Meetings panel when you've been invited to a meeting.

The join button appears up to 15 minutes before a scheduled meeting, depending on your meeting notifications preferences.

You can select one of the profile pictures ![profile] in Recent Personal Rooms list to join a recently joined

Personal Room. If you want to see more rooms you have recently joined, you can select the More ![...] icon.

Recent Personal Rooms

View Your Meeting List

From the Meeting list tab, you can view a list of your scheduled meetings. At the top left of the panel, you can

select Schedule meeting ![+] to schedule a meeting from your Webex site or Microsoft Outlook.
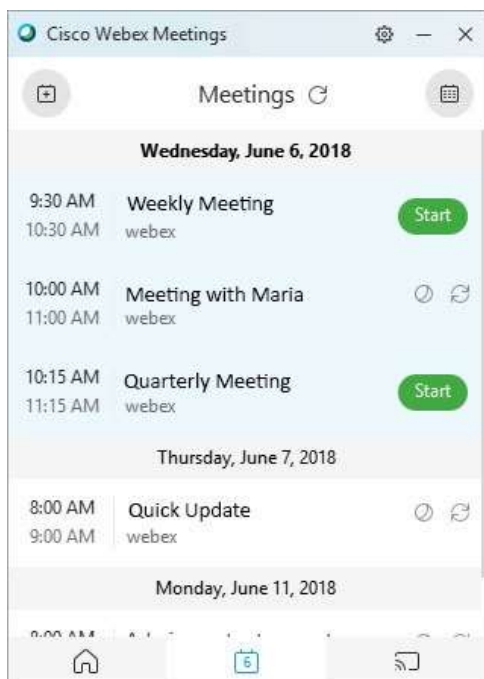
If you want to change how you schedule your meetings from your calendar, you can go to Preferences > Meetings. Under the Calendar integration section, choose from Webex or Microsoft Outlook.

At the top right of the panel, you can select Show calendar ![calendar] to view your meeting list from any calendar date.

If you want to use Microsoft Outlook as an integration, it must be enabled in your preferences. To enable it, go to Preferences > Integrations.

Pair to a Device with Proximity

From the Proximity tab, you can look for compatible video devices to pair with your Cisco Webex Meetings desktop app. You can pair on-premises or cloud registered video devices using the same steps.

When your Cisco Webex Meetings desktop app detects a nearby video device, you can choose to join your meetings from the device. If you are paired to an on-premises device, then you can also share content locally.

If you have issues connecting to a device, you can select Tips for connecting a device at the bottom of the Cisco Webex Meetings app window.

To join your next meeting with the video device, you can check the Join meeting using this video system check box.

To share content locally on the video device, you can select Share on Device. If you want to stop sharing, you can select Stop sharing.
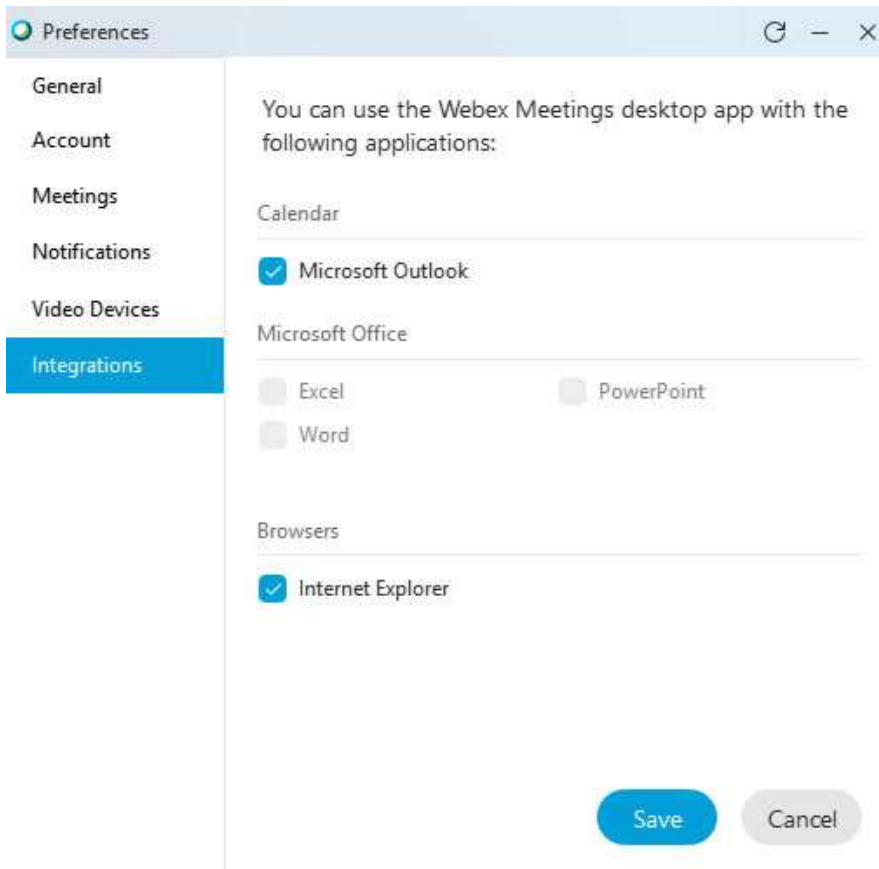
Set Your Preferences

In your preferences, you can check your account settings, choose your meeting notifications, enable plug-ins that you want to use with your Cisco Webex Meetings desktop app, and more.

To access your preferences, do one of the following:

- On Windows, select the gear ⚙ icon in the top right of the Cisco Webex Meetings app. Then in the drop-down list, select Preferences.

- On Mac, select Cisco Webex Meetings on the app menu. Then in the drop-down list, select Preferences.

When you are done changing your preferences, you can select Save or Apply.

Check the Cisco Webex Meetings Desktop App Version

Windows

You can check the version of your Cisco Webex Meetings desktop app to see if a new update is available or to help you with troubleshooting issues that you are facing.

1. In the top right corner of the Cisco Webex Meetings desktop app, select the gear ⚙ icon.
2. In the drop-down list, select About.

Mac

1. On the app menu, select Cisco Webex Meetings.
2. In the drop-down list, select About Cisco Webex Meetings.

Update the Cisco Webex Meetings Desktop App

You can update your Cisco Webex Meetings desktop app to ensure that you have the newest features and fixes.

Windows

1. In the top right corner of the Cisco Webex Meetings desktop app, select the gear ⚙ icon.
2. In the drop-down list, select Check for Updates.
3. Follow the installation prompts.

Mac
1. On the app menu, select Cisco Webex Meetings.
2. In the drop-down list, select Check for Updates.
3. Follow the installation prompts.

Uninstall the Cisco Webex Meetings Desktop App
If you no longer want the Cisco Webex Meetings desktop app installed on your computer, you can easily uninstall it from your computer.

Windows
1. On your computer, go to Start > Settings > Apps.
2. Select the Cisco Webex Meeting Desktop App.
3. Select Uninstall.
4. Follow the prompts.

Mac
1. On your dock, select the Finder.
2. Go to Applications > Webex > Uninstall.
3. Follow the prompts.